



# FAIRLAWN

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**THE ANNUAL GENERAL MEETING (AGM) OF  
Fairlawn Avenue United Church  
To be held on Sunday, November 15, 2020  
At 11:15 a.m. – 12:30 p.m. on Zoom**

## **AGENDA**

Opening Prayer: Rev. Douglas duCharme

Mary Ellen Richardson, Chair of Governing Council, opening remarks and opening motion.

### **1. Opening Motion**

- To appoint John Kimmel as Chair of the meeting
- To appoint John Ryerson as Recording Secretary for the AGM
- To adopt the Agenda for the 2020 Fairlawn Avenue United Church AGM
- To approve the Minutes of the 2019 AGM

Please note: the 2019 Minutes are accessible online as is the [2019 Annual Report](#). The Annual Report contains the financial statement summary and 2020 budget. This was distributed to the Congregation by email in March 2020.

Motion to approve the opening motion.

Moved By: Rosemary Pryde

Seconded: Gary Schlee

### **2. In Memoriam – Peter Heinz to acknowledge the individuals**

Prayer: Rev. Rob Metcalf

### **3. Report from Governing Council Chair**

Expressions of gratitude presented by Rosemary Pryde (for Jill Klaehn), John Kimmel (for Transition Team, 2019 M+P Committee, and Jane Rounthwaite (former Trustee) and Victoria Stuart (for Jim Pollock)

### **4. 2019 Annual Report**

Motion To receive the 2019 Annual Report

Moved by: Derek Wishart

Seconded: Rosemary Pryde

## **5. Financial**

Motion: to approve the 2019 financial statement and the proposed 2020 budget

Moved By: Steve Dunk

Seconded: Doug Knights

- Financial update on 2020 Steve Dunk Treasurer (October 31st year to date) and Bill Dines Chair of Trustees (Sept 30 year to date)

## **6. Governing Council**

### **a. Change in the size of Governing Council**

Set at 9 persons, Council wanted to broaden the congregational input into the leadership team. Council increased the number of members by three, two have been filled, subject to approval at this AGM. This is a change to Fairlawn's constitutional document.

Motion: to approve the expansion of Governing Council by three members at large

Moved By: Morrey Ewing

Seconded: Derek Wishart

### **b. Governing Council slate and positions for 2020**

- Mary Ellen Richardson Chair (for the majority of 2020, MER acted in the capacity of Co-Chair)
- John Ryerson Secretary and Shining Waters Regional Representative
- Steve Dunk Treasurer
- Robin Harkness Chair Human Resources and Relationships (formerly M and P)
- Amanda Hancox Chair Explore Spirituality
- Kathleen Magladry Chair Embrace Action
- Kathy Salisbury Chair Experience Belonging
- Vicki Stuart Chair Property
- Bill Dines, Chair Trustees
- Members at large Allan Hux and Rosemary Pryde (Note: for the majority of 2020, Rosemary Pryde acted in the capacity of Co-Chair)
- One vacancy

Motion: to approve the slate and positions of Governing

Council Moved By: Jan Schlee

Seconded: Doug Knights

**7. Board of Trustees – Bill Dines**

The 2020 trustees are (Bill to acknowledge his team)

- o Bill Dines, Jennifer Duchesne, George Swift, Derek Wishart, Katherine Dalziel

**8. Questions Period**

**9. Motion:** Adjournment by John Ryerson

**10. Closing Prayer** by Rev. Dr. Ambury Stuart

**ANNUAL GENERAL MEETING, March 24, 2019 Minutes**

Present	Laurie Prockter	Scot Denton
Allan Hux	Heather McPherson	Tom Salisbury
Rosemary Pryde	Sylvia Dixon	Mark Richardson
Patti Smith	Carolyn Hay	Margaret Harper
Robin Harkness	Bill Hay	John Kimmel
Jill Klaehn	John Wettlaufer	Bruce Langstaff
Don Urquhart	Paula Blaser	Judy Langstaff
Doris Geddes	Barbara Steep	Laurie Kimmel
Connie Buck	Tom Gifford	Audrey Sherrard
Sheila Corkill	Cathy Gifford	Illif Peck
Sal Brancaccio	Gina Atkinson	Jake Peck
June Rowe	Ron Nickle	Henry Chu
Shirley Bush	Sharon Nickle	Mary Chu
Sue Metcalf	Jessica Macdonald	Ambury Stuart
Rob Metcalf	Steve Evan	Sandy Giles Byrne
Jennifer Redwood	Marlene St Jean	Linda Cook

