

ANGLICAN PARISