



FAIRLAWN

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THE ANNUAL GENERAL MEETING (AGM) OF Fairlawn Avenue United Church for 2022 Sunday, May 28, 2023

Attendees recorded

Mary Ellen Richardson, Chair of Governing Council, welcome and opening remarks, notice of meeting

Amanda Hancox: In-person and hybrid Zoom procedures , including voting procedures and Fairlawn's Guiding Principles

Katherine Dalziel: Thanks to Joanne for her support in getting this meeting organized.

Rev. Douglas duCharme: Opening Prayer

1. Opening Motions

- 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 2023 Fairlawn Avenue United Church AGM
- To approve the Minutes of the April 24, 2022, AGM
- To approve all community of faith attendees eligible to vote (members and adherents)

Moved by
Seconded by

2. Pastoral Relations

William Haughton, Shining Waters Pastoral Relations Commission

Doug Crozier, Chair, Search Committee Report

Discussion

Motion: That the congregation request Shining Waters Regional Council approve the call on terms to be presented

Moved by Doug Crozier
Seconded by

3. In Memoriam

Jan Schlee: acknowledges individuals departed from April 2022 – present.

Rev. Rob Metcalf: Memoriam prayer

4. Report From Governing Council, Mary Ellen Richardson, Chair

5. 2022 Annual Report

Steve Dunk: Review of 2022 Financial Statements, summary, and commentary

Tom Salisbury review Reviews 2022. Trustee accounts. Legacy and Ministerial Funds

Steve Dunk - Review of 2023 Budget

Motion: To approve the 2022 Annual Report

Moved by

Seconded by

Motion: To approve the 2022 financial statements and 2022 budget

Moved by

Seconded by

Motion: To re-appoint Koster, Spinks & Koster LLP as auditor for the 2023 year.

Moved by

Seconded by

6. Expressions of Gratitude

John Kimmel: thank volunteers who have served this Community of Faith in the past, and Express our Gratitude.

7. Governing Council Slate and Positions for 2023

John Kimmel: Reviewed the slate of members for the 2023 Governing Council.

Particularly for the benefit of those on the phone, the names were read.

- Vacant, Chair Governing Council
- John Ryerson, Secretary
- Steve Dunk, Treasurer
- Allan Hux, Chair Human Resources and Relationships (formerly M and P)
- Vacant, Chair Explore Spirituality
- Sandy Giles Byrne and John Ryerson, Co-Chairs Embrace Action

- Vacant, Chair Experience Belonging
- Vicki Stuart, Chair Property
- Allan Hux, Shining Waters Regional Representative
- Amanda Hancox, Member at Large
- Judy Langstaff, Member at Large
- Tom Salisbury, Liaison from Trustees

Motion: To approve the slate and positions of Governing Council

Moved by
Seconded by

8. Board of Trustees

Tom Salisbury Council to present the slate of trustees for 2023

The 2023 Trustees slate is:

- Jennifer Duchesne
- Gordon Pitts
- Tom Salisbury, Chair and Liaison to Governing Council
- George Swift
- Derek Wishart , Secretary

Moved by
Seconded by.

9. Mary Ellen Richardson : In addition, as always, we welcome and are happy to receive your questions, feedback, and comments at any time, and will do our best to address these as we receive them. Email: <mailto:gc@fairlawnavenueunited.ca>.

10. John Kimmel: Notification of June 25 Thank you event for Rev. Douglas duCharme. Thank you and adjournment.

11. Closing Prayer: Rev. Dr. Ambury Stuart



FAIRLAWN

Connect with what matters in life.

~ MINUTES ~

**THE ANNUAL GENERAL MEETING (AGM) OF
Fairlawn Avenue United Church for 2021
held Sunday, April 24, 2022
At 1:30-3:00 p.m. on Zoom**

Attendees – see appendix

Mary Ellen Richardson (MER), Chair of Governing Council, welcome and opening remarks

- Good afternoon all, welcome and thank you for attending our formal Annual AGM 2022.

Amanda Hancox reviewed Zoom procedures and Fairlawn's Guiding Principles

Mary Ellen Richardson

- Notice of this meeting was properly given by reading in worship on two occasions prior to today. I would suggest that we are well in excess (10 people) of a quorum, as specified in the manual of the United Church, and thus we have a properly constituted AGM.

