**Minutes**

**Jubilee Council Meeting**

**January 16, 2023**

Present: Kevin Collins (Chair), Rev Norm Seli (Minister), Rev Bri-anne Swan (Minister), Celia Ball (Facilities), Fran Crabe (UCW), Pam Lock (Regional Representative/Outreach), Jeanette May (M&P), Barb Measures (Worship), Gary Norris (Treasurer/Trustees), Brian Kalanda (Property), Judy Olson (Secretary)

Regrets: John Sharp (Finance)

Guests: Val Winters (Fundraising)

**Welcome, Call to Order, Opening Remarks**

Kevin Collins

* Called Zoom meeting to order at 8:05 pm

**Prayer**

Rev Norm

**Agenda Review**

A Discussion on the Masking policy will be added to the Minister’s Report.

Kevin will give a presentation regarding Fundraising in 2023 and Jeanette will step in as Chair.

**Approval of Minutes of December 12, 2022 Council Meeting**

*Moved by Rev Norm Seli and seconded by Jeanette May that the minutes of the December 12, 2022 Council Meeting be approved.*

*Carried*

**Business Arising from December 12, 2022 Minutes**

Minister’s Report

**ACTION:** Gary Norris will ask Diane Clare to conduct an analysis of Jubilee givings and report to Council in February 2023.

Jubilee Market Report

Pat Lansche sent Kevin Collins the detailed information that she prepared regarding the Jubilee Market.

Treasurer’s Report

**ACTION:** Charlie Scott will speak with the Trustees at their upcoming meeting regarding the advisability of moving the insurance plans back to a private insurer.

Jubilee Photo Directory

**ACTION:** Kevin will contact the photo directory company to obtain further details and will bring the issue back to the April Council meeting.

Jubilee Market

**ACTION:** Kevin will formally submit his proposal for the Jubilee Market to the Fundraising Advisory Committee after he determines if there is interest in others taking on a leadership role.

Annual Meeting Chair Reports

Jeanette May emailed the committee chairs and event managers regarding the deadlines for sending their submission for the Annual Report.

**Ministers Reports**

Rev Norm Seli and Rev Bri-anne Swan

* Virtual Service numbers remain consistent. In Person attendance seems to be coming back – 70 on January 8, but not near pre-COVID numbers or the numbers before masks became the preferred option. There is typically a natural decline in attendance at this time of year.
* Mask policy has been successful. There have been a couple instances of COVID within Jubilee, but no wide-spread outbreak.
* Ulterior Worship attendance is growing nicely into double digits.
* Significant appreciation for Christmas Care Packages created by Jubilee Cares, which were distributed on December 15 by volunteers.
* Christmas attendance was interesting. 4:30 Children’s service had 36; 7:30 Family Service had 60; 11:00 Communion had 7. Christmas Day attendance and New Year’s Day attendance were much higher than anticipated, with each exceeding 50.
* Improvised Christmas Pageant was a great success as was Kathy Coats’ Epiphany Service.
* Receiving limericks from a person who came to Jubilee through Resistance Church and is participating in both Resistance and Jubilee Church.
* Received a $2,000 donation from another individual from Resistance Church who is now also engaged with Jubilee Church.
* Paperwork for the Aldahoul family has been received by the Canadian Government and the Refugee Committee is getting engaged. They have a partner who would like to hold a fundraising event in Muskoka.
* Food Drive collected a lot of food items that will be delivered to the local Food Bank. Jubilee anticipates creating a deeper relationship with the food banks going forward.
* New Members Program begins in February on Sundays after Church. Rev Bri-anne and Rev Norm will co-lead.
* Definitely NOT Church is planning a couple of shows in the winter/spring.
* Revs Bri-anne and Norm and Jeannie are planning for Lent and Easter and expect to do a few new things as well as revisit some of Jubilee’s old favourites, like Muffin Church.
* Currently planning something for Shrove Tuesday at end of February.
* Looking to confirm a date for an afternoon tea with live music for older folks who are not able to get out on Sundays. It won’t be exclusive, but it will be designed for their access and benefit.
* Green Team is being re-engaged and should be more visible and active in 2023.
* Asked congregants if they want to relax the mask mandate; only one person said ‘No’, and many are simply silent on the subject. Discussion around moving to individuals making their own decision regarding masking, as many venues in the community are not requiring masking.

*Moved by Rev Norm Seli and seconded by Gary Norris that, assuming there is no dramatic change in public health, Jubilee will move to ‘masks optional’ on February 1, 2023.*

*Carried.*

* Rev Norm will announce the new masking decision at the next Sunday service.

