**Minutes**

**Jubilee Council Meeting**

**June 12, 2023**

Present: Kevin Collins (Chair), Rev Norm Seli (Minister), Rev Bri-anne Swan (Minister), Kathy Coats (Finance), Cheryl Colford (Pastoral Care), Fran Crabe (UCW), Brian Kalanda (Property), Pat Lansche (Fundraising and Event Support), Pam Lock (Regional Representative/Outreach), Jeanette May (M&P), Barb Measures (Worship), Gary Norris (Treasurer/Trustees), Judy Olson (Secretary), Barbara Rutherford (Facilities)

**Call to Order**

Kevin Collins

The meeting was called to order at 7:10 pm.

**Prayer**

Rev Norm

**Agenda Review**

Trustees Report by Gary Norris will be added to the agenda.

*Moved by Pat Lansche and seconded by Fran Crabe that the Agenda be approved as amended.*

*Carried*

**Approval of Minutes of May 15, 2023 Council Meeting**

*Moved by Jeanette May and seconded by Rev Norm Seli that the minutes of the May 15, 2023 Council meeting be approved.*

*Carried*

**Business Arising from May 15, 2023 Minutes**

Gary has received the information regarding Jubilee givings from Dianne Clare and will now conduct an analysis.

**ACTION:** Gary Norris will present an analysis of Jubilee givings and report to Council in September 2023.

Jubilee Photo Directory

Kevin has contacted the photo directory company and is awaiting a call back.

**ACTION:** Kevin will obtain further details from the photo directory company re updating Jubilee’s photo directory and report at the September Council meeting.

Choir Leads

Rev Norm spoke with Marie Criscione and she stated she does not want a public event in recognition of her years of service with the choir. It was suggested that a gift be provided to her. Marie will also be acknowledged at the end of year choir party on June 15.

*Moved by Barb Measures and seconded by Fran Crabe that Marie Criscione be presented with a gift valued up to $200 in recognition of her years of service with the Jubilee choir.*

*Carried*

**ACTION:** Rev Norm will work with Jeannie Wyse and M&P to purchase a gift for Marie Criscione valued up to $200.

Trustee Report

Rev Norm reported that the tenants are aware of the Naloxone kit, but it has not been relocated as yet. It will be moved to the back hallway beside the defibrillator. A simple course is proposed to instruct staff and tenants on how to use the kit.

**ACTION** Rev Norm will ensure that the Naloxone kit is moved during the summer to the back hallway by the defibrillator and will ensure that training is provided to staff and tenants.

‘Getting to Know You’ Cards

Cheryl Colford gave a short talk on the ‘Getting to Know You Cards’, which is a Pastoral Care initiative. Forms will be at the back of the church for people to fill out and the plan is to place one or two of the cards in the Sunday church bulletin or in the Jubilation newsletter.

**Receipt of Rev Bri-anne Swan’s Request for Change in Pastoral Relationship**

Jeanette May

Council received Rev Bri-anne’s request to change her pastoral relationship. Her last day of work will be September 4, 2023. Council recognized the contribution that Rev Bri-anne has made to the life of Jubilee and stated that she will be missed.

*Moved by Jeanette May and seconded by Pam Lock that Council accept Reverend Bri-anne Swan’s request for a change in Pastoral Relationship, effective September 5, 2023.*

*Carried*

**Minister’s Report**

Rev Norm Seli

* Attendance on June 4 was 100 in person and 100 online. These numbers are comparable to attendance prior to COVID and attendees are largely new to Jubilee. Two separate individuals said they have been following Jubilee online and wanted to join in person. Another person came to church and listened to Rev Norm’s Bible Reflection podcast on the way home. Two other individuals have moved away but still consider Jubilee their church and will continue to connect online.
* Feedback on the Sunday services continues to be very positive. Marlene Britton’s sermon was very well received and she will likely participate again in the future
* Music continues to be a big draw at Jubilee and Jeannie and the choir are amazing
* Resistance Church continues to be very important in people’s lives and has developed a real sense of community
* Ulterior Worship is a smaller community, but valued by those who attend
* There are a number of pastoral concerns that are being addressed and people supported
* Monthly Sunday services continue at Revera Donway with 12-20 in attendance
* There is a Church BBQ on Sunday, June 18 which will celebrate Jubilee’s 10th anniversary as an affirming congregation
* The Jubilee Cares team is holding an afternoon tea on Thursday, June 15, featuring the Westenders, for an opportunity to get people together
* Definitely NOT Church is having an event and BBQ on Wednesday, June 21
* The Syrian Dinner on June 9 was well attended and a great success. Financial numbers are yet to come in
* Jim Harbell was ordained two weeks ago and says his time at Jubilee was vital to his ministry formation
* The Youth Group continues to meet once a month for bible study and pizza with about 8 kids
* The Ministry team has mixed emotions – sad to change what has been working so well, but very excited for Rev Bri-anne as she moves on to a new call and a new church – East End United. They will be working over the summer to plan a smooth transition.