Katherine Dalziel Thanks Joanne for her support in getting this meeting organized.

Rev. Douglas duCharme: Opening Prayer

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 2022 Fairlawn Avenue United Church AGM
- To approve the Minutes of the April 18, 2021, AGM

Rosemary Pryde: I move the motion

Laura Schlee: I second the motion

Joanne.: The motion is passed.

2. In Memoriam

Peter Heinz: acknowledged the individuals departed from April 2021 – present. Peter stated the person's name as photos came up on the screen

- Grace Sutcliffe

- Eileen Prettyman
- Leila Hale
- Richard Atkinson
- Salvatore Brancaccio
- Carol Birtch
- Gordon Wood
- Edward DuCharme
- David Wong
- Michael Young
- Lois Court
- Peter Lea
- Madeleine Kirkby

Rev. Rob Metcalf: Memoriam prayer

3. Report From Governing Council, Mary Ellen Richardson, Chair

“Those of you who have heard me-and others from GC- speak over the last few months, in Douglas and my “Christmas video” , at the 2022 “Ask Me Anything Sessions” and at the recent Fairlawn Forward consultation sessions, will have heard some details about what we have been up to. And the 2021 Annual Report gave some beautifully presented and thoughtful examples of how Fairlawn has worked together to continue to build and support a loving, caring community which serves those we know and those we aspire to know and support through transition. We have much to celebrate.

I believe we should all be proud of how resourceful and resilient Fairlawn has been in the past in the face of challenges. Our Community of Faith did not merely endure but sought ways to grow and build upon circumstances to emerge with fresh understanding of how to be a church that can thrive in a changing world.

I continue to be so grateful to our GC members and all our volunteers-- proud of our amazing pastoral supports, our Embrace Action programs. We continue to be comforted by small group ministry sessions about Mental Health and Coping with COVID, book studies related to “Church in the Wild,” and we have joyfully welcomed Jean Ward and appreciate our Sunday spiritual reflections and music. Thanks to staff, and to amazing volunteers-like Elaine Perkins, and Scot Denton-who have worked furiously “behind the scenes” on production/postproduction. We love the calming presence of music, and to see our familiar choir singing together and thank Eleanor Daley and Ron Gorveatt for their roles in putting this together.

Fairlawn has also supported the Roehampton Project, continued to try to move our refugee cases forward, and sent letters & gift cards to our Walk-in Support guests.

Fairlawn's overarching goal has been to continue to bring comfort to our community during this time of crisis, deep loss, fear, and stress. We all need hope, community, support, and love.

Fairlawn has done all of this, while most staff have worked remotely, and our Executive Director who has been absent since April 2020, remains on long term disability leave.

Thank you for your continued support and trust.

It is good to remind ourselves of the joy our community delivers. We are assured that we are not alone."

4. 2021 Annual Report and Approval

The Annual Report was distributed in early April 2022, and is also available on our website.

Motion: To approve the 2021 Annual Report

Jill Klaehn: I move the motion

Philip Blackford: I second the motion

Joanne: The motion is passed.

5. Financial Treasurer's Report , Steve Dunk

Steve Dunk: Reviewed 2021 Financial Statements, summary, and commentary

Steve Dunk: Reviewed 2021. Trustee accounts. Legacy and Ministerial Funds Summary & Commentary

Steve Dunk: Reviewed 2022 Budget

Motion: To approve the 2021 financial statements and 2022 budget

Derek Wishart: I move the motion

Allan Hux: I second the motion

Joanne: The motion is passed.

6. Expressions of Gratitude

John Kimmel: thank volunteers who have served this Community of Faith in the past, and Express our Gratitude. Vicki Stuart was invited to start us off.

Vicki Stuart: for Rosemary Pryde for her role as Lead for the Re-entry Task Group since May of 2020

Derek Wishart: for Katherine Dalziel for her service as a Trustee

John Ryerson: for Laura Schlee as chair of Embrace Action

Amanda Hancox: for Jim Pollock for stepping in to produce our beautiful 2021 Annual Report. He did it in such a calm, professional and supportive manner that he made it look effortless.

Jan Schlee: thanked the Telephone Ministry of Laurie Kimmel and Jill Klein

Mary Ellen Richardson: "It takes a village to raise a child, and a thriving metropolis to support our amazing community."

