

**DRAFT SUMMARY – FOR RELEASE OCTOBER 23, 2016**  
**ANNUAL VESTRY – SEPTEMBER 25, 2016**

Minutes of the annual vestry meeting of Christ Church, Brampton, held on Sunday, September 25, 2016 in the morning following 10:00 am Holy Eucharist. The meeting was held in the church.

*These minutes are considered draft until approved by the next Annual Meeting of Vestry scheduled for Sunday, September 24, 2017.*

Following an opening hymn and prayer, The Rev. Dr. Byron Gilmore took the chair for the 166<sup>th</sup> Annual Vestry. He gave thanks for all who participated in the various ministries that took place throughout Fiscal 2016 (July 1, 2015 to June 30, 2016).

The pastoral letters received from The Most Reverend Colin P. Johnson and the Right Reverend Philip Poole were published in the Annual Vestry Report for 2016.

An attendance sheet for all to sign was circulated. Forty-eight parishioners were in attendance. Martha Whittaker was appointed Vestry Clerk.

**MOTIONS:**

The following motions were moved, seconded and carried.

1. That the Agenda for the Annual Vestry meeting of September 25, 2016 be accepted. The motion was moved by Paul Wren and seconded by Ken Egbuna.
2. That the minutes of the Annual Vestry of September 27, 2015 be accepted. The motion was moved by Bill Whittaker and seconded by Sally Campbell.
3. That the minutes of the Special Vestry of February 14, 2016 be accepted. The motion was moved by Phyllis Moffat and seconded by Chris Bird.

4. That we approve the reports of the church groups and organizations as published. The motion was moved by Don Perrault and seconded by Elizabeth Walker
5. The following appointments were made:

Rector	The Reverend Byron R. Gilmore
Rector's Warden	Peter Harvey
People's Warden	Janet Volkes
Deputy Rector's Warden	Sonia Sobers
Deputy People's Warden	Stephen Nilam
Treasurer	Paul Wren
Engagement Reviewer	Peter Volkes
Parish Administrator	Martha Whittaker
Envelope Secretary	Carolynne Atkinson
Heritage Committee	Sean Joseph Jonhni Chan Paul Vanhanen

Further nominations for People’s Warden and Deputy People’s Warden other than those presented by the Nomination Committee were sought from the floor with no response. The motion for People’s Warden and Deputy People’s Warden were moved by Elizabeth Walker and Phyllis Moffatt and seconded by Catherine Archdekin and Paul Wren, respectively.

6. That Chris Bird (moved by Don Perrault, seconded by Nancy Kee), Heather Grégoire (moved by Chris Bird, seconded by Sally Campbell) and Sarah Kaulback (moved by Kim Gilmore, seconded by Gloria Watts) be elected as Lay members of Synod with Diamond Scott (moved by Nicholas Smith, seconded by Sally Campbell) as an alternate. Nominations were sought from the floor with no response.
7. The following positions were appointed to serve on the Advisory Board:

- a. Rector
- b. Wardens

- c. Lay Reps (including Alternate) to Synod
  - d. Member at Large (Kayla Goodridge)
  - e. Parish Administrator
8. Donna Watson was elected to serve on the Advisory Board as a Member at Large. Further nominations were sought from the floor with no response. The motion was moved by Nancy Kee and seconded by Paul Wren.
9. That the signing officers of Christ Church be any two of the following positions: Rector's Warden, People's Warden and Treasurer. The motion was moved by George Stephens and seconded Chris Bird.

**ENVELOPE SECRETARY'S REPORT** (presented by Martha Whittaker for Carolynne Atkinson, Envelope Secretary)

We reviewed the Contribution Range and Contribution Summary Reports highlighting that over \$11,000 per month is provided by the way of Pre-Authorized Remittance.

Parishioners are asked to destroy expired envelopes, particularly if they move to PAR because their envelope number may be reassigned. Parishioners are asked to provide updates should they be relocating ~ often the only way we find out is when a mailing is returned by Canada Post.

The average contribution per year by envelope subscriber has declined to \$1,076 in Fiscal 2016 from \$1,211 in Fiscal 2015 and the PAR has also decreased to \$1,640 in Fiscal 2016 from \$1,700 in Fiscal 2015. Overall receiptable income dropped by \$24,000 with the biggest decline in General Offering (\$20,000) and Seasonal Offerings (\$2,000). Offerings that were designated to ministries outside of Christ Church remained steady at \$27,000.

