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St. Paul's United Church of Canada
Leadership Team Meeting
Estevan, SK — October 13, 2021

Attendance: Astrid Friesen, Don Kindopp, Diane Wrubleski, Vic Wiebe (Pastoral Charge Representative), Sandi Klatt, Jim Pratt, Mike Little, Emily Gillies (guest)

Regrets: Jasper Pecson, Gail Schlamp

1. Call to Order / Acknowledgement of Treaty 4 Territory

- Chairperson Diane Wrubleski opened the meeting and acknowledged the Treaty 4 Territory at 7:00 pm via Zoom software

2. Devotion

- Sandi Klatt provided a devotion

3. Approval of Agenda

- **Motion:** Sandi Klatt / Mike Little
 - That the agenda be approved, with the ability to add items if needed. **CARRIED.**
 - (See Appendix A, Page 63)

4. Approval of previous meeting minutes

- **Motion:** Jim Pratt / Sandi Klatt
 - That the previous meeting minutes be approved. **CARRIED.**

5. Business arising from previous minutes

- No Old Business

6. Reports

Search Team

- Rosie Melton from Portal, ND has stepped down
- The search team has continued having a conversation with Jackie van't Voort
- Jackie has started having conversations with the Oxbow and Alameda boards

Treasurer's Report

- Emailed
- 2022 budget is coming up; it is suggested that we use the 2021 budget numbers
 - The Leadership Team agrees with this suggestion
- **Motion:** Sandi Klatt / Mike Little
 - That Patty Schachtel and David Seipp have successfully completed their probation periods and as such that their salaries be increased

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according to the agreement made with them at the time of hiring.

CARRIED

- We need to be mindful of the custodial hours; we should revisit this discussion in January 2022.
- **Motion:** *Don Kindopp / Sandi Klatt*
 - *That the Treasurer's Report be adopted. CARRIED*
 - See Appendix B (Page 64)

7. Essential Ministries Updates

Christian Education

- No report

House Groups

- No report

Mission / Outreach

- No report for Mission and Outreach
- No one has been hired yet for the Youth Leader position

Property – vacancy

- Jim Pratt has been dealing with David
- Jim is willing to be the acting property liaison
- Jim recommends that we combine the Mission committee with the Personnel committee to be a combined Mission and Personnel committee with the support of the Leadership Team
- For Truth and Reconciliation Day, we gave Patty and David the day off.

Stewardship

- The October newsletter will encourage a special Mission and Service Thanksgiving giving

8. New Business

8.1 Portal and North Portal current situation – Emily Gillies

- Portal, ND feels like they need to formally be removed from the covenant with Estevan, and North Portal
- North Portal would still like to remain and is still willing to pay the approximate 20% amount of the what would be now a 2 point charge
- This will fundamentally change the Community of Faith profile
- Research will need to be done; Vic Wiebe is willing to look into this.

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8.2 Benevolent Fund Request

- Cheryl Ross' friend has said that things are looking better but that she has also been spending time in the hospital

8.3 Communion

- 100 of the pre-packaged communion elements has been ordered
- We should aim for November 7, 2021 for having communion
- Diane can talk to Marilyn McCutcheon to see if Jackie van't Voort or Kathy Kyle can do communion for Estevan on November 7, 2021

9. Correspondence

- Would we like to attend a meeting on October 20, 2021 at 4:30 pm with representatives from Trinity Lutheran, St. Paul's United, St Gilles Anglican, and St. Peter's Lutheran churches to further the conversation we had with them in spring?

10. Leadership team report to congregation

- Newsletter that can be sent through email

11. Next Meeting

- Wednesday, November 17, 2021 at 7 pm over Zoom

12. Adjournment

- **Motion:** Sandi Klatt /Jim Pratt
 - *That the meeting be adjourned. CARRIED*

Diane Wrubleski, Chair

Astrid Friesen, Recording Secretary

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Appendix A – Agenda

1. Call to order / Acknowledgement of Treaty 4 territory
2. Devotion
3. Approval of agenda
4. Approval of previous meeting minutes
5. Business arising from previous minutes
6. Reports
 - 6.1. Search team
 - 6.2. Treasurer's report
7. Essential Ministry updates
 - 7.1. Christian Education
 - 7.2. House groups
 - 7.3. Mission/outreach
 - 7.4. Property – vacancy
 - 7.5. Stewardship
8. New business
 - 8.1. Emily Gillies – Chair of International Pastoral Charge
 - 8.2. Benevolent Fund Request Update
 - 8.3. Communion – Sunday, November 7, 2021
9. Correspondence
10. Leadership Team report to congregation
11. Next meeting November 17, 2021
12. Adjournment