Gary Schlee has picked up the communication function at Fairlawn. And I can tell you he is owed the gratitude of this community. (Weekly Greetings, website update, weekly changing of the sign, supporting the GC as we did the strategic planning sessions, working with his communication team of Jim Pollock and Maureen Davey to support a wide variety of strategic communication issues. AND being on the sound board for our in-person worship services.

Jan Schlee has picked up and managed the Pastoral Visitation ministry beautifully. If you've received a card, a phone call, a plant, a flower, a food delivery, you can thank Jan Schlee and her amazing group of visitors.

Robin Harkness. Like Dorothy in the Wizard of Oz...I've saved the hardest good by and thank you for me, for the last. I want to extend my sincere thanks to Robin Harkness for stepping into the function of Chair of HRR. In that role, Robin helped us transition through several challenges—as we transitioned to a "COVID" workplace, dealing with long term absences and quite different staff conditions and stressors. He also supported GC through the strategic planning work and in the extension of Douglas until June 2023. Both he and Patti are greatly missed by their Fairlawn friends and colleagues—and of course we wish them all the very best in their new Dundas Ontario home (once it is built and they can move in!!).

7. Governing Council Slate and Positions for 2022

John Kimmel: Reviewed the slate of members for the 2022 Governing Council. Particularly for the benefit of those on the phone, the names were read.

- Mary Ellen Richardson Chair
- Vacant, Vice Chair
- John Ryerson, Secretary
- Steve Dunk, Treasurer
- Katherine Dalziel, Chair Human Resources and Relationships (formerly M and P)
- Amanda Hancox, Chair Explore Spirituality
- John Ryerson and Sandy Giles Byrne, Co-Chairs Embrace Action
- Vacant, Chair Experience Belonging
- Vicki Stuart Chair Property
- Allan Hux , Member at large and Shining Waters Regional Representative
- Vacant, Member at Large and Volunteer Liaison
- Derek Wishart, Liaison from Trustees
- Douglas DuCharme (Ex officio)

Motion: To approve the slate and positions of Governing Council

Morrey Ewing: I move the motion

Laurie Kimmel: I second the motion

Joanne: The motion is passed.

8. Board of Trustees

John Kimmel: Derek Wishart will briefly share his role as secretary and formal liaison to Governing Council, and will announce the 2022 Trustees slate

Derek Wishart: The 2022 Trustees slate are:

- Jennifer Duchesne
- Tom Salisbury (new appointment)
- George Swift
- Derek Wishart (Liaison to Governing Council)

Motion to approve the addition of Tom Salisbury to the Board of Trustees:

Steve Dunk: I move the motion

Vicki Stuart: I second the motion

Joanne: The motion is passed.

9. Future Directions

John Kimmel: Mary Ellen, Steve and Morrey Ewing spoke to us over the next few minutes to provide an update on planning activities.

Mary Ellen Richardson:

This portion of the meeting was to give you an update on our important Fairlawn Forward deliberations that we are currently undertaking. We have used this opportunity as a bridge between what we heard from you at the first two sessions, and to provide information that is informing our work-and will inform our third consultation session on May 14th.

"First, I would like to introduce the wonderful FF team, who has been working hard since January to organize the consultations that we hope you can continue to be involved in.

They are: Maureen Davey, Philip Blackford, Morrey Ewing, Steve Dunk, Douglas duCharme, John Cowan, Amanda Hancox, and me. We have been supported by the Toronto United Church Council (TUCC), who you have had an opportunity to meet online at our consultations. TUCC works with many congregations who are deliberating over their future direction, as we are. We are lucky to have their expertise as additional guidance for our work.

Some of the themes of concern that we have heard from you include:

- concern about our future as a church, particularly given our aging congregation
- concern about the empty building
- a recognition of our declining volunteer capacity, which will result in us having to stop doing ministries for which no one steps up to lead. You will note that Governing Council is missing some key members, and I would note that most existing members will have reached the end of their terms by the end of the next year.

These same areas of concern have driven some of our work, and our analysis is informing our work. We will talk more of this on May 14th, but as a background for that discussion.

