



# FAIRLAWN

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Minutes THE ANNUAL GENERAL MEETING (AGM) OF

Fairlawn Avenue United Church for 2022

Sunday, May 28, 2023

Attendees recorded Joanne Christie

Zoom

In person

## I. Opening Remarks, Housekeeping, Opening Prayer, Opening motions

Mary Ellen Richardson, Chair of Governing Council

Good afternoon all, welcome and thank you for attending our formal Annual General Meeting 2022. We are meeting in person and by ZOOM . we want to ensure that everyone has a chance to attend , and vote, at this important meeting.

Amanda Hancox explained how we will be conducting this hybrid meeting, including the voting procedures.

Katherine Dalziel reviewed Fairlawn's Guiding Principles and thanked Joanne for her support in getting this meeting organized.

Mary Ellen Richardson

Notice of this meeting was properly given by reading in worship on two occasions prior to today. We have quorum, as specified in the manual of the United Church, and thus we have a properly constituted AGM.

Rev. Douglas duCharme Opening Prayer

### 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 : Kathy Salisbury

Seconded by: Judy Langstaff

Carried

II. Report of the Search Committee

John Kimmel introduce and welcome Rev. William (Will) Haughton on zoom, from Shining Waters Region who was the pastoral relations liaison to assist the Search Committee at Fairlawn

Doug Crozier, Chair, Search Committee Report

The Committee was: Jim Barr, Maureen Davey, Sandy Giles Byrne, Jill Klaehn, Susan Vincent, Derek Wishart, and Doug Crozier (Chair).

Doug Crozier opened the floor to questions or comments and presented the motion.

Moved that the congregation of Fairlawn Avenue United Church request that Shining Waters Regional Council approve the call of the Reverend Doctor David Cameron Watts to fill the role of Minister of Word, Sacrament and Pastoral Care, beginning September 5, 2023, according to the following terms:

The Position Description as approved by the Congregation in October of 2022.

A full-time call involving 40 hours per week.

Subject to:

- o 21 days (including Sundays) of annual study leave,
- o 31 days of vacation time, including 5 Sundays,
- o 3-month sabbatical at a mutually agreed-upon time approximately
- o 2 years into the call.

At an annual salary in Year One of \$92,005.42, being 21.4% above the United Church Minimum Salary guidelines for a minister of this tenure, in our location.

With:

- o administrative support of Fairlawn's Church Administrator,
- o an annual Continuing Education allowance of \$2,500,
- o an annual phone/communication allowance of \$855, and
- o mileage reimbursed at the rate dictated by the current Minimum

Salaries and Reimbursements for Ministry Personnel document at [www.united-church.ca](http://www.united-church.ca), being 55 cents per km for 2023.

And:

Eligible benefits (e.g., pension, CPP) in accordance with The Manual (current version) of the United Church of Canada and the Canada Revenue Agency. Annual performance reviews conducted by the Human Resources & Relationships Committee, or otherwise, to ensure a mutually effective ministry.

All other terms as set forth in The Manual (current version) of the United Church of Canada.

Moved by Jill Klaehn

Seconded by : Sandy Giles Byrne

Discussion

Carried unanimously

Note: Sept 10<sup>th</sup> will be the first service followed by a reception , the Coventing service to follow in the fall.

III. In Memoriam – Jan Schlee

It's my honour to read the names of Fairlawn members and adherents who have died since our last AGM in April of 2022.

1. Robert Callander
2. Henry Chu
3. Doris Thorsteinson
4. Bruce Langstaff
5. Lewis Yeager
6. Connie Buck
7. Connie Allen
8. Joanne Callander
9. Mary Salisbury

May they live on in our hearts and rest in peace.n Memoriam

Rev Rob Metcalfe led us in prayer

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

We have had an exciting year in 2022. Through the hard work of the Governing Council and the Trustees, and with the obvious support of many committee members and congregants,

we have continued to carefully steward our financial and building assets, and provided many opportunities for the Fairlawn community to explore their faith, to be together and support many third-party agencies. Congratulations.

