



**THE ANNUAL GENERAL MEETING (AGM) OF  
Fairlawn Avenue United Church for 2025  
Sunday, May 24, 2026**

**Rev. Jean Ward and Rev. Nigel Weaver** – Welcome

**Judy Langstaff** – Notice of this meeting, call to order and reading of Fairlawn's Guiding Principles

Thanks to: Amanda Hancox – for supporting online Zoom participants for this hybrid meeting

**1. Opening Prayer – Rev. Jean Ward and Rev. Nigel Weaver**

**2. Opening Motion – Judy Langstaff**

- To appoint Tom Salisbury as Chair of the meeting
- To appoint John Ryerson as Recording Secretary for the AGM
- To adopt the Agenda for the 2026 Fairlawn Avenue United AGM
- To approve the Minutes of the May 4, 2025, AGM for the 2024 year
- To approve all community of faith attendees eligible to vote (members and adherents)

Moved by:

Seconded by:

Zoom Poll 1: Passed – Y or N

**3. In Memoriam – Rev. Rob Metcalf**

Acknowledge the individuals departed in 2025 and Memorial Prayer

**4. Words of Appreciation – Jessica Baugniet**

**5. 2025 Annual Report and Approval**

The Annual Report was distributed prior to this meeting, and is also available on our website.

Motion: To approve the 2025 Annual Report

Moved by:

Seconded by:

Zoom Poll 2: Passed – Y or N

## **6. Financial Report for 2025**

Steve Dunk: Review of the 2025 Financial Statements, summary, and commentary

Tom Salisbury: Trustees Report

Steve Dunk: Review of 2026 Budget

Motion: To approve the 2025 audited financial statements

Moved by:

Seconded by:

Zoom Poll 3: Passed – Y or N

Motion: To approve the 2026 budget

Moved by:

Seconded by:

Zoom Poll 4: Passed – Y or N

Motion: To approve appointment of auditor Koster, Spinks & Koster LLC for 2026

Moved by:

Seconded by:

Zoom Poll 5: Passed – Y or N

## **7. Governing Council Slate and Positions for 2026**

Tom Salisbury: Review the slate of members for the 2026 Governing Council.

- Chair – Mary Ellen Richardson
- Vice Chair – vacant
- Secretary – John Ryerson
- Treasurer – Steve Dunk
- Human Resources and Relationships Chair – Jessica Baugniet
- Explore Spirituality Chair – Amanda Hancox
- Embrace Action Co-chairs – John Ryerson, Sandy Giles Byrne
- Experience Belonging Chair – Rev. Rob Metcalf
- Affirm Chair – Kevin Doe
- Property Chair – Vicki Stuart
- Member at Large – Judy Langstaff
- Member at Large – Mary Swift

- Member at Large – Allan Hux
- Shining Waters Regional Lay Representatives – Vicki Stuart, Sandy Giles Byrne and Allan Hux
- Trustees, Liaison to Governing Council – Tom Salisbury
- Rev. Jean Ward (Ex officio)
- Rev. Nigel Weaver (Ex officio)

Motion: To approve the GC slate and positions

Moved by:

Seconded by:

Zoom Poll 6: Passed – Y or N

Addition of Cynthia Gratias to the Board of Trustees

- The 2026 Trustees slate are:
- Jennifer Duchesne
- Cynthia Gratias
- Gordon Pitts
- Tom Salisbury – Liaison to Governing Council
- George Swift
- Derek Wishart – Secretary

Motion: To approve the addition of Cynthia Gratias

Moved by:

Seconded by:

Zoom Poll 7: Passed – Y or N

## **8. Remarks from Incoming Chair of Governing Council**

## **9. Questions and answers**

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. Send via email to: [gc@fairlawavenueunited.ca](mailto:gc@fairlawavenueunited.ca).

## **10. Closing Prayer – Rev. Jean Ward or Rev. Nigel Weaver**

## **11. Adjournment – Tom Salisbury**

**Zoom Login Meeting ID: 845 9384 2615**

<https://us02web.zoom.us/j/84593842615>



**Minutes THE ANNUAL GENERAL MEETING (AGM) OF  
Fairlawn Avenue United Church 2024  
Sunday, May 4, 2025  
Hybrid In-person and Online (Zoom)**

**Rev. Dr. Cameron Watts** – Welcomed the community of faith.

**Judy Langstaff** – Confirmed notice of this meeting, quorum and call to order and called the meeting to order. The Fairlawn Guiding Principles were read.

Thanks to: Amanda Hancox – for supporting online Zoom participants for this hybrid meeting

**1. Rev. Dr. Cameron Watts – Opening Prayer**

**2. Opening Motion – Judy Langstaff**

Judy noted that this is the 110<sup>th</sup> AGM and 101<sup>st</sup> in this building

- 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 2025 Fairlawn Avenue United Church AGM
- To approve the Minutes of the May 26, 2024, AGM for the 2023 year
- To approve all community of faith attendees eligible to vote (members and adherents)

Moved by: Judy Langstaff

Seconded by: Allan Hux

Zoom Poll 1: Passed – Y

Carried

**3. In Memoriam – Rev. Rob Metcalf**

Acknowledged the individuals departed in 2024 and

Pauline Hill March 13, 2024

Wally King March 25, 2024

Don Urquhart March 25, 2024

Catharine Picard April 4, 2024

Anne Barber May 26, 2024

Andrew Peck June 25, 2024

Marilyn King July 11, 2024

Milly Saeger August 8, 2024

Memorial Prayer

#### **4. Report from Governing Council – Rev. Dr. Cameron Watts**

Visioning: Cam acknowledged the work of Governing Council and the many volunteers that make this community of faith so impactful. Visioning as delineated in the Annual Report with three areas of focus was driven in large measure by what we have energy for.

Affirm, Youth and Seniors

It was noted that Affirm and Seniors are externally focused to respond to community need and that youth is initially an internal focus.

#### **5. 2024 Annual Report and Approval**

The Audited Annual Report was distributed prior to this meeting, and is also available on our website.

Motion: To approve the 2024 Annual Report

Moved by: Jannie Mills

Seconded by: Derek Wishart

Zoom Poll 2: Passed – Y

Carried

#### **6. Treasurer's Report & 7. Financial Reports for 2024**

Steve Dunk: 2024 Audited Financial Statements and 2025 Operating Budget

Steve Dunk: Review of the Audited 2024 Financial Statements, summary, and commentary

Note: Last year at the AGM we did not approve selection of an auditor, subsequently, the Treasurer advised Governing Council that we should again engage the auditor of Koster, Spinks & Koster LLC. The decision on the budget variance was approved in January 2025 by Governing Council.

Gordon Pitts: Steve Dunk: Trustees Report

Steve Dunk: Review of 2025 Budget

Comments: Finance Presentation at the AGM May 4, 2025

As a preliminary comment please note that at last year's Annual General Meeting we did not recommend the appointment of an auditor. Governing Council subsequently decided based on my recommendation that we engage Koster, Spinks and Koster LLP to conduct an audit of the 2024 financial statements. The appointment was approved as well as the related budget variance by Governing Council in January 2025. Given the size of our assets we believe it is

prudent to follow the recommendation by the United Church of Canada that churches have an audit in circumstances such as ours.

It was an interesting year for finances at Fairlawn. I am happy to report that on a combined basis with the Trustee results we had a surplus of \$350,000. However, it is important to understand how this arose when we consider future planning.

First, we consider the operating results which include regular donations and expenses of running the church such as salaries, worship, administration and property expenses. Then we look at the results of the Trustees from their stewardship of the investments. I will present each separately and then consolidate them to provide you with the complete picture.

Operating:

The operating results for 2024 were as follows. We had a deficit of \$195,000. The budget provided for a deficit of \$192,000 so the result was roughly on budget. The key reasons for this result were:

1. Givings to operating was under budget by \$11,000. It is a result of people moving away, deceased congregants or those unable to continue their current level of givings.

2. We received rental income of \$161,000 versus a budget of \$177,000. The shortfall is attributable to the fact that the School did not use the Assembly Hall for lunches and we had hoped the Air Cadets would start with us in September. They have now joined us effective April 1 of this year.

3. The Book Sale was very successful bringing in \$20,000 versus a budget of \$14,000. Thanks to Kathy and Tom Salisbury and an enormous team of volunteers.

4. Expenses were under budget by \$17,000 split between HRR and Property.

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. The highlights of givings to the different funds are in the Finance commentary.

Trustee Results:

An important part of the story is the Trustee results. The overall net income of the Trustees was \$549,000. The key components were as follows:

1. We received \$50,000 from the Estate of Anne Barber and \$10,000

from the Estate of Zenovia Skibinski. We will miss their contributions to the life of Fairlawn. You should also note that the former Bessie Barber Nursery is now used by the school. However, in discussions with John Barber it was decided to name one of the offices currently being used by the quilters as the Bessie Barber Quilting Room in honour of their mother.

2. Realized and unrealized gains on the portfolio were \$408,000 thanks to a favourable stock market last year.

3. The investment income net of expenses was \$133,000, up from \$126,000 in the prior year. The investment income is the interest and dividends earned.

4. The Trustees also funded capital expenditures of \$137,000 in the year, primarily repairs to the roof.

The balances in the Trustee Funds totalled \$3.773 Million at the end of the year. Maintaining these funds allows the Trustees to generate investment income that we can use to fund the operating deficit. The balances in the 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 - \$2.367 Million. The use of these funds is not restricted and therefore may be used to fund operations as necessary.

Trustee Administered Funds - \$406,000. The use of these funds is restricted and includes, for example the Social Justice Fund and the Lucas Sanders Fund.

Combined Results:

As I mentioned in the beginning, when the results are combined there was a surplus in 2024 of \$350,000. There was a deficit in operations of \$195,000, a surplus in the Trustees of \$549,000.

For the mathematicians in the crowd the difference of \$4,000 is a change in the restricted operating funds. This compares with a surplus in the previous year of \$149,000. Overall not a bad year BUT we must realize that the change in the value of the investment portfolio was \$408,000. Where that goes this year is anybody's guess.

Which leads to a discussion about the 2025 Budget.

2025 Operating Budget:

In summary, we are projecting a net operating deficit of \$179,000

which is a decrease of \$16,000 from 2024.  
The big change is the fact that we now have 2 tenants, one for the whole year and one from April on. We are budgeting rental revenue of \$216,000 in 2025 an increase of \$55,000 from last year.  
The offerings are budgeted to hold steady at \$323,000. It is difficult to predict our offerings - we look at the pledges we receive in November and make an educated guess based on our experience.  
The Book Sale was budgeted for \$20,000. We now know from the announcement a few weeks ago that the Book Sale yielded a fantastic \$22,000.

Expenses are projected to increase by \$35,000. Why?  
There will be an increase in Property costs forecasted as \$47,000 primarily due to the addition of tenants and some deferred maintenance that needs to be attended to this year.  
Communications costs will rise as we will have the Digital Content Creators for the full year instead of half the year we had in 2024.

While not reflected in the operating budget, we have budgeted capital costs this year of \$85,000 that will be funded by the Trustees. The main item is the sound system at approximately \$75,000. This will help improve the quality of our services both in-person and on-line.  
The operating budget provides for a deficit of \$179,000 but hopefully the Trustee results will pull us closer to a breakeven position. That depends on the performance of the investment portfolio. Steve Dunk , Treasurer.

Motion: To approve the 2024 audited financial statements

Moved by: Derek Wishart  
Seconded by: Barb Warner  
Zoom Poll 3: Passed - Y  
Carried

Motion: To approve the 2025 budget

Moved by: Mark Richardson  
Seconded by: Morrey Ewing  
Zoom Poll 4: Passed - Y  
Carried

## **7. Governing Council Slate and Positions for 2025**

John Kimmel: Reviewed the slate of members for the 2025 Governing Council.

- Chair - vacant
- Vice Chair - vacant
- Secretary - John Ryerson

- Treasurer – Steve Dunk
- Human Resources and Relationships Chair – Allan Hux
- Explore Spirituality Chair – vacant
- Embrace Action Co-chairs – John Ryerson, Sandy Giles Byrne
- Experience Belonging Chair – vacant
- Property Chair – Vicki Stuart
- Member at Large – Judy Langstaff
- Member at Large – Amanda Hancox
- Member at Large – vacant
- Shining Waters Regional Lay Representatives – Vicki Stuart, Sandy Giles Byrne and Allan Hux
- Trustees, Liaison to Governing Council – Tom Salisbury
- Rev. Dr. Cameron Watts (Ex officio)

Motion to approve the Gov Council slate and positions.

Moved by: Derek Wishart

Seconded by: Paul Mills

Zoom Poll 4: Passed – Y

Carried

## **8. Addition of Marlene Jones to the Board of Trustees**

The 2025 Trustees slate are:

- Jennifer Duchesne
- Gordon Pitts
- Tom Salisbury (Liaison to Governing Council)
- George Swift
- Derek Wishart

Motion: To approve the addition of Marlene Jones

Moved by: Sheila Corkill

Seconded by: Judy Langstaff

Zoom Poll 5: Passed – Y

Carried

## **9. Questions and answers**

Comments were received from the floor noting the opportunities to volunteer to fill leadership vacancies.

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. Send via email to: [gc@fairlawnavenueunited.ca](mailto:gc@fairlawnavenueunited.ca).

## 10. Closing Prayer – Rev. Dr. Ambury Stuart

## 11. Adjournment – John Kimmel



### THE ANNUAL GENERAL MEETING (AGM) OF Fairlawn Avenue United Church for 2024 Sunday, May 4, 2025

#### Attendance

**Online Zoom Meeting ID:** 881 8227 7687

Fairlawn Host: Celine Cheung  
Amanda Hancox  
Barb Springgay  
Bill Hay  
Carol Green  
Carolyn hay  
Doug Crozier  
Maureen Davey  
Patti Vipond

#### In-person

Abou Chakra  
Allan Hux  
Ambury Stuart  
Barbara Steep  
Barbara Warner  
Beverly Musten  
Chuck Lawand  
Cynthia Gracias  
Derek Wishart  
Doris Geddes  
Elaine Pitts  
Gary Schlee  
George Swift  
Gord Pitts  
Greer Anne Wenh-In Ng  
Heather McPherson  
Jan Schlee  
Jannie Mills  
Jennifer Errington  
Jennifer Redwood  
Jill Klaehn  
Jim Errington  
Jim Pollock  
John Cowan  
John Kimmel  
John Ryerson

Judy Langstaff  
June Rowe  
Karen Teasdale  
Kevin Doe  
Kit Muir  
Laurie Kimmel  
Margaret Harper  
Marion Boyce  
Marjorie Flower  
Mark Richardson  
Mary Chu  
Mary Ellen Richardson  
Mary Swift  
Morrey Ewing  
Paul Mills  
Peter Cook  
Philip Blackford  
Rob Metcalf  
Rosalie Cowan  
Sheila Corkill  
Shirley Jansen  
Steve Dunk  
Sue Metcalf  
Sylvia Dixon  
Trevor Thorburn  
Valerie Briggs  
Vicki Stuart