Steve Dunk:

"As Mary Ellen mentioned, we have been examining our demographics and making some financial projections. I will speak about both the financial impact of the aging population and about Children and Youth. I will then speak about a financial forecast we have prepared. PLEASE NOTE, that we will be sending you a summary of the information that I am presenting, in this coming week. So, no need for a pen and paper now.

Demographics: We looked at the percentage of our donations to operations by age group. This is based on the 2021 actual donations, adjusted for unusual donations that would otherwise skew the results for predicting the future.

Ninety-one percent of the donations were from congregants over the age of sixty. Even more critical is that 73% are from those over seventy. However, this means that over time we can expect a decline in donations as we are not seeing an influx of new, younger members.

It is important to note that we hope to receive bequests including from those who signed on to the Legacy Circle a few years ago, and new members are always welcome. However, while bequests may help fill the gap in the short term, in the longer term we can expect an overall decline. Obviously, it is impossible to predict the dollar amount of bequests but also the timing is very uncertain.

The importance of having young families with children has been recognized for many years. We have invested heavily in Spirit Space as a way of attracting younger congregants. Despite these efforts the number of children attending Spirit Space has declined in recent years.

This slide shows the decline in numbers and the estimated costs we incurred for Spirit Space over the period 2016 to 2019. We did not include the period June to August each year as there was no activity in those months.

Financial Projections: We have done a financial projection based on certain assumptions. As with any forecast one thing we can be sure of is they will be wrong. However, we believe the path they reveal is clear.

The key assumptions are:

1. Donations will remain at the same level as in the 2022 budget. This may be overly optimistic given the ages of our donors.
2. No bequests. This is likely overly pessimistic, but it is difficult to predict. As I discussed earlier it is possible there will be bequests during the 10-year forecast period to perhaps mitigate against a decrease in regular donations.
3. The current staffing will be unchanged with the exception that we expect to have a new Minister after June 30, 2023, to replace Douglas as our interim minister. This is optimistic since as our volunteer numbers decline, the existing burden of work may require incremental staff to be added to get that work done.
4. No rental income. This is a bit of a wild card as we have yet to determine our strategy for utilizing the building. At the present time we do not have any tenants. We have decided to take this time to evaluate how we use our space to maximize the benefit we can achieve with this asset before we enter into any new agreements.
5. Modest inflation factors were applied to costs.
6. No actions taken to fundamentally alter the operations.

The result is annual operating deficits that grow from a projected \$193,000 in 2022 to \$290,000 in 2031.

By the end of that 9-year period the Legacy Funds held by the Trustees (currently \$1.8 Million) would be reduced to zero. Remember that the other \$1 Million in the Ministerial Salaries Fund is non-discretionary and we cannot use it to fund operating losses.

This is one possible scenario, not a foregone conclusion.

There are many scenarios that can be envisioned based on many different assumptions. The key message is that based on how we operate today we expect significant continuing deficits that will eventually deplete the funds held by the Trustees.

And that is exactly why we are initiating this transition work now, prior to calling our new minister.

Now is the time to act, while we have the energy and financial viability to choose our future options.

If anyone would like to hear more detail about our finances and these projections I would be happy to host a call to answer any questions. If you are really interested I am looking for new members to join the Finance Committee and would love to hear from you.

finance@fairlawnavenueunited.ca

Morrey Ewing:

“The numbers may seem challenging. But they provide us with a genuine opportunity to explore how we can best steward our resources – people, passion, skills, building, financial – to serve our mission.

Now – while we are active and financially robust – is the time to choose our future intentionally and prayerfully.

As you have heard today and read in the Annual Report, the past months have provided an opportunity for renewal--to create a new way of being church. Part of our work now is to define what we mean by that, so that decisions can be made about our future direction and on what we might focus.

Here are some of our high-level conclusions so far:

- The organizing framework of Explore Spirituality, Experience Belonging and Embrace Action is still meaningful and valid. This framework includes the key components of what we believe our purpose is. The pandemic has reinforced how important those three components have been to Fairlawn and those we serve....and we are looking within that framework for new opportunities to pursue.
- COVID has brought the reality of our resource constraints into stark relief. We have no rental income and we have lost the book sale revenue. We do have a loyal Community of Faith, but one whose members are aging. We do not have many in the ‘next generation’ to whom to hand over the legacy of what we are.
 - To carefully steward our financial and people resources, we will want to make some careful choices about what things we can support and what things we can't. We will have to learn to say, “This, not that, or not now.”
 - We will focus our efforts on defining whom we wish to serve and what needs they have that we could address through our program offerings.
 - We will continue to adapt over time as our resource situation changes.

- We will continue to honour the grief that may come with the loss of what is familiar and has been valuable.
- And we will continue to celebrate the things that bring us comfort, even as we explore new ways to be relevant in our community.

So, what's next?

We heard in our April 2 session – and appreciate- that some of you find all this process frustrating, and want to 'get on with things'. An action orientation has long been a Fairlawn strength. Others have told us how much they value the way we've tried to break things down and communicate in waves rather than sharing too much information at one time. We also acknowledge the deep fatigue of both staff and volunteers – and all of us – as we work through this pandemic and its aftermath.

Our plan and intent is to continue consulting with the Community of Faith in May, June, and September.

- Throughout, we will share our work, listen to feedback, and refine our conclusions.
- In May we will have a comprehensive discussion of some of our potential options and look for your direction on which ones to pursue.
- In June, we will be sharing a draft of our Living Faith Story, including a potential path forward, developed and adjusted based on your feedback .
- Ultimately, the congregation must decide and approve any future. Our goal is to do that in September, prior to initiating our search for a new minister – depending upon what we hear back from you.
- As always, we welcome your thoughts, concerns, and questions.

We have been – and must continue to be – courageous and active! We have changed, yet remained ourselves, in this past year. We can take comfort in the fact that we will continue to evolve, and yet remain the essential Fairlawn, as we step into the future. We are a strong, loving, and connected community of people.”

“This concludes my remarks. There is an obvious tie between these planning deliberations and our future needs for ministry. Mary Ellen will speak about these now. And then we will open the floor to questions.

MER: As Morrey said, the affirmation of our vision, call and purpose—and a clearer articulation of our future direction—will help to identify the skills we need in our new Minister and in our lay leadership. It will help us to identify the job description and start our Search process for our new Minister.

An important part of the search process is the team struck to conduct the search. Today, I wanted to let you know the name of the Chair of our Search Committee. Luckily, for all of us, Doug Crozier has agreed to Chair the Search Committee. Doug needs no introduction to most of us in this meeting. Doug has been a member of this church for many years (NTD: Since

1983), and has served on most of the committees, including as Chair of Governing Council. He is a respected, thorough, trusted member of our church, and knows us well. He will be working closely with the Fairlawn Forward team over the next weeks to ensure that the outcome of these consultations will inform the job description and skill set that we need in our Minister.

Motion to approve Doug Crozier, as Chair of the Search Committee:

Katherine Dalziel: I move the motion

Mary Ellen Richardson: Thank you Katherine

John Kimmel: I second the motion

Joanne: The motion is passed.

Search Committee Doug Crozier: Briefly, outlined the search team is responsibilities

- using ChurchHub (an electronic platform in use by all United Churches) to search for interested and potentially available ministry personnel whose profiles indicate that they may well complement the community of faith profile that Fairlawn will by then have finalized and posted on that site.
- • creating a short list of ministry personnel to interview
- • completing first-round and second-round interviews of those who appear to warrant a closer examination
- • conducting reference checks
- • making a decision about a successful applicant and beginning negotiations
- • making a recommendation, including negotiated terms for the call or appointment, to the congregation."

Doug extended an offer for questions if anyone is interested in speaking with me about the work of the Search Committee or serving on it search@fairlawnavenueunited.ca

John Kimmel: At this point in our agenda, we will go into an in-camera session. As such, staff will leave the meeting.

(NOTES ONLY FOR IN CAMERA: Staff will be asked to leave at this point. Amanda ran through the slides throughout Future Directions – our new path forward & seeking the lightQ & A segment

Questions and answers

Mary Ellen Richardson : In addition, as always, we welcome and are happy to receive your questions, feedback, and comments at any time, and will do our best to address these as we receive them. IN fact, we want to speak with you anytime you're available!

gc@fairlawnavenueunited.ca

10. Adjournment

John Kimmel: I would like to declare a meeting adjournment.

11. Closing Prayer

John Kimmel: thanked everyone for your time and for attending.

Rev. Dr. Ambury Stuart: Closing prayer