The motion to approve the Envelope Secretary's Report was moved by Paul Wren and seconded by Helen Lahie. Motion was carried.

## QUESTIONS AND ANSWERS

Parishioners were encouraged to submit questions prior to Vestry to provide an opportunity to compile and answer them. Questions were also taken from the floor. Questions presented and reviewed included:

### Proceeds from 18 Elizabeth Street

- 1. What did Christ Church realize from the sale of 18 Elizabeth? Where are these funds? Are there plans for these funds?** (see Appendix I, page 9)

<b>Sale of 18 Elizabeth</b>	
Total Proceeds on sale	\$ 350,823
Selling costs	20,552
Net Proceeds	330,271
Deduct Synod portion 25%	(82,568)
Proceeds to Christ Church	\$ 247,891
Deduct	
Renovation costs prior to sale	(4,739)
Bishop discretion fund donation	(2,000)
Gain on sale per financial statements	\$ 241,152
Allocation of funds	
Funds allocated to Future Ministries	\$ 63,000
Repayment of Heritage loan	50,000
Boiler reserve paid to Heritage	80,000
	<u>193,000</u>
<b>Balance (Retained in General Fund)</b>	<b><u>\$ 48,152</u></b>

### Budget Planning & Expenses

- 2. How are we paying for the Assistant Curate and the Director ~ Family Ministries**
  - Combination of Ministry Development Fund, Curacy Grant and “Donors Like You”
- 3. How much did cost to replace the carpet? Why did we do this when we were in a deficit position?**
  - Funding was provided by Catering, The Parish Fellowship Group and Memorial givings
- 4. What is the plan for the deficit? Can we appeal to the Diocese for relief and/or reduction?**
  - Debt reduction motion to be presented (draft was released Sept 18)
  - See Question #7

**5. Why the budget is presented differently this year?**

- Simplicity – a one-page snapshot
- We re-mapped our income and expenses to line-up with how the Financial Statements are presented by the outside auditor

**6. General Fund (Operations) & Heritage Fund...what is the difference?**

- The General Fund is where we manage our income and expenses (much like a household bank account)
- The Heritage Fund handles bequests and memorials (much like a savings account) from which large capital and/or ministry projects are funded. Other than the “Fund Cap” provision to cover a presented deficit, funds are not released without a Vestry motion.

**Diocesan Relationship**

**7. Describe our relationship with the Diocese of Toronto**

- Christ Church is responsible for funding all operation of ministry but we operate in accordance to the Canons (church laws)
- Expenses such as Allotment, External Financial Review, Screening in Faith, Insurance and Building Inspections are mandatory as a parish within the Diocese of Toronto.

**8. What is the Diocesan allotment? How is it calculated?**

- Is our share paid for Diocesan operations and outreach (think of it as a franchise fee)
- The amount is calculated by the mean average of accessible income over 3 years (non-ministry related income is accessed at a higher rate)
- Over the past 5 years our annual average allotment was \$58,200 – outside of Salaries & Benefits, it is our single largest expense.

**9. Why do we have to have an auditor? Can't a parishioner do it? Who is the auditor? Where is it reflected in the Financial Statements? Is it a full audit?**

- This is a Diocesan Requirement. Since 2013, we have engaged MNP LLP for an Engagement Review and submitted same to the Diocese. The cost is reflected in our Financials as “Professional Fees” (budgeted at \$6,780 for F2017) under Expenses.

## Contributions to Christ Church

### 10. Where does our revenue come from?

- It comes from us ~ the parishioners!
- Since 2010, the percentage of income that is receiptable (offerings and donations) fluctuated between 69% to 86%. The average is 77% which is a good measure for our long term sustainability.
- Offerings to Christ Church are assessed at a lower rate than other income in the calculation of the Diocesan Allotment.
- Heavy reliance on “other income” such as rent is counterproductive to the call to Christian Stewardship

### 11. What various ways I can give the church that are tax deductible.

- Page 37 of the Annual Report has a listing of our Funds
- Some have been collapsed for reporting purposes
- From time to time, new funds are created (and others removed) for special offerings and/or projects
- By far our biggest and most important fund category is our General Offerings

