

**DRAFT SUMMARY**  
**ANNUAL VESTRY – SEPTEMBER 29, 2019**

Minutes of the annual vestry meeting of Christ Church, Brampton, held on Sunday, September 29, 2019 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 27, 2020.*

Opening with prayer, The Rev. Dr. Byron Gilmore took the chair at 11:40 am for the 169<sup>th</sup> Annual Vestry. He gave thanks for all who participated in the various ministries that took place throughout Fiscal 2019 (July 1, 2018 to June 30, 2019).

The pastoral letters received from The Right Reverend Andrew Asbil, Bishop of Toronto and the Right Reverend Jenny Andison, Area Bishop for York-Credit.

An attendance sheet for all to sign was circulated. Fifty-seven 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 29, 2019 be accepted. The motion was moved by Sally Campbell and seconded by Paul Wren.
2. That the minutes of the Annual Vestry of September 30, 2018 be accepted. The motion was moved by Ruth Wiggins and seconded by Ken Egbuna.
3. That the minutes of the Special Vestry of March 8, 2019 be accepted. The motion was moved by Oscar French and seconded by Sonia Sobers.
4. That we approve the reports of the church groups and organizations as published. The motion was moved by Ruth Wiggins and seconded by Joanne Brear.
5. The following appointments were made:

Rector	The Rev'd. Canon Dr. Byron R. Gilmore
Rector's Warden	Stan Szepesi
People's Warden	Jonathan Tyner
Deputy Rector's Warden	Rachel Brown
Deputy People's Warden	Shumaila Desrochers
Treasurer	Paul Wren
Engagement Reviewer	Peter Volkes
Parish Administrator	Martha Whittaker
Envelope Secretary	Carolynne Atkinson
Heritage Committee	John Joukema Sean Joseph Maurice Salkey

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 Paul Wren and Ruth Walter and seconded by Nancy Kee and Nicholas Smith, respectively.

6. That Isaac Olurotimi (moved by Martha Whittaker, seconded by Chris Bird), Samir Tikaram (moved by Marjorie Taylor, seconded by Keith Osmond) and Sarala Golla (moved by Jeanne Stephens, seconded by Sally Campbell) be elected as Lay

members of Synod with Chris Bird (moved by Lydia Bennett, seconded by Phyllis Moffatt ) 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 (Jeremy I'Anson-Joukema)
  - e. Parish Administrator
  
8. Stephen Nilam 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 Shumaila Desrochers and seconded by Phyllis Moffatt.
  
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 Nancy Kee and seconded Sonia Sobers.

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

We reviewed the Contribution Range and Contribution Summary reports. On average \$12,550 per month is provided to the Operating Fund by the way of ~~Pre-A~~uthorized ~~R~~emittance (“PAR”).

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 following table was presented that illustrates the average annual gift per contributor over the last 5 years. We continue to refine our understanding of our donor base to provide accurate reporting to both our individual parish families and aggregate information to the Corporation for planning and forecasting.

	F2015	F2016	F2017	F2018	F2019	Year over Year	
<b># ENV. SUBSCRIBERS</b>	158	162	167	144	167	23	15%
<b>Total Offerings</b>	\$ 191,315	\$ 174,702	\$ 159,550	\$ 165,852	\$ 192,862	\$27,010	14%
<b>Average Gift</b>	\$ 1,211	\$ 1,078	\$ 955	\$ 1,152	\$ 1,155	\$ 3	0%
<b># PAR SUBSCRIBERS</b>	91	92	86	90	92	2	2%
<b>Total Offerings</b>	\$ 154,690	\$ 150,882	\$ 153,851	\$ 192,274	\$ 175,145	-\$17,129	-11%
<b>Average Gift</b>	\$ 1,700	\$ 1,640	\$ 1,789	\$ 2,136	\$ 1,904	-\$ 233	-14%
<b># COMBINED</b>	249	254	253	234	259	25	10%
<b>Total Offerings</b>	\$ 346,005	\$ 325,584	\$ 313,401	\$ 358,126	\$ 368,006	\$ 9,880	3%
<b>Average Gift</b>	\$ 1,390	\$ 1,282	\$ 1,239	\$ 1,530	\$ 1,421	-\$ 110	-8%

