

DRAFT SUMMARY – FOR RELEASE NOVEMBER 28, 2018

ANNUAL VESTRY – SEPTEMBER 30, 2018

Minutes of the annual vestry meeting of Christ Church, Brampton, held on Sunday, September 30, 2018 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 29, 2019.

Opening with prayer, The Rev. Dr. Byron Gilmore took the chair at 11:40 am for the 168th Annual Vestry. He gave thanks for all who participated in the various ministries that took place throughout Fiscal 2018 (July 1, 2017 to June 30, 2018).

The pastoral letters received from The Most Reverend Colin P. Johnson and the Right Reverend Jenny Andison were published in the Annual Vestry Report for 2018 and as an Appendix, respectively.

An attendance sheet for all to sign was circulated. Fifty-one 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 30, 2018 be accepted. The motion was moved by Catherine Archdekin and seconded by Chris Bird.
2. That the minutes of the Annual Vestry of October 1, 2017 be accepted. The motion was moved by Gloria Watts and seconded by Ken Egbuna.
3. That the minutes of the Special Vestry of May 27, 2018 be accepted. The motion was moved by Jim Wyllie and seconded by Sally Campbell.
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	Jonathan Tyner
People's Warden	Sonia Sobers
Deputy Rector's Warden	Shumaila Desrochers
Deputy People's Warden	Stephen Nilam
Treasurer	Paul Wren
Engagement Reviewer	Peter Volkes
Parish Administrator	Martha Whittaker
Envelope Secretary	Carolynne Atkinson
Heritage Committee	Paul Vanhanen John Joukema Sean Joseph

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 Charlene Bickerstaff and Sally Campbell and seconded by Corinne Andrews and Don Joshua, respectively.

6. That Charlene Bickerstaffee (moved by Judith Reigel, seconded by Keith Osmond), Samir Tikaram (moved by Martha Whittaker, seconded by Sally Campbell) and Barbara Westney (moved by Peter Harvey, seconded by Gloria Watts) be

elected as Lay members of Synod with Peter Harvey (moved by Chris Bird, seconded by Jeff Smith) 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. Chris Bird 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 Sonia Sobers and seconded by Stephen Nilam.

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 Peter Harvey and seconded Phyllis.

ENVELOPE SECRETARY'S REPORT (presented by Shumaila Desrochers for Carolynne Atkinson, Envelope Secretary)

We reviewed the Contribution Range and Contribution Summary Reports highlighting that over \$11,800 per month is provided by the way of Pre-Authorized Remittance ("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 4 years. The circled area indicates a significant recovery in our offerings. Last year, we reported that our 2 year trend had dropped 9% putting Christ Church under tremendous financial pressure. The average annual gift per subscriber increased over 20% year over year is a measure of congregational health. The decline in Envelope Subscribers is a result of further refining and understanding our donor base. It represents are more accurate picture of our contributors.

	F2015	F2016	F2017	F2018	Year over Year Change	
# ENV. SUBSCRIBERS	158	162	167	144	-23	-15%
Total Offerings	\$ 191,315	\$ 174,702	\$ 159,550	\$ 165,852	\$ 6,302	3%
Average Gift	\$ 1,211	\$ 1,078	\$ 955	\$ 1,152	\$ 196	16%
# PAR SUBSCRIBERS	91	92	86	90	4	4%
Total Offerings	\$ 154,690	\$ 150,882	\$ 153,851	\$ 192,274	\$38,423	25%
Average Gift	\$ 1,700	\$ 1,640	\$ 1,789	\$ 2,136	\$ 347	20%
# COMBINED	249	254	253	234	-19	-8%
Total Offerings	\$ 346,005	\$ 325,584	\$ 313,401	\$ 358,126	\$44,725	13%
Average Gift	\$ 1,390	\$ 1,282	\$ 1,239	\$ 1,530	\$ 292	21%