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Appendix B – Treasurer's Report
January 1, 2021 – September 30, 2021

a) **Financial Report**

General Fund

Income:

		<u>2021 Yearly Budget</u>
Receipted Givings	61,231.90	155,500
Other Income	78,584.73 ^{1,2,3}	24,639
Benevolent T/F	<u>500.00</u>	
	140,316.63	180,139

Expenses:

Administration	3,365.36	6,350
Children & Youth	0.00	2,700
Congregation Life	275.50	3,000
M&P	42,344.44	91,997
Outreach	12,001.10	18,250
Property	16,907.50	28,250
Pastoral Charge	6,641.56	20,335
Trustee (Insurance)	5,094.32	9,250
Benevolent T/F	500.00	
Refugee T/F	225.00	
	<u>87,354.78</u>	<u>180,133</u>
Surplus (Deficit)	52,961.85	6

General Fund Reconciliation:

January 1, 2021	12,646.26
Surplus (Deficit)	<u>52,961.85</u>
Bank Balance	65,608.11

Balance Sheet

Assets:

Elliott Investments	15,311.25
Trust Funds	152,232.93
General Fund	65,608.11
<u>Prepaid: Pastoral Charge</u>	<u>1,601.54</u>
Total Assets	234,753.83

Liabilities:

CEBA Loan	<u>40,000.00</u>
Total Liabilities	40,000.00

¹ CEWS \$13,937.96

² CEBA \$60,000.00

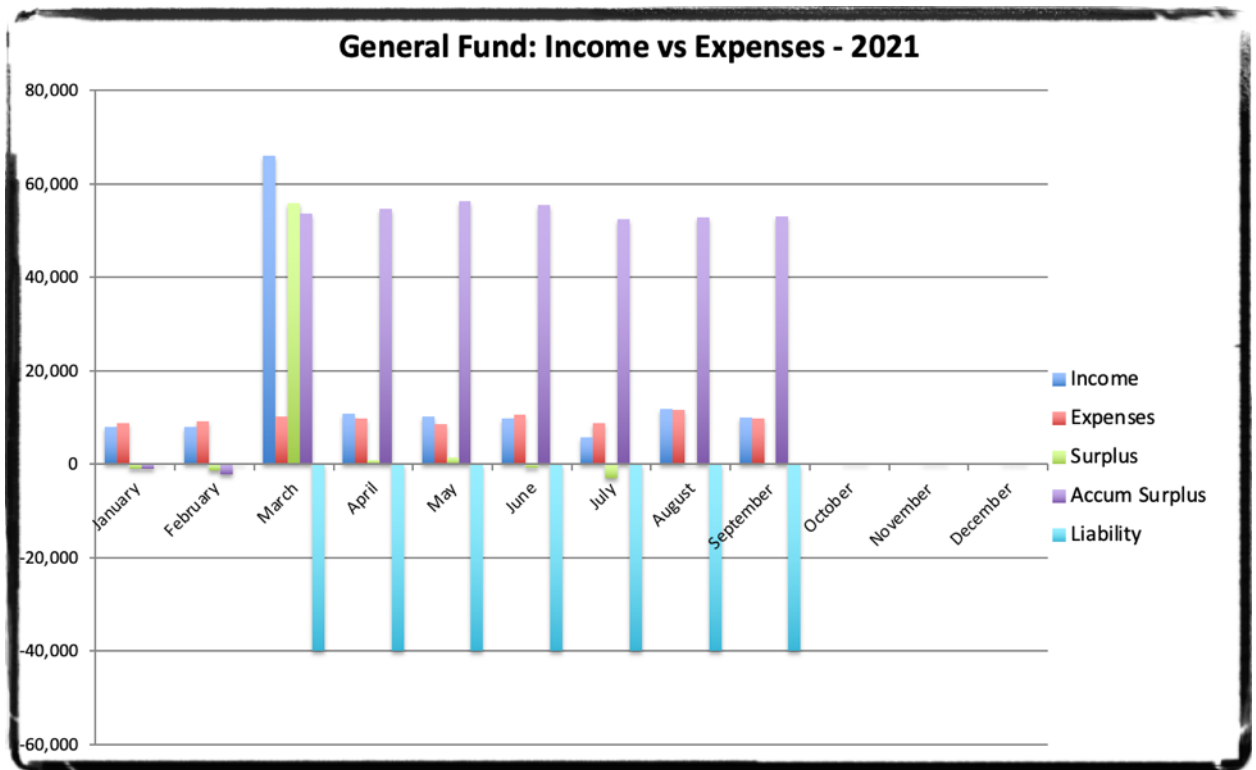
³ Rental \$3,330.00

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b) Trust Fund Balances:

Un-restricted Trusts:		
Bequest	106,736.80	
Interest	283.33	
Memorial.....	14,307.03	121,327.16
Restricted Trusts:		
Benevolent*	6,392.84	
Capital*	1,011.04	
Elliott*	11,033.51	
Refugee*	7,152.82	
Senior Choir*	284.34	
Youth*	5,031.22	<u>30,905.77</u>
Total		152,232.93

c) 2021 Income vs Expenses by month (General Fund):



d) 2021 Quarterly Statements:

Third-quarter statements of givings have been done up and will be distributed to our congregation.

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e) 2022 Budget:

Doing up the 2021 budget was time-consuming and a look of crystal ball looking. It doesn't appear that 2022 will be much more clear.

The 2021 budget established:

- a full-time ministry personnel for one-half of the year
- a full-time Office Administrator
- a one-half time custodian

I foresee that being much the same for 2022. Therefore I propose that the budget of 2021 be adopted as the budget for 2022 barring no unforeseen events.

e) Accounting and Database:

Background:

- Our office computer is an Apple iMac (21.5-inch, Late 2011) running MacOS 10.13.6. It was purchased June 19, 2012.
