

**Church of St. John the Divine  
Parish Council Meeting  
August 15, 2017 7:00pm  
Denson Lounge**

**Attendees:** Alastair McCollum, Patrick Sibley, Duane Lecky (chair), Penny Holt, Sherrie Allen, Trevor Elton, Doug Sheepwash, Catherine Small, Kate McCabe, Michael Zenger, Rhoda Brodie-Smith

**Regrets:** Tom Clements, Carol Anne Harper, Graeme Brown, Joan Huzar, Gillian Hoyer

**Clerk:** Molly Patton

**Guests:** Gillian Barlow, Tony Barlow

### Welcome and Introductions

Meeting called to order at 7:02.  
Catherine Small presented opening prayer.

### Appointment of new clerk

**Motion: That Molly Patton be appointed as vestry clerk**

Mover: Alastair McCollum

Secunder: Michael Zenger

Carried

### Appointment of treasurer

Kate McCabe is appointed as treasurer by rector and wardens

### Adoption of the agenda

Changes to the circulated agenda:

- No property committee report, as property committee does not meet through the summer.
- Process for projects requiring funding – Duane to report
- Chapel update - Rhoda

**Motion: That the agenda be adopted as amended**

Mover: Michael Zenger

Secunder: Alastair McCollum

Carried

### Adoption of the Minutes of the Parish Council Meeting on July 18, 2017

**Motion: That the minutes be adopted as written**

Mover: Penny Holt

Secunder: Trevor Elton

Carried

## Reports

### Ministry

Alastair McCollum reporting, oral only

- **Thanks to Patrick and Kevin for the effort they put into the recent ordination.**

Ordination showed our community at its best- it was welcoming, lively, and had very good music. Thank you to all who put time and energy in. We may have our first same gendered marriage next May from a couple who felt so welcomed at the ordination they were moved to be married here. Alastair will seek permission from the Bishop once the booking is confirmed. An item may be added to the vestry agenda regarding this topic.

- **Thinking about the welcome that we offer to transgender people**

Alastair proposes removing the signage for single sex washrooms and instead making them gender neutral washrooms. Alastair invites Parish Council to think more consciously about ways that we as a congregation can be more inclusive, welcoming, and affirming. Are there things that we could be doing that state more of who we are?

Duane Lecky suggests brainstorming ways to communicate our affirmation publically- e.g. with rainbow flag symbols on website and on building somewhere

Patrick Sibley has researched putting up pride banners on the exterior of the building for pride month and hopes it is something we can do in the future. Patrick has also had discussions around putting a pride flag up opposite the Canadian flag in the back of the church.

- **The ongoing theme of visioning, planning, and strategic planning.**

Alastair discusses the idea of visioning that brings together the disparate threads of who and what we are- encompassing everything from programming to building to finance. Alastair notes there is some resistance to visioning as we have already done some of it and have an excellent document in Quo Vadis. However, it is believed that more visioning is required to come out with a strong statement of who we are and where we are going. Alastair has invited the Bishop to facilitate this visioning and is waiting to confirm a date. Visioning will then continue with a small working group.

### Finance

Duane Lecky presenting

Duane shares that we are making progress. Since Catherine left, we have hired a bookkeeper who is currently getting up to speed. The bookkeeper was able to provide a Treasurer's report a week in advance of the Parish Council meeting. Reports for June and July were sent out, and will be attached with minutes for review. Overall, there are no changes to the trends we've been seeing.

Michael Zenger asks about incoming Treasurer Kate McCabe's background. Kate's background is in education and non-profit administration, and she was an editor at Yahoo! Canada for 15 years.

## Education and Spirituality

Alastair McCollum presenting

- **Ongoing thanks to those who put on programs.**

Alastair reiterates that these programs are the lifeblood of our parish. Upcoming programs include FOCUS course and the We Together Diocesan Conference. FOCUS dates need to be booked as it is an outside group. The programme offers a chance to explore some of the contemporary teachings of the gospels.

- **Suggestions for programmes and volunteers to help run them are very welcome.**

Penny Holt asks if opportunities outside of liturgy/bible study are being considered. She proposes a symposium/information interview event regarding refugees in Canada.

Sherrie Allen asks about the possibility of liaising with other churches to increase the presence of children's programming and children in the church. Alastair McCollum notes that this is happening, and Ruth MacIntosh is in contact and partnering with many other churches. Ruth will attend an upcoming Parish Council meeting to provide an update.

Penny Holt suggests interfaith activities and will discuss with her interfaith group.

**Action: Suggestions of programmes and volunteers to run them should be sent to Alastair. PC members will solicit suggestions from other members of the parish as well.**

**Motion: That the reports be accepted**

Mover: Doug Sheepwash

Seconder: Rhoda Brodie-Smith

Carried

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## Action Items

### Administrator Position

Alastair McCollum reporting

- Carol Anne Zenger has accepted a six month contract for the new administrator position

The administrator position has been restructured. The idea is not to assign more work but to change the dynamic of the work.