The Fairlawn Forward Team working with all of you in the congregation, created and approved a Community of Faith Profile and a Position Description , launched the Search Committee and now -as we have just heard-found a wonderful new Minister to join Fairlawn in the Fall 2023.

Douglas DuCharme extended appreciation for the Fairlawn Forward work team of Mary Ellen Richardson, Maureen Davey, Amanda Hancox and Morrey Ewing.

Indeed, we have a lot to celebrate, and our Annual Report-which once again was masterfully put together by Jim Pollock-provides an excellent review of our 2022. It tells a compelling story of our life together. And it is important to look in and learn from what we see in the rear-view mirror.

And now we can look through our *front windshield* with hope and optimism for what is in our future.

Amongst many things to be grateful for is the successful completion of the Ministerial Search, and I want to extend our sincere thanks to all the members of the Search Committee for a job well done and to recognize your many hours of work.

The work done by the Fairlawn Forward team to develop a community of faith profile opened us up to new ideas and experience of God . We have created a new story, together.

You will hear in a moment that Fairlawn has been entrusted with a significant gift from Sal Brancaccio estate. This was a gift that reflected the deep love and respect with which Sal held the Fairlawn community and all that the church represented to him. It is a gift that we now must -and we will- steward with care, to invest in our future and support our vision and mission of what this church can achieve to support the communities we serve.

I told you last week about how proud I was to be part of the Fairlawn story over the last three years. I want to close my brief remarks by thanking you for allowing me to be part of that journey. As you may have heard me say, I have learned working with all of you that this church is above all about belonging, about community, about love. Love powers belonging, so we grow stronger and weather storms, and make a difference. We open a welcoming door to all who want to help us move our vision and passion forward. I have found that spirit, that passion that lives with us and among us.

I feel so grateful to be the recipient of the love, support, and yes, the prayers of so many in this place. I want you to know how important you have been in my story during the last three years.

Thank you.

V. Financial Reporting

## a) 2022 Annual Report and Financial Statements

Steve Dunk, reviewed of 2022 Financial Statements, summary and auditor report.

The audited financial statements presented in the 2022 Annual Report have two key elements. The first is the operating results which include regular donations and expenses of running the church such as salaries, worship, administration, and property expenses. The second is the results of the Trustees from their stewardship of the investments.

One important change to note this year is that Governing Council engaged Koster, Spinks & Koster LLP to conduct an audit of the 2022 financial statements. It has been many years since we have had an audit and the financial statement standards for non-profit entities such as Fairlawn have changed. The United Church of Canada manual states that an audit is strongly recommended. Given the length of time since our last audit, the need to update to the current accounting standard and to provide some assurance that the financial resources of Fairlawn are being properly cared for, we decided to have the audit for 2022 and will be asking for approval to continue this practice for 2023.

### Operating:

The operating results for 2022 were as follows. We had a large deficit of \$178,000. The budget provided for a deficit of \$192,000 so the result was \$14,000 better than budget. The key reasons for this result were:

1. Revenue was under budget by \$51,000. This is due solely to a reduction in givings by the congregation. It is a mixture of people moving away, deceased congregants or those unable to continue their current level of givings. There is a bright spot in the form of a bequest.
2. It is important to note that we did not have any rental income in the year as we are following our strategy developed last year to search for a significant community partner to use part of our building.
3. Expenses were under budget by \$65,000.

I would like to thank all of you for your continued support of Fairlawn.

It is encouraging to know that support for the various funds that benefit different Ministries has continued through the pandemic. Support for the Mission and Service fund was \$45,000 which is an increase of \$4,000 from 2021.

