



FAIRLAWN

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Fairlawn Avenue United Church

Minutes of Annual General Meeting – April 18, 2021

11:15 am via Zoom call

Attendance List: Refer to [Appendix 1](#)

The 2020 Minutes are accessible online as is the 2020 Annual Report. The Annual Report contains the financial statements and the 2021 budget. This was distributed to the Congregation by email.

Mary Ellen Richardson, Chair of Governing Council outlined various administrative procedures relating to the meeting.

Robin Harkness expressed thanks to John Ryerson and Mary Ellen Richardson for their leadership in connection with the AGM and to Joanne Christie for her work in putting it together.

Douglas duCharme led the opening prayer.

Mary Ellen Richardson – outlined the purpose of the meeting including the receipt of reports, seeking approval regarding various matters, thanking various members, and sharing future plans.

1. Opening Motion

- To appoint John Kimmel as Chair of the meeting
- To appoint Steve Dunk as Recording Secretary for the AGM
- To adopt the Agenda for the 2020 Fairlawn Avenue United Church AGM
- To approve the Minutes of the November 15, 2020 AGM

Motion to approve the opening motion.

Moved by Doug Knights

Seconded by Laura Schlee

Carried

John Kimmel took over as Chair of the meeting. John recognized front line workers, Fairlawn staff, volunteers and all those participating in outreach activities and the community of Fairlawn.

2. In Memoriam – Peter Heinz to acknowledge the individuals departed since November 2020

Granville Nickerson - November 22, 2020

Peter Flemington - December 17, 2020

Beverley Carruthers - March 31, 2021

3. Report from Governing Council Chair

The Chair noted the following:

- The 2020 Annual Report provided examples of how Fairlawn has worked together to build and support a loving, caring community which serves those we know and those we aspire to know and support through transition.
- We should all be proud of how resourceful and resilient Fairlawn has been in the face of challenges. We sought ways to grow and build upon circumstances to emerge with fresh understanding to be a church that can thrive in a changing world.
- Grateful for our GC members and volunteers-- proud of our pastoral supports, our telephone ministry, our Embrace Action programs. We continue to be comforted by online spiritual offerings, thanks to staff, and to amazing volunteers-like Elaine Perkins, and Scott Denton-who have worked furiously “behind the scenes” on production/postproduction. We love the calming presence of music, and love to see our familiar choir singing together.
- Since our AGM in November, we have enjoyed an online Advent by Candlelight, a Talent Show, Christmas, and Easter celebrations, and will soon enjoy a “Best of Trivial Pursuit” night. We have also supported the Roehampton Project and sent letters & gift cards to our Walk-in Support guests.
- Our goal has been to continue to bring comfort to our community.
- We have done all of this, while most staff have worked remotely, and our Executive Director who has been absent since April 2020, is currently on long term disability leave.
- Thanks to the congregation for their continued support and trust.

4. 2020 Annual Report

Motion To receive the 2020 Annual Report:

Moved by Jill Klaehn

Seconded Philip Blackford

Carried unanimous

5. Financial

Steve Dunk, Treasurer presented a summary of the 2020 financial results.

Bill Dines, Chair of Trustees presented a summary of the results and activities of the Trustees.

Steve Dunk then reviewed the 2021 operating budget.

The Chair then asked for questions regarding the financial presentation.

John Kimmel invited questions from the congregation on the financial presentation:

- Jannie Mills asked where the expenses for Social Justice are in the financial statements?

Steve Dunk responded that the funds are not in the income statement but are instead recorded in an account and disbursed from that account only. They do not hit the income or loss of the church. The Social Justice receipts and disbursements are shown separately in the financial statements.

Bill Dines noted that the separate Social Justice fund administered by the Trustees of approximately \$150,000 is also detailed in the financial statements and was virtually untouched in the 2020 year.

- Doug Knights asked how we hope to achieve a \$20,000 increase in donations in 2021.

Steve Dunk replied that based on pledges received and bequests and special gifts of which we are aware of, it is possible we will achieve an increase. However, it is always a guess of what donations will be in a particular year.

- Lorraine Molloy stated that we are a wealthy congregation and wondered why we accepted the wage subsidies from the government when we could afford to pay for staff ourselves. When we look at what the pandemic will cost our nation would every little bit help if we didn't take it?

Steve Dunk replied that it is a difficult question to answer but that Governing Council was comfortable that we should accept the benefits of the government program as it helps us with our ministry. If we did not receive those funds and didn't take other steps, we would be digging significantly into our funds. In that case it would not take too long before we are no longer well funded.

Bill Dines noted that if we did not claim the subsidies that we are legally entitled to there may be many congregants questioning why we didn't. Governing Council therefore decided to apply for the subsidies.

- Jannie Mills noted that with respect to the budget the Embrace Action pillar activities are not shown in the financial statements. Is there a way to highlight the EA portion of our mission?

Steve Dunk noted that the details of the EA financial accounts are in the annual financial statements however are not in the budget which only looks at operating accounts. We can investigate adding disclosure in the budget.

- Jannie Mills asked if there is a cost-of-living adjustment for the staff in the budget salary line?

Steve Dunk noted that while we cannot comment on individual staff compensation matters, for ministerial staff there is a cost-of-living adjustment that is mandated by the United Church of Canada. For the rest of the staff, it is up to each church to determine salary adjustments on an individual basis. We do not have a policy to automatically apply a cost-of-living adjustment.