- Our accounting system is Quicken 7 (one-time purchase) for MacOS. It is used to manage expenditures and income to St. Paul's.
- Our database called "Membership" was designed by Don Kindopp based on the FileMaker Pro (one-time purchase) application. It provides a record of all givings and receipts to the church. It produces statements on givings and produces the end of the year CRA giving receipts. It also produces receipts for all incidental givings.
- Both Quicken and FileMaker Pro versions of the application software will not run properly on any MacOS greater than 10.13.6.
- The office computer is backed up continuously each hour to a local external hard drive and important files are backed up to the cloud (DropBox) after any change to them.

Considerations:

- Our office computer is 10 years old and has run flawlessly during those years.
- Our office computer currently does everything we need it to do with no security risks to date.
- We cannot update the MacOS as our accounting and databases applications will not run properly.
- Our current Microsoft Office cannot be updated as the MacOS needs to be updated to do so.
- If the office computer crashes, then we will need to replace it with a newer model. This new model will not run the older versions of MacOS. This means we will need to update the accounting application software and the database application software.

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- The most recent versions of Quicken are subscription based and run approximately \$75.00 per year.
- The upgrade cost to (one-time purchase) FileMaker Pro is \$725.00. Our non-profit status allows us to upgrade for \$435.00.

f) **Staff Salaries:**

Patty Schachtel was hired as our Office Administrator effective August 9, 2021 on a two-month probation.

David Seipp, our custodian was hired effective August 9, 2021 on a two-month probation.

Both Patty and David were hired with the understanding that there would be a per hour increase to their hourly salary upon successful completion of their probation.

Not having a Personnel Committee, I recommend that St. Paul's Leadership Team deal with the following motion:

Moved by _____ **Seconded by** _____

THAT Patty Schachtel and David Seipp have successfully completed their probation periods and, as such, that their salaries be increased according to the agreement made with them at the time of hiring.