### Trustee Results presented by Steve Dunk and Tom Salisbury

The overall net income of the Trustees was \$108,000. The key components were as follows:

1. As Mary Ellen mentioned we received a bequest from the Estate of Sal Brancaccio of \$407,500 in 2022. Sal was a much-loved friend of Fairlawn and will be missed from both our regular Sunday services and his musical contributions at special events. He was supported in life by numerous Fairlawners but Faye Armstrong and Allan Hux.
2. Realized and unrealized losses on the portfolio were \$351,000 due to a very difficult stock market in 2022. This is a significant reversal from the \$399,000 gain in the previous year.

3. The investment income net of expenses was \$94,000, up from \$89,000 in the prior year.
4. The only major accounting change in 2022 is the requirement to now capitalize major repairs and fixed asset additions. As a result, there are now fixed assets on the balance sheet and a charge for amortization in the Statement of Operations.

The balances in the Trustee Funds are as follows:

Ministerial Salaries Fund - \$1 Million. The use of these funds is restricted. The income may be used to fund a portion of the Minister's salary each year. The balance in the fund is to remain at \$1 Million and may not be used to fund operating deficits.

Legacy Fund - \$1.9 Million. The use of these funds is not restricted and therefore may be used to fund operations as necessary.

Trustee Administered Funds - \$358,000. The use of these funds is restricted and includes, for example the Social Justice Fund and the Lucas Sanders Fund.

Combined Results:

When the results are combined there was deficit in 2022 of \$121,000. This compares with a net income in the previous year of \$529,000. The biggest changes were the stock market reversal from 2021 to 2022, offset by the bequest from Sal Brancaccio and the fact that no federal wage subsidy payments were received in 2022 (2021 - \$99,000).

Steve Dunk - Reviewed of 2023 Budget

2023 Operating Budget:

Note that this only addresses the OPERATING budget, not the Trustees. It therefore does not include any net investment income which was \$94,000 in 2022, nor any bequests or changes in the value of the investments.

In summary, we are projecting a net operating deficit of \$249,000 which is a significant increase from 2022. If this operating deficit is reduced by investment income of \$94,000 the net would be a loss of \$155,000.

The offerings are budgeted to decline by \$18,000. We are hopeful that this will be offset by rental income by the end of the year.

Why the change in revenue? While it is difficult to predict our revenue we look at the pledges many of you give us each November and try to make an educated guess based on our experience. Also, we lose congregants each year for various reasons and for many years they have not been replaced by new members.

The Book Sale was budgeted for \$14,000. We now know from Jan Schlee's announcement a few weeks ago that the Book Sale yielded a fantastic \$20,000. A big thanks to Jan and the many volunteers who made this possible.

Expenses are projected to increase by \$86,000.

Explore Spirituality accounts for \$36,000 of the increase as we return to regular Sunday services for the entire year.

Administrative costs will increase due to an increase the assessment from the United Church of Canada by \$6,900 and the cost of the audit of the financial statements.

Salaries and benefits for staff will be down by \$27,000 in spite of increases given to staff for inflation as we have fewer staff. This is offset by an increase in Property costs as we use a contract cleaner and snow removal contractor instead of custodians on staff.

Note that we are aware of bequests that may be received in 2023, depending on when the estates are settled. We do not account for bequests or enter them into our plans prior to receipt.

What this projected deficit means is we expect to draw down funds held by the Trustees to fund the deficit. The Legacy Fund would be the source of the funds as it is unrestricted and had \$1.9 Million at the end of 2022.

For the future (post 2023) – Unless there are changes to increase the revenue or reduce expenses we can expect to run significant deficits for the foreseeable future. This would mean a gradual erosion of the Legacy Fund. We remain hopeful that we will find a community partner to use some of our space that will alleviate this problem.

#### Questions

Motion: To approve the 2022 Annual Report

Moved by : Philip Blackford

Seconded by: Vicki Stuart

Carried

Steve Dunk: Before we move on, I think it's important that we acknowledge the wonderful work that Jim did in pulling together our Annual Report. It really is a concise, informative and easy-to-read document. Thank you Jim for all that you have done.