One additional change will be an increased need to be strict about office hours. The office will be open during posted office hours only and not all day. Keys and room bookings will need to be arranged in advance. Carol Anne will develop a system for picking up keys.

The new position officially begins September 1. Alastair will sign a six month contract with Carol Anne, subject to revision by both parties and assessment at the end of the contract.

## Process for Projects Requiring Funding

Duane Lecky presenting

Duane Lecky orally reviews the previously distributed policy and asks for comments.

Alastair McCollum notes that, while the process may seem convoluted, it actually provides checks and balances, and is not about saying no to things, rather it's about being able to say yes. Alastair also clarifies this process is only for projects requiring funding- not all projects.

Trevor Elton suggests adding timeframes for responses as part of the document.

**Action: Process will be added as an agenda item for a motion at next month's meeting.**

## Finance Committee

Alastair McCollum presenting

A group has been created to ensure that the treasurer is not operating on their own and to provide support and offer bigger picture thinking. Joan Huzar has done great work in setting up the group, with the first meeting taking place next Tuesday. Terms of reference for the committee will return to Parish Council for approval.

## Chapel Update

Rhoda Brodie-Smith presenting

- \$5150 has been raised.
- Professional advice says that it's reasonable and fair to ask \$300 each for the 7ft pews.
- St George's has paid for all of their chairs through the Thrifty's smile card programme. Wardens would have to apply for smile card- Thrifty's provides to the parish a number of smile cards, those who shop at Thrifty's put money on the smile card and Thrifty's gives 5% back to the church.

**Motion: That the wardens look into the Thrifty's smile card program and the Country Grocer equivalent to see if it is an appropriate way to start raising funds.**

Mover: Rhoda Brodie-Smith

Secunder: Sherrie Allen

Carried

Joan Huzar is currently looking into Thrifty's, and Duane Lecky will look into Country Grocer.

Rhoda Brodie-Smith has also looked into the Diocesan Vision Fund and the Anglican Foundation, with potential for funding from both for different projects (including, potentially, the

ramp to the crypt.) It could also be possible to secure funding to hire a local artist to create artwork for the entrance doors and area over the chapel.

**Action: Sherrie Allen to work with Gillian Hoyer to explore the option of funding from the Diocesan Vision Fund.**

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## New business

### Check Generation Procedures

Duane Lecky presenting

- Procedures are in flux again- there will still be two cheque runs a month, however the date may change to avoid paying interest fees. To be formalized.

**Action: The bookkeeper and Kate McCabe will look into whether it is possible for cheques to list what the reimbursement is for on the check.**

### Ramp to Crypt

Alastair McCollum presenting

Peggy Wilmont has lots of possibilities on how we can improve accessibility to the crypt. Peggy wants to know if there is permission to progress with the idea of a ramp for the crypt.

**Motion: That we give Peggy Wilmot and the group that are concerned with the ramp affirmation to pursue this project and start getting funding possibilities, costings, and specifications as necessary.**

Mover: Alastair McCollum

Secunder: Michael Zenger

Carried

### On Street Parking

Penny Holt presenting

The 2hr parking has been cut down to 1hr around the church. In collaboration with neighbours, Alastair signed a letter to the city asking for 2hr parking to be reinstated. Michael Hill, the Community Development Coordinator for the City of Victoria, responded and indicated the request had been forwarded to City of Victoria transportation staff who would contact us in the "very near future."

### Welcome Back BBQ

Alastair McCollum presenting

Date TBC- either September 17 or September 10.

**Action: Trevor Elton and Michael Zenger to organize BBQ. Alastair to confirm date.**

### **Art in the crypt**

Gillian Barlow presenting

Rector and wardens have approved a plan to have an art group in the crypt. The group will initially meet Wednesday afternoons. Art will take place with water based materials only. For now the group is restricted to parish members; however the ultimate goal is to open up the group. Suggested \$4 donation per session per person, and eventually this money will go to purchase supplies that could be provided to attendees. Notices will appear in the bulletin, with an information session taking place September 24 2017

### **We Together Conference**

Alastair McCollum presenting

Diocesan conference hosted this year at Christ Church Cathedral School, September 15-16. Billets are needed for out of towners- information will be in Sunday's bulletin.

### **Agenda posting**

Duane Lecky presenting

**Action: Duane will post the agenda on the website as a notice prior to the Parish Council meeting.**

### **Naloxone Kits**

Alastair McCollum presenting

There is a free Naloxone training on August 31 in Centennial Square. Naloxone kits are free, and the church will have them available.

**Action: Alastair McCollum and Patrick Sibley to contact the City of Victoria to see about getting an outdoor sharps drop box installed on church property.**

### **Next Parish Council**

Meeting will take place September 19 at 7:00pm in the Denson Lounge. Rhoda Brodie-Smith will lead opening prayer.

### **Adjournment**

Alastair McCollum motions to adjourn at 9:04pm  
Carried.