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

Funds included: Parish Operations & Seasonal Givings

For Period: July 1, 2017 to June 30, 2018

	Total Contribution			Total Parish Operations & Seasonal of Top 100 Donors
	7:45	9:00	10:45	
Top 50 Donors	\$ 39,368	\$ 97,264	\$ 64,483	
Top 51 - 100 Donors	\$ 13,454	\$ 24,532	\$ 34,097	
	\$ 52,822	\$ 121,796	\$ 98,580	\$ 273,199
% of total	19%	45%	36%	

	Donor Split by Service Attendance & Average Annual Contribution			
	7:45	9:00	10:45	
Top 50 Donors	10	27	25	See Note
Average Annual Gift	\$ 3,937	\$ 3,602	\$ 2,579	
Top 51 - 100 Donors	15	21	28	See Note
Average Annual Gift	\$ 897	\$ 1,168	\$ 1,218	
Top 100 Donors Combined	25	48	53	See Note
Average Annual Gift	\$ 2,113	\$ 2,537	\$ 1,860	

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

Further, we heard that almost 80% donations to Parish Operations are received by the top 100 donors.

The motion to approve the Envelope Secretary's Report was moved by Jim Wyllie and seconded by Don Joshua. Motion was carried.

2018 STEWARDSHIP FOCUS

On an annual basis we have a stewardship focus period and this year was no exception. Stewardship is conducted prior to the formulation of the budget for the following year. The Envelope Secretary provides compiled results to the Corporation as what can be expected in the way of offerings. As illustrated below, our focus period resulted in an \$18,500 commitment in increased offerings as compared to the previous year's actual. Of note, is that the PAR increased by 10% as a July 1.

	Invited	Returned - Pledges Responses					
		Total	% of Invited	F2018 Actual	F2019 Pledge	Year over Year Change	%
PAR Subscribers Pledged	89	45	51%	\$ 97,584	\$ 107,700	\$ 10,116	10%
PAR Data Added; No Pledge		44	49%		\$ 48,300		
Envelope Holders Pledged	128	38	30%	\$ 74,868	\$ 83,296	\$ 8,428	11%
	217	127	38%	\$ 172,452	\$ 239,296	\$ 18,544	11%
				Total PAR Commitment	\$ 156,000		
				Less Designated (F/W & Clergy Discretion)	-\$ 3,100.00		
				Total to Operating	\$ 152,900		

FISCAL 2018 FINANCIAL REPORT (draft released September 23, 2018 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 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.

As at Year-End Fiscal 2018, Christ Church realized an operating surplus of \$3,294. This is an extraordinary turnaround as compared to the Fiscal 2018 Budget where we expected to be in a deficit position of -\$22,000. We are extremely grateful and encouraged that offerings will be sustained throughout the year.

MOTION

1. To approve the Financial Statements was moved by Don Joshua and seconded by Joanne. Motion was carried.

The setting of a Heritage Cap was not required because a balanced Fiscal 2019 Budget was presented. This is the first year since the Heritage Guidelines were introduced in 2009 that this has occurred.

FISCAL 2019 BUDGET (draft released September 23, 2018 presented by Sonia Sobers)

The following key budget assumptions were presented:

- All expenses will be reviewed for potential savings; however historically it has never been about expenses which are prudently managed
- Modest salary increase of 3% (salary increases did not occur in Fiscal 2018)
- Continued monitoring and communication with regard to financial position and stewardship information
- Overall offering increases in were budgeted at 7% ~ a realistic number based on F2018 actual and stewardship results
- PAR increased by 10% as at July 1st as result of F2019 commitments being activated

For the first time in many years, a balanced budget was presented to Vestry. The motion to approve the F2019 Budget was moved by Corrine Andrews and seconded by Jim Wyllie. Motion was carried.

CONCLUSION

Byron voiced his thanks to those that we stepping down from their positions within Corporation and Advisory Board. Specifically these included Peter Harvey as Rector's Warden and Heather Grégoire, Sean Joseph and Donna Watson as members of Advisory Board. Catherine Archdekin voiced thanks on behalf of the Parish for Byron and the same by Don Joshua for Martha Whittaker.

There being no further business a motion for adjournment was made at 12:40 pm. The meeting closed with a prayer.