



**2018 Annual Meeting Minutes
Varsity Acres Presbyterian Church**

**Varsity Acres Presbyterian Church
Annual Congregational Meeting Minutes
Sunday, February 25, 2018**

Chair: Rev. Dr. Peter Coutts

Attendance: ~73 people

Prior to the formal congregational meeting, congregants participated in an exercise to provide insight and ideas regarding our congregation's future direction. The exercise had two elements. Through small group discussion congregants were first asked to identify the core aspects of our congregation's identity as it is today. Next, they were asked to imagine how they would like to be able to describe our identity in the future. The observations and insights gathered in this exercise would be forwarded to the Stewardship Group for analysis and then on to the Session for planning purposes.

1. Constitution and Opening Worship

Rev. Coutts read from Ephesians 3:14-21 and suggested that Paul's prayer for the church in Ephesus also be our prayer for Varsity Acres Presbyterian Church (VAPC). Rev. Coutts prayed for the congregation and its meeting.

2. Appointment of Secretary

Motion: That Donna Jones be appointed secretary for the meeting.

Moved: Lisbeth Duncan , seconded by: Jo Ferguson **Carried**

3. Adoption of the Agenda

Motion: That the agenda be adopted as presented. A second set of minutes was also presented today dated June 26, 2017.

Moved by: John Hunter , seconded by: Sonia Shepherd **Carried**

4. Adoption of Minutes

Motion: That the minutes of the annual congregational meeting, February 26, 2017 be adopted as presented with the correction to the Pastoral Care Report – the shut in communions took place in 2017 not 2015.

Moved by: Sandy Churchill , seconded by: Lisa Castleman **Carried**

Motion: That the minutes from the special congregational meeting, June 26, 2017 be adopted as presented.

Moved by: Bill Loosmore , seconded by: Donna Murray **Carried**

5. Adoption of All those Reports without Recommendations pp.2 —18,22 —27

Motion: That all those reports without recommendations be adopted as presented.

Moved by: Ian Churchill , seconded by: Inna van Zoeren **Carried**

Lisbeth Duncan commended all the groups for the reports prepared for the annual report and congregational meeting.

Joan Stellmach indicated one report had been missed. Fair Trade Coffee served at VAPC supports farmers by providing education and medical care. The sales of fair trade coffee contributed \$309.04 towards the Youth Mission Fund.

6. Stewardship Committee – Martha Nystrom

Martha made the final report to the congregation on the results of the SHINE campaign. This included a summary of the work of the SHINE campaign over the past year – to identify road blocks, how to clear road blocks, how to unveil the future and how to tell the world about the great things VAPC does. The next work of the Stewardship Committee will be related to The Excite News which will have no monetary involvement, but rather look at different opportunities to increase awareness of the work and life of VAPC.

Lisbeth Duncan acknowledged the increase in facility usage over the past year.

Sandy Churchill thanked the Stewardship Committee for the excitement created for the SHINE Campaign and the heavy lifting around debt reduction and moving the debt to facility users so offerings can be used for the day to day work of VAPC.

7. Reports of the Board of Managers - Stephen Kaufman pp. 18-22

Motion: That the reports of the Board of Managers be adopted as presented.

Moved by: Jo Ferguson

seconded by: Steve Colgan

Carried

Stephen shared information on the following items:

- Photocopy upgrade
- Streamlining financial accounts
- Review of Delegation of Authority for financial expenditures
- Timing of finance committee reports
- Simplified committee structure and board member representation
- IT committee move to a working group under the Property Committee
- Board membership (including ex officio members)
- Incorporation of new model for financing

An overview of the proposed 2018 budget was presented using estimated expenses and revenue/givings based on 2017 actuals. This has been presented in detail and as a recommendation to Session and the Board.

The effect of the SHINE Campaign was recognized for putting VAPC in a position to manage facility debt through facility rentals and other income and staff and program expenditures through congregational givings. Beginning October 2018 it is anticipated interest and loan payments will be covered by facility rentals. Work will continue to look at opportunities to increase facility rentals.

VAPC would like to achieve 100% of givings to Presbyterian Sharing so will continue to look at other ways to achieve this.

Question from Rod Ferguson regarding whether the process to generate funds for Presbyterian Sharing will be used in the future? No decision at this time.

VAPC Historical Expense and Revenue profiles explained and discussed.

2018 budget management will include a monthly financial summary presentation at Board meetings. Throughout the year if required steps will be taken to meet and address any changing financial needs. If there is good success in managing the budget then there may be an opportunity if agreed by the congregation to allocate funds to Presbyterian Sharing.

Question from Ivan Freeborn on behalf of envelop counters and how to determine general givings versus pledges for the SHINE Campaign. Glenn Stewart is working closely with Margaret Wardle as well as contacting givers to determine how they wish their givings to be allocated.

Rod Ferguson reinforced the importance of regular givings by the congregation.

8. **Auditors' Report**

Motion: That the 2017 auditors' report be approved

Moved by: Martha Nystrom , seconded by: Ann Lundburg

Carried

Ian Churchill thanked Glen Befus for his work.

9. **Audited 2017 Financial Statements**

Motion: That the 2017 year-end financial statements be approved.

Moved by: Marilyn Brown , seconded by: Geoff Zakaib

Carried

10. **Proposed 2018 Budget** - Stephen Kaufman

Motion: That the 2018 Budget be approved as prepared by Howard Backus and presented by Stephen Kaufman.

Moved by: Stephen Kaufman , seconded by Steve Colgan

Carried

11. **Elections of Officers and New Board Members**

Motion: That the following retiring Board Members be thanked for their service: Shirley Lamont, Boyd Lowery, Cathy Smith.

Moved by: Sonia Shepherd , seconded by: Lisbeth Duncan

Carried

Motion: that the congregation thank Glen Befus for his service as Treasurer and Al Colquhoun for his service as an Auditor.

Moved by: Marjorie MacQueen , seconded by: Joan Stellmach

Carried

Motion: The following persons be appointed for one year terms:

Envelope Secretary: Margaret Wardle

Auditors: Phil Gaiser and Crawford Caswell

Bookkeeper: Ian Churchill

Treasurer: Heather Anderson (currently on a trial period)

Moved by: Ivan Freeborn , seconded by: Vicki Sharp

Carried

Motion: The following persons be appointed to the Board of Managers: Alasdair Starke and Steven Colgan for a three term, and that Howard Backus and Cathy Smith be reappointed for a one year term.

Moved by: Alice Hemphill-Morris , seconded by: Ann Lundberg

Carried

Retiring February 2019:

Stephen Kaufman
Marilyn Brown
Howard Backus
Dilys Adu-Darko
Cathy Smith

Retiring February 2020:

Len Gale
Laura Parker
Elizabeth Milner

Retiring February 2021:

Alastair Starke
Steve Colgan

12. Other Business:

Rev. Coutts commented on the good vitality of VAPC and excitement in writing the next chapter for VAPC. Rev. Coutts will be meeting with the youth from VAPC for their input on who we want to be and as well will be facilitating focus groups in April for more discussion from the congregation. This will be taken to Session at an upcoming retreat.

13. Closing thoughts and announcements:

Thanks to Rev. Coutts for taking a 5% salary reduction.

Thanks and acknowledgement to the Women's Auxiliary for their work in set up and preparing the lunch.

14. Prayer and Benediction: Rev. Coutts

Meeting adjourned at 1:10 PM