**Treasurer’s Report**

Gary Norris

* Envelope contributions continue to remain low, around $6,500 per month
* Snow removal and grass cutting are high this month as it covers both April and May
* Fundraising for the month is negative, due to the float advances for the garage sale of $1,900 and the garage sale receipts will not be reported until June
* Bank balance is at $124,000 and is expected to drop substantially as the ramp project will be starting in the next few months
* The income from the garage sale of $13,000 will help to keep Jubilee from having to draw down on investment monies
* The 2022 audit is expected to be completed by June 20 so the T3010 CRA Report can be filed by June 30, as required. No concerns have been raised by the auditors to date.
* The new financial reports are now created in Excel and are divided into two pages - one for Revenue and one for Expenses **.** They can be accessed on Jubilee’s Google drive.

*Moved by Gary Norris and seconded by Barbara Rutherford that the Treasurer’s Report be approved as presented.*

*Carried*

**Trustees Report**

Gary Norris

A letter was received from the insurance company that Jubilee’s insurance would lapse on June 1, 2023. This was a miscommunication, and after much discussion, the issue was resolved and assurances were provided that Jubilee does indeed have insurance coverage.

**Pastoral Care**

Cheryl Colford

* The Pastoral Care group is following up with individuals who are calling congregants
* They are considering starting a Hospitality Team to greet newcomers
* A Jubilee Talk Box is located at the back of the church to receive questions or pastoral concerns that congregants might have
* They are considering sending birthday cards to congregants but Cheryl doesn’t have a church directory
* Would like to plan a family-oriented event every 6 weeks
* Council members were in favour of returning the table with the prayer candles and book. New attendees to Jubilee were not aware of the purpose of that table, so if it returns, it should be introduced and explained.

**ACTION** Rev Norm will ensure that Cheryl is provided with a Jubilee directory.

**ACTION** Rev Norm will consider options for returning the prayer candles and book to Jubilee.

**Fundraising and Events Support Committee**

Pat Lansche

* Six events have been held so far this year and feedback reports have been received from 4. The committee is following up with the remaining groups so they have a record of the event to help others planning similar events in the future.

**Shining Waters Regional Council and Mission & Service Reports**

Pam Lock

* Shining Waters Regional Council held its annual meeting on May 26-28 in a hybrid form; in person at North Bramalea United Church and online by Zoom. There was equal attendance in both formats.
* Information on regional matters like budgets, committees and community ministries can be found on the Shining Waters website
* Jubilee was represented by Rev Norm and Rev Bri-anne, and by Pam Lock, who is Jubilee’s elected lay representative

**Mission and Service**

* The congregation continues to support the national M&S Fund through envelopes and PAR offerings. A cheque for $8,674.35 will be sent to the M&S Fund for January to May 2023

**New Business**

**Report on the Garage Sale**

Jeanette May

* After a 4-year hiatus, the garage sale was a huge success. It made a profit of $14,354.
* Planning Committee consisted of Val Winters, Andrea Mozas, Beth Frise and Jeanette May
* A member of the public donated $1,000, which is included in the income total
* All items that were not sold were packed up and delivered to Value Village the next day, and they paid $0.10/lb for hard goods and books, and $0.20/lb for soft goods like clothing and linens. In addition, Value Village paid a bonus of $100 for the volume of books and housewares that were donated, and also paid for the truck rental cost. This generated $951.
* An online sign up system simplified the process of volunteering
* Thirteen students were recruited through contacting the local high school Guidance Departments. This provided volunteer hours to the students
* The following Council members and Trustees were involved in the garage sale and were thanked for their dedication and hard work:
  + Elizabeth Clarke - clothing; Brian Kalanda - books and DVDs; Pat Lansche - plants; Barbara Rutherford -treasures; Rick Frise - sporting goods; Judy Olson – linens; Gary Norris – BBQ; Pam Lock – BBQ cashier; Fran Crabe – Financial Officer; Barb Measures – money counter
* Special recognition was given to Barb Secord for all of her work
* The towels and sheets that were not sold were donated to the Humane Society
* The Aga Khan Society paid a small fee for the 500 unsold children’s books and advised that they send these books to children all over the world
* All unsold electronics were picked up by the Scouts for their e-waste drive

**Property Committee**

Brian Kalanda

* The LED lighting changes are 99% complete.
* They are waiting for the Ridley doors to be delivered

Ramp Selection

* The Ramp Selection Committee decided to move forward with Option 1, which is the plan that goes into the back hallway
* A variance to approve a narrower hallway than required has been filed with the city. The project cannot commence until approval is received
* A Trillium grant proposal is being submitted that could cover up to $64,000
* Cannot start the project before September 26 and they’ll have 6 months to complete it
* Committee has narrowed it down to two contractors

The meeting moved to an In-Camera Session

The meeting returned to Public Session

*Moved by Jeanette May and seconded by Kathy Coats that Jubilee engage no more than ten guest preachers at the United Church of Canada guest preacher rate for the period September 2023 through June 2024.*

*Carried*

*Moved by Jeanette May and seconded by Kathy Coats that Ministry & Personnel work with Rev Norm Seli to hire, on a contract basis, a Social Medial Coordinator and a Community Engagement Facilitator for the period September 2023 through June 2024, at a cost that, in conjunction with the cost of the guest preachers, does not exceed the budgeted cost of a second minister for that same period.*

*Carried*

**Meetings During the Summer**

It was decided that any issues that arise during the summer months will be addressed by Executive Council, however, the full Council will be invited to attend the meeting in the event they are available.

**Closing Prayer**

Rev Norm

**Date of Next Meeting**

September 11, 2023

7:00 p.m.

Meeting adjourned at 10:00 pm

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