Motion: To approve the 2022 financial statements and 2022 budget

Moved by: Allan Hux

Seconded by : Tom Salisbury

Carried

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

Moved by: Derek Wishart

Seconded by: Bill Dines

Carried

V continued Steve Dunk provided a Negotiating Team Update:

We are continuing to search for a community partner with an interest in using part of our building to further our mission. It has been challenging to find a partner to serve youth and /or senior communities. While we will continue to search for such a partner, we believe it is prudent to broaden the potential tenants who might use our church building. We have therefore entered into a listing agreement with Royal LePage. The agent we are using was recommended by the Toronto United Church Council, and has experience collaborating with them, as well as with churches and other non-profit entities. The agent will continue to market our space as a community space.

VI. Expressions of Gratitude

John Kimmel: thanked all the volunteers who have served this Community of Faith in the past, and Express our Gratitude. So many who have made a difference. Two pages in the Annual Report!

Thanks to Kathryn Dahlziel for serving on Council and as Chair of Human Resources Katherine Dalziel moved from being a trustee to the position of chair of HR&R

Much work has been done on policy, processes and structure through the pandemic including the shift to two service Sundays. Her insights into the governing structure of the future are greatly appreciated.

We thank her for her steadiness and competence during this transitional period

Thanks to Amanda Hancox for serving on Council as Chair of Explore Spirituality. We are delighted that she is staying on Council as a Member at Large.

Thanks to Mary Ellen for her leadership through the pandemic visioning and preparation for this next phase in Fairlawn's journey

Mark Richardson extended family thanks to Mary Ellen Richardson

Mary Ellen Richardson extended gratitude to Doug Crozier for leading the search team.

VII. Governing Council Slate and Positions for 2023

Vicki Stuart introduced Judy Langstaff .

John Kimmel presented the slate of members for the 2023 Governing Council.

- Chair vacant



- John Ryerson, Secretary
- Steve Dunk, Treasurer
- Chair Human Resources and Relationships Allan Hux
- Chair Explore Spirituality vacant
- John Ryerson and Sandy Giles Byrne, Co-Chairs Embrace Action
- Chair Experience Belonging vacant
- Vicki Stuart Chair Property
- Allan Hux , Shining Waters Regional Representative
- Member at Large Amanda Hancox
- Member at Large Judy Langstaff
- Liaison from Trustees: Tom Salisbury

Motion: To approve the slate and positions of Governing Council

Moved by: Laurie Kimmel

Seconded by: Kathy Salisbury

Question on vacancy of a chair, it was noted that the Region had no issue, and the search continues

Carried

#### VIII. Board of Trustees Slate and Positions for 2023

Tom Salisbury to introduced Gord Pitts .

Motion to approved the 2023 Trustees slate:

- Jennifer Dushesne
- Tom Salisbury, Chair
- George Swift
- Derek Wishart, Secretary
- Gordon Pitts

Moved by: Steve Dunk

Seconded by: Vicki Stuart

Carried

IX. Closing Remarks: .Mary Ellen Richardson :

We have had a good meeting and some good discussions today. 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. [gc@fairlawnavenueunited.ca](mailto:gc@fairlawnavenueunited.ca))

Mary Ellen Richardson , I would like to let you know about the June 25<sup>th</sup> service and thank you event for Rev Douglas duCharme.

Those of us who have come to know Douglas duCharme, to listen, to receive a kind email, to benefit from a pastoral visit, to work alongside, to learn from his tremendous theological and organizational knowledge and creativity, will miss him.

He has left us better than he found us.

All good things must end and it's time to bid farewell to our friend, colleague, mentor, minister.

There will be a special de-covenanting service for Douglas on Sunday, June 25<sup>th</sup>. Ron Ewart, the Executive Director of the Toronto United Church Council, will preside and both Douglas and Jean will take part.

X. Adjournment and Closing Prayer

John Kimmel declared meeting over and called on Rev. A. Stuart for the closing prayer

6/12/23