Peter Cook	Peter Heinz	Catherine Picard
Marlene Jones	Don Smith	Doug Crozier
Zen Skibinski	Bill Dines	Denise Graham
Wenh-In Ng	Kathy Salisbury	Sandy Strachan
Bob Stobie	Amanda Hancox	Sandy McKinstry
Marilyn King	Jennifer Arp	Peggy Williams
Wally King	John Ryerson	Beth Jones
Sharon Barrett Ewing	Jim Pollock	
Morrey Ewing	Vicki Stuart	
Kathryn Cullen	Barb Warner	
Saphes Lubega	Elaine McCarthy	
Alice Mbabazi	Rev. Douglas duCharme	
Shirley Janzen	John McCarthy	

Guests: Steve Adams Program Director, Addus  
Radha Nayar, Principle, Nayar Consulting

**1. Opening Prayer** Rev. Douglas duCharme (11:55 a.m.)

**2. Opening Motions**

**Motion 1:** To appoint Jim Pollock as Chair of meeting

By Rev. Rob Metcalf

Seconded: Morrey Ewing

Carried

**Motion 2:** To appoint John Ryerson as Recording Secretary of the meeting

By Jill Klaehn

Seconded: June Rowe

Carried

**Motion 3:** To recognize adherents as corresponding members with full rights of participation in the meeting except that they may not participate in motions regarding:

The election of Governing Council

The election of Trustees

By Don Smith

Seconded: Morrey Ewing

Carried

**Motion 4:** To adopt the Agenda for the 2019 Fairlawn Avenue United Church AGM

By Ambury Stuart

Seconded: John Wettlaufer

Carried

**Motion 5:** To approve the Minutes of the 2018 AGM

View 2018 Minutes <http://www.fairlawchurch.ca/wp-content/uploads/2019/04/FairlawnAGMminutes2018.pdf>

By Barb Warner

Seconded: Sylvia Dixon

Carried

Please note: the 2018 Minutes were appended to the Agenda

**3. In Memoriam** – Peter Heinz read the following names followed by a moment of silence

Wilfred Boyce

George Richardson

Faith Clinton

Bernice Sparks

Bill Foulds

Graham Tomkins

Ida Jackson

Sarah Welch

Marion Knights

Peter Williams

Dianne Meredith

**4. Report from Jim Pollock Governing Council Chair**

- o We are in a period of renewal: a journey of discovery that is exciting, exhilarating
- o This past year, we have witnessed much to celebrate: an extremely successful refugee initiative, multiple Embrace Action programs, Explore Spirituality offerings beyond the Sunday service which also encourage Experience Belonging – Advent by Candlelight, Six Degrees, Thriving in Retirement, Observer Discussion Group

- o Beyond these and many other initiatives, this past year has seen preparations for our transition – a transformation of our church community
- o Key goals last year:
  - 1/ Hire/welcome/support Transition Minister (as per Presbytery Visiting Team report);
  - 2/ Address cultural issues at Fairlawn (as per report);
  - 3/ Increase profile of EA to help deepen relationships internally and externally;
  - 4/ Support our new Director of Church Operations (as Marlene’s title was at that time;
- o Reflecting on how we realized these goals:
  - 1/ Hire/welcome/support Transition Minister (as per Presbytery Visiting Team report);
    - Thanks to Douglas for his leadership as Transition Minister
  - 2/ Address cultural issues at Fairlawn (as per report);
    - Our Listening Session, with its fundamental value of sharing and treating others with respect, and focusing on a cultural shift, something the Transition Team and Governing Council and our entire community is and will be working on, will see great improvement in this area
  - 3/ Increase profile of EA to help deepen relationships internally and externally;
    - Under Kathy Salisbury’s leadership and thanks to the incredible commitment of many people in our various EA activities, we have excelled in this area
  - 4/ Support our new Director of Church Operations (as Marlene’s title was at that time; now our Executive Director which more accurately encompasses her roles and responsibilities) and support her staff to succeed;
    - Expression of gratitude: Marlene (and teamed with Joanne); appreciation for new spirit of collaboration, plus anticipation of building a full staff complement
    - Marlene is the key person overseeing the Research Project that will provide some excellent insights into the unmet needs of our church community and the broader community
    - It has been a delight working with Marlene, and her energy, creativity and commitment are unparalleled.
    - [Marlene presented with flowers]

Jim acknowledged the work that Nayar Consulting is doing to facilitate our investigation; the company’s principle, Radha Nayar was asked to stand

Thanks to staff team

Acknowledged and thank those who moved on in 2018:

Sua Coghi , Jo Dullard, Janet Gordon, Daniel Reed, Doug MacNaughton

And we have welcomed and appreciate the work of those who have come on board: Joanne Christie, Sandra Verge

Jennifer Arp Chair of M and P conveyed thanks to the staff for their support of the congregation, noting the role of the M and P Committee in supporting relations between the congregation and staff.

## **5/ Develop rental revenue strategies**

Thanks to Marlene's laser focus on this and thanks to Vicki Stuart's support and counsel, and the wonderful work the Property Council has done, we have grown rentals and rental income considerably.

- Not only has this development increased revenues, it has opened up significant and heart-felt relationships with outside agencies, which have gifted our church community; Addus is one such agency.

Expression of our gratitude extended to Eleanor Daley, for her wonderful gifts that breathe such life into our service. In abstentia, flowers were presented to Eleanor Daley for her continued service to Fairlawn.

Acknowledge work of Transition Team: Morrey Ewing, Paul Mills, Rosemary Pryde, Mark Richardson, Don Smith, Patti Vipond

Thanks to Governing Council members and Kathy Salisbury, Esther Ewing and John Kimmel for stepping in as interim ES Chair, and Rob Metcalf for his support in so many ways

Thank you for the opportunity to serve as your chair.

## **Motion 6:** To elect the Governing Council slate for 2019

Jennifer Arp, Steve Dunk, Amanda Hancox, Allan Hux, Jim Pollock, Mary Ellen Richardson, John Ryerson, Vicki Stuart

By John Wettlaufer

Seconded: Morrey Ewing

Carried

5 Motions regarding roles of responsibility

Rev duCharme left the meeting

**Motion 7:** To approve extending Rev Douglas duCharme 's contract from October 2019 to end of June, 2020 in order to accommodate what needs to be done in the transition process through to the hiring process for a new minister

Morrey Ewing outlined the hiring and Shining waters (Region 10) approvals process involved in hiring a new Minister.

By Kathryn Cullen

Seconded: Mark Richardson

Carried

Rev duCharme returned to the meeting

**Motion 8:** To approve the election of Jennifer Arp as Chair of the M&P Committee

By Sheila Corkill

Seconded: Kathryn Cullen

Carried

**Motion 9:** To approve the election of Amanda Hancox as Chair of Explore Spirituality Council

By Ron Nickle

Seconded: Sharon Barrett Ewing

Carried

**Motion 10:** To approve the nomination of John Ryerson as Regional Council Representative

By Heather McPherson

Seconded: Shirley Bush

Carried

## **6. Ministry Reports** (full-version reports are online <https://goo.gl/4qjtfP> )

- Explore Spirituality (Amanda Hancox)

Amanda noted the 30 committees and groups under the ES leadership., extended thanks to Esther Ewing and John Kimmel for their leadership over the past year. She noted the upcoming Easter services and music and youth and child ministry survey and dialogue coming up.

- Experience Belonging (Allan Hux)

Allan highlighted the many social groups creating programs , doing what they like to do by bringing people together from friends, community and congregation.

- Embrace Action (Kathy Salisbury)

Kathy's report: As I step down as the first Chair of our EA Council, I do so knowing that we have many caring and committed folks at Fairlawn who will ensure that it continues to thrive! Thank you for the opportunity to serve Fairlawn in this capacity.

Fairlawn has shown and continues to show that we are a place that cares and that wants to make a difference in the world. I know this from the support we give to our newcomers to Canada, from helping kids go to camp, from supporting reconciliation efforts with our Indigenous brothers and sisters, from providing a welcoming environment for those who are often shunned by the rest of society and by speaking out against the injustice that creates a society that excludes people on the basis of their race, religion, ability, socioeconomic status or sexual orientation and gender identity.

In the coming year, and on May 6th to be precise, we will be reflecting on and making some decisions about the future of our refugee ministry here at Fairlawn. Please plan to be a part of this important conversation. We are also deepening ties with the organizations that we donate to through our EA fund such that we can be even better ambassadors for their important work. We will also strive to support their work with Fairlawn volunteers as appropriate and join forces in their advocacy efforts for social justice.

We can all be a part of Embracing Action at Fairlawn, from donating generously to the EA Fund, to volunteering for any number of EA activities that you can read about on the website, to writing letters to elected officials, to challenging stereotypes and hateful comments about the 'other' at every opportunity. It has been my absolute pleasure to have played a part in shaping our EA vision and to having a leadership role in the path we are currently on.

## **7. Celebrating the contribution of Addus**

Fairlawn is delighted to be Addus's new, permanent location in North Toronto. We look forward to partnering with Addus in the coming years, working to support them as they expand their programming, and inviting their participants to join in the many activities we have happening at Fairlawn and in the community.

Addus Program Director, Steve Evans was introduced by Vicki Stuart. Addus is a 22-year-old program serving across Toronto. Its vision is "Belonging to a community is more than a luxury- – it is a fundamental need. When people with developmental disabilities are connected and active in their own communities, every one of us benefits. It's our vision that adults with developmental disabilities are included in the community and hold valued social roles."

Mr. Evans commented on the positive relationship with Fairlawn. "Fairlawn has been so nice and so welcoming."

## **8. Financial Report, 2018 ( for financial documents <https://goo.gl/fahgt3> )**

- As Steve Dunk, the church's treasurer, was away, Bill Dines presented last year's operating results for the church and the 2019 budget proposed by GC.
- The complete financial statements and 2019 budget are included as an appendix to the annual report.
- The church had an operating deficit of \$150,070. This amount was better than the expected budgetary deficit of \$197,028. The major reasons for this improvement were a) a large unexpected anonymous donation received in December, b) an increase of \$60,000 in revenue from building users (special thanks to Marlene St. Jean, Kevin Resaul and the Property Committee) and c) the keeping of costs under budget
- Special thanks to the book sale volunteers who raised over \$15,000; Allan Hux also extends his thanks to J.D. Smith and Stancorp Enterprises Inc. for their generous contribution to the gift card fundraising program

## 9. Budget for 2019

The budgeted operating deficit is \$197,702 as was budgeted in 2018. The budget was prepared with input from all councils, committees and staff together with responses from pledge forms submitted during the Stewardship campaign.

## 10. Board of Trustees slate

- Bill Dines welcomed new Trustee members Jennifer Duchesne, Derek Wishart and acknowledged the contributions of Doug Crozier to the trustees.
- The trustees oversee the investments of the congregation. It is the income from these investments that allow us to operate during this time of operating deficits.
- There are two major funds. The Ministerial salaries fund continues to stand at \$1,000,000. We can use the income from this fund for church operations but cannot touch the capital without UCC approval. The Legacy fund has \$958,456 in it. We can use both the income and capital from this fund for church operations. The Legacy fund decreased during the year due to a decline in the market value of our investments, the church operating deficit and some major roof repairs.

**Motion 11:** To approve the nomination of Jennifer Duchesne and Derek Wishart to the Board of Trustees, and approve the full slate of trustees for this coming year:

Katherine Dalziel, Bill Dines, Jennifer Duchesne, Jane Rounthwaite, George Swift, Derek Wishart

By Doug Crozier

Seconded: Sheila Corkill

Carried

## **11. Q&A, Congregation**

In response to questions it was explained that the Walk-In support is a restricted fund and has sufficient funds through donations to sustain the program.

Also staffing replacement for the communications position is underway and child and youth services is included in the budget after the review is completed, and is funded in the budget. It was also noted that custodial and building costs have gone up with the substantial increase in activity and rental income.

Morrey Ewing spoke about the budgeting of staff and volunteer time and that all of us have a responsibility to help manage each other's time; for example, looking for processes that make us less dependent on staff time. Can we simplify and get the same results?

**12. Approval of Annual Report** (full document <https://goo.gl/4qjtfP> ) Highlights document <http://www.fairlawnchurch.ca/wp-content/uploads/2019/03/FairlawnAnnualReport2018Highlights.pdf>

Motion 12: To receive and approve the Annual Report, including the financial statements

By John Kimmel

Seconded: Sheila Corkill

Carried

## **13. Approval of Budget**

Motion 13: To adopt the Operating fund budget as presented in the Annual Report

By Peter Cook

Seconded: Rosemary Pryde

Carried

Trustees Financial Update to September 2020 -> <https://www.fairlawnchurch.ca/wp-content/uploads/2020/11/Trustees-Financial-Update-to-September-2020.pdf>