### 12. What is the benefit in planning my givings from a tax perspective?

Weekly Donation	Monthly Donation	A Annual Donation	B 2016 Tax Credit	C Actual Cost of Donation (A minus B)
<b>Based on taxable income of \$50,000</b>				
\$ 19	\$ 83	\$ 1,000	\$ 361	\$ 639
\$ 29	\$ 125	\$ 1,500	\$ 562	\$ 938
\$ 38	\$ 167	\$ 2,000	\$ 766	\$ 1,234
\$ 48	\$ 208	\$ 2,500	\$ 964	\$ 1,536
\$ 58	\$ 250	\$ 3,000	\$ 1,165	\$ 1,835
\$ 67	\$ 292	\$ 3,500	\$ 1,365	\$ 2,135
\$ 77	\$ 333	\$ 4,000	\$ 1,566	\$ 2,434
\$ 87	\$ 375	\$ 4,500	\$ 1,767	\$ 2,733
\$ 96	\$ 417	\$ 5,000	\$ 1,968	\$ 3,032

This is an example from the CRA site...the tax credit here runs from 36-39% of the donation

<http://www.cra-arc.gc.ca/chrts-gvng/dnrs/svngs/clmng1b2-eng.html>

**2016 FINANCIAL REPORT** (draft released September 18, 2016 presented by Peter Volkes,)

Financial statements are presented in a format that combined the Heritage and General Funds as per accounting principles. Also included in the Statements are funds held in the Consolidated Trust that is managed by the Diocese of Toronto. These funds are a result of selling the rectory some years ago. Christ Church can normally count on between \$4,500 and \$5,000 per year in dividend income.

Copies of the Financial Statement are a watermarked draft by MNP LLP, who prepared them, until they are approved by Vestry. Unplanned results included:

- Offerings directly supporting operations fell \$24,000 from the same period last year with the greatest decline in General Offerings (\$20,000)
- Replacement Hot Boiler budgeted at \$80,000 was \$43,300.
- Unplanned lift repair expense of \$5,000

**MOTIONS**

1. To approve the Financial Statements was moved by Claire Bowen and seconded by Paul Wren. Motion was carried.
2. As per the Guidelines, the Heritage Fund Cap was proposed and voted on prior to 2017 operating budget and discussion. Major expenses as per Engineering Study and Building Inspection have been undertaken that resulted in the lowering of the proposed cap. A motion was moved by Chris Bird, seconded by Phyllis Moffatt and was carried to set the F2017 Fund Cap at \$150,000.

Minutes to reflect a comment by Elizabeth Walker to encourage Lay Representatives to Synod to put forth a Synod motion to revisit the practices and policy of the Consolidated Trust in order for the parishes to have greater and/or easier access to these funds.

## **2017 BUDGET** (draft released September 18, 2016 presented by Peter Harvey)

The following key budget assumptions were presented:

- Stewardship Pledge Results ⇒ cumulative increase of \$12,000
- General & Loose Offerings ⇒ ongoing need for stewardship education
  - Modest increase in actual offerings of 3%;
  - **F2017 Plan Total Offerings reduced by \$12,000 as compared to F2016 Plan**
- *Our Faith, Our Hope* dropping off ⇒ \$1,656 in F2017
- Ministry Development Fund (\$30,550) & Curacy Grant (\$25,000) ⇒ continued investment to offer programs to attract children, youth and families
- Budgeted salary increases of 2%

### **FIRE CONTROL PLAN**

The motion for Vestry to commission the Property Committee to spend up to \$10,000 to replace the Fire Control Panel was moved by Chris Bird and seconded by Phyllis Moffatt. Motion passed.

### **DEBT REDUCTION**

The motion for Vestry to approve the extraordinary transfer of \$11,351 from Heritage to eliminate the F2016 debt was moved by Elizabeth Walker and seconded by Chris Bird. Motion passed.

### **THANKS**

Word of thanks were expressed by Peter Volkes to Martha Whittaker and to the late Ted Walter who “always had the right answer”.

George Stephens thanked Peter Volkes for his many years of oversight on the finances of Christ Church.

There being no further business the meeting was adjourned Don Perrault at 12:50 pm. The meeting closed with a prayer.