The Envelope Secretary further analyzed some of our donor patterns and the following was presented:

**Christ Church**

**Funds included: Parish Operations & Seasonal Givings**

**For Period: July 1, 2018 to June 30, 2019**

	Total Contribution			Total Parish Operations & Seasonal of Top 100
	7:45	9:00	10:45	
Top 50 Donors	\$ 28,124	\$ 111,574	\$ 65,929	\$ 281,392
Top 51 - 100 Donors	\$ 13,718	\$ 25,578	\$ 36,468	
	\$ 41,842	\$ 137,152	\$ 102,397	
<b>% of total</b>	15%	49%	36%	

Donor Split by Service Attendance & Average Annual Contribution				
	7:45	9:00	10:45	
<b>Top 50 Donors</b>	9	32	24	<i>See Note</i>
Average Annual Gift	\$ 3,125	\$ 3,487	\$ 2,747	
<b>Top 51 - 100 Donors</b>	11	18	27	<i>See Note</i>
Average Annual Gift	\$ 1,247	\$ 1,421	\$ 1,351	
<b>Top 100 Donors Combined</b>	20	50	51	<i>See Note</i>
Average Annual Gift	\$ 2,092	\$ 2,743	\$ 2,008	

**Note:** *These numbers will not add to 50 and/or 100 as a result of donors contributions being distributed across a variety of services.*

- Almost 75% of donations to Parish Operations (regular & seasonal) come from the top 50 donors.
- All services support one another as shown below:

The motion to approve the Envelope Secretary’s Report was moved by Elizabeth Walker and seconded by Corinne Andrews. Motion was carried.

## **FISCAL 2019 FINANCIAL REPORT** (draft released September 22, 2019 presented by Sonia Sobers)

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 receives approximately \$5,000 per in dividend income dependent on market conditions. Copies of the Financial Statement are a watermarked draft by MNP LLP, who prepared them, until they are approved by Vestry.

### **MOTIONS**

1. To approve the Fiscal 2019 Financial Statements was moved Peter Harvey and seconded by George Stephens. Motion was carried.
2. To approve the transfer \$23,468 from Heritage Fund to the General Fund to eliminate the F2019 debt was moved by Sean Joseph and seconded by Paul Wren. Motion carried.
3. As per the Heritage Fund Guidelines, the Heritage Fund Cap was proposed and voted on prior to F2020 operating budget and discussion. A motion was moved by Bill Whittaker, seconded by Ken Egbuna and was carried to set the F2020 Fund Cap at \$125,000. Motion carried.

## **FISCAL 2020 BUDGET** (draft released September 22, 2019 presented by Sonia Sobers)

The following key budget assumptions were presented:

- 3% increases on fixed expenses, however expenses will be reviewed for potential savings; however historically it has never been about expenses which are prudently managed;
- Continued monitoring and communication with regard to financial position and stewardship information
- No salary increases

The motion to approve the F2020 Budget was moved by Peter Harvey and seconded by Ruth Wiggins. Motion was carried.

## **DIACONATE MINISTRY**

Byron Gilmore reviewed the Motion released in draft on September 22, 2019.

### **MOTIONS**

1. That Vestry support the ministry of a permanent deacon or deacon rooted among us was moved by Phyllis Moffatt and seconded by Judith Reigel. Motion carried.
2. That Vestry confers Luigi Battista as a candidate for the ordination to the diaconate was moved by Gloria Watts and seconded by Sonia Sobers. Motion carried.

## **CONCLUSION**

Byron voiced his thanks to those that we stepping down from their positions within Corporation and Advisory Board. Specifically these included Sonia Sobers as Peoples' Warden, Stephen Nilam as Deputy Peoples' Warden, and Charlene Bickerstaffe and Barbara Westney as members of Advisory Board. Special recognition was made of Steve Hughes who stepped down as Chair of Property Committee after 18 years.

There being no further business a motion for adjournment was made at 1:00 pm. The meeting closed with a prayer.