**Treasurer’s Report**

December 2022 Financials

Gary Norris

* Deficit for 2022 is $7,200 over budget at $206,143
* Revenue was $60,000 under budget.  Both PAR and envelope givings were only 80% of budget
* Expenses were $53,000 under budget but that is misleading as utilities and maintenance and repairs were under-utilized
* Copying costs were under by $2,000 but caused by Jubilee not being fully operational due to COVID. Jubilee will be obtaining a new copier, and usage and lease rates will remain unchanged.
* With expenses increasing, Jubilee needs to focus on increasing revenue income in 2023.

*Moved by Rev Norm Seli and seconded by Pam Lock that the Financial Report be accepted as presented.*

*Carried*

2023 Draft Budget

Gary Norris

* Gary reviewed the 2023 draft Budget, which is attached to the minutes.
* A deficit of $220,000 is projected for 2023.
* They are still waiting on investment income statements.
* The M&P budget has changed by a small amount as the 2023 benefit numbers are now included
* The insurance amount will likely increase based on the results of the audit and the finding that the church is under-insured.
* The 2023 budget was presented for information only as it will be presented at the Annual Meeting for approval by the congregation.

**New Business**

Jeanette May took over as temporary Chair.

Fundraising

Kevin Collins

* Kevin clarified with Rev Bri-anne and Val Winters that the Fundraising Advisory Committee operates in an advisory capacity, so the execution of an event is the responsibility of the person initiating the request.
* Clarification of Trustees involvement in Fund-Raising events. (Elizabeth Clarke)

Trustees are interested in supporting Fundraising events by attending these events, being volunteers, etc. assisting with recruiting some of the Chairs and encouraging others to participate in Fundraising events. Trustees do not determine what Fundraising events will be held during the year, we do not find the Chairs for all of the fundraising events or oversee events other than the occasional events that Trustees may chair. Planning what Fund-Raising events will run, obtaining Chairs and overseeing these events is the responsibility of Council. Council, not Trustees is responsible for the operations of Jubilee.

* Kevin would like to schedule a meeting to discuss potential fundraising initiatives. Rev Norm suggested that he and Kevin host a pizza party for anyone to bring their fundraising ideas.

**ACTION:** Rev Norm will schedule a pizza party within the next two weeks to discuss fundraising ideas.

* Pat Lansche is planning two training workshops on January 28 and February 4 from 9:00 am to 12:00 pm on how to run a successful fundraiser. It was suggested that 6 hours of training was a big ask.
  + Rev Bri-anne stated that training of this nature would fall within the scope of the Fundraising Advisory Committee
  + It was decided that a meeting with the Fundraising Advisory Committee and Pat be arranged to discuss the content of the workshops.
  + There was discussion as to whether the training would specifically address the planning of the Jubilee Market or any general fundraising event. It was suggested that general information about contacting vendors, obtaining float money, preparing a budget, the need for tickets, advertising, delivering pamphlets, and buying supplies would be more helpful and applicable to any kind of fundraising event.
  + Val Winters and Lynn Moe are meeting with Pat on Thursday to see what they could do to support her workshop. Rev Bri-anne and Kevin were invited to attend this meeting.

**ACTION:** Kevin will send an update to Council following the meeting with the Fundraising Advisory Council.

Kevin Collins resumed the position of Chair.

AGM Chair Reports

Jeanette May

* Kevin and Jeanette are verifying who is continuing in their leadership roles for 2023-2024.
* Barb Secord advised that the planned date for the Annual Meeting of February 26 falls on a weekend that is already very busy for Jubilee. It was decided to move the Annual Meeting to March 5, 2023, which was the date suggested by Barb.
* Jeanette reminded members that individual Annual Reports are due as soon as possible.

**Property Committee**

Brian Kalanda

* The replacement of LED lights is proceeding. Two thirds of the cost will be covered by the Faithful Footprints grant.
* The team has narrowed down the options for the Sanctuary Access Ramp to two, and artist rendition drawings have been obtained for both options. Option 1 goes along the east sanctuary window wall and up the back hall. Option 2 also starts along the east sanctuary window wall then makes a 90 degree left turn onto the front right of the chancel. They are obtaining quotes from multiple contractors for the two options.
* The six outside replacement doors should be available by early February. Two thirds of the cost will be covered by the Faithful Footprints grant.

**Closing Prayer**

Rev Norm

Meeting adjourned at 10:05 pm