Motion: to receive the 2020 financial statements and the 2021 budget:

Moved by Derek Wishart

Seconded by Barb Steep

Carried

6. Expressions of gratitude

Vicki Stuart for Rosemary Pryde. Thank you for participating and her leadership in the Governing Council and continuing as Chair of the Re-entry Task Group.

Derek Wishart for Bill Dines. Thank you for 12 years on Trustees, including as Chair.

Kathy Salisbury for Kathleen Magladry. Thank you for work as Chair of Embrace Action, for her many other contributions To Fairlawn, including the Refugee Committee and the new Heads-Up publication.

7. Ministries in Action

Amanda Hancox, Chair of Explore Spirituality:

Amanda summarized the many initiatives and accomplishments in 2020 and 2021. She also outlined various plans for 2021.

Laura Schlee, Chair of Embrace Action

Laura summarized the many initiatives and accomplishments in 2020 and 2021. She also outlined various plans for 2021.

Kathleen Magladry, Refugee Ministry

Kathleen noted that we are awaiting a single male refugee from Africa. The timing is uncertain at this point. This initiative is being led by Philip Blackford. The decision was also made to sponsor a family of 6 – currently living in Jordan- with the application is to be submitted on April 19. We expect it will take a long time to get through the process. This latter initiative is being led by Bill Dines.

Kathy Salisbury, Chair of Experience Belonging

Kathy reported on several the Experience Belonging initiatives underway.

Vicki Stuart, Chair of Property

Vicki reported on the ongoing maintenance and capital projects, including plans for the coming year.

8. Governing Council

Governing Council slate and positions for 2021

- Mary Ellen Richardson 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
- Laura Schlee Chair Embrace Action
- Kathy Salisbury Chair Experience Belonging
- Vicki Stuart Chair Property
- Member at large Allan Hux
- Douglas duCharme (Ex officio)

Motion: to approve the slate and positions of Governing Council

Moved by Morrey Ewing

Seconded by Jennifer Duchesne

Carried

9. Board of Trustees

Derek Wishart shared his role as secretary and formal liaison to Governing Council and provided the following slate for Trustees for 2021:

- Mark Richardson
- Jennifer Duchesne
- George Swift
- Derek Wishart
- Katherine Dalziel
- Douglas duCharme

Motion: to approve the slate of the Board of Trustees

Moved by Steve Dunk

Seconded by Vicki Stuart

Carried

10. Guiding Principles

Amanda Hancox, Chair of Explore Spirituality spoke about the development of an outlined Fairlawn's Guiding Principles.

John Kimmel put forward a motion for the congregation to approve the adoption of the Guiding Principles.

Moved by Amanda Hancox

Seconded by Kathy Salisbury

Carried

11. Future Directions

An in-camera session was held to discuss several matters. As such, the staff left the meeting. Mary Ellen Richardson and Morrey Ewing spoke to provide an update on planning activities.

12. Question and Answer Segment

John Kimmel invited questions from the congregation:

- A question for Vicki Stuart – Chair of the Property Council: What are we doing to look at our technology needs?

Vicki Stuart commented that there is a budget for looking at new technology including web improvement. The Property Council plays a big part in this area. There is a guiding group that has been formed. The group includes representation from communications, staff, and John Wettlaufer from Property Council. Ultimately there will be a full review by Property Council.

Steve Dunk stated that there is a budget for technology. To the extent there are proposed expenditures related to the building those will be from the capital budget. Other non-capital expenses, for example software, will go through the operating budget. Significant capital items will be approved by Trustees and Governing Council.

Mary Ellen Richardson added that when we return to the building for services we expect to continue with our on-line ministry as it helps people who have difficulty attending services at the church building whether for mobility reasons or otherwise. We need to be more sophisticated in how we deliver that on-line ministry and will be evaluating how to best serve our needs through technology.

- Rob Metcalfe asked about the Children and Youth Ministry.

Amanda Hancox replied that we have seen a decline in the number of participants for several years which has accelerated with the on-line offering. We are actively looking at options. Whitton Daley is working on a project to explore what other churches, including those in the North Toronto Cluster, are doing.

- John Cowan asked about the four positions included in our constitution that are not currently filled.

Mary Ellen Richardson responded: Our constitution is somewhat dated. We have not updated the constitution to reflect the new reality and our future plans. It should be updated and in fact was on our list of matters to attend to. However, this work has been delayed by other priorities but will proceed when we have the time available. It was noted that the Constitution will be affected by future plans, as will the volunteers required.

We are struggling to find volunteers willing to fill key positions. We are interested in hearing from any potential volunteers. The positions currently outstanding are as follows:

- Vice Chair of Governing Council
- Stewardship Representative
- Chair of Communications Council
- Chair of Lay Leadership Development (could be done by the Vice Chair if we had one)

The tasks to be done by these roles are getting done in other ways. For example, Gary Schlee has been leading the Communications Advisory Group.

- Heather McPherson commented that she had noted on one occasion that it appeared people were approached directly for volunteer positions and that she had not heard about a broader request for volunteers.

Mary Ellen Richardson noted that we held a volunteer fair to attract new volunteers, and agreed that a periodic call for volunteers would be a good idea.

Other questions are not recorded in these minutes as they either relate to confidential staff matters or the in-camera session materials.

13. Staff Appreciation

Doug Knights requested a motion that the minutes record our deep appreciation to our staff for their efforts in the past year.

Moved by Doug Knights

Seconded by Jan Schlee

Carried

14. Adjournment

John Kimmel put forward a motion to adjourn the Annual General Meeting.

Allan Hux moved the motion.

As there is no second required, the motion was passed.

15. Closing Prayer

Ambury Stuart provided a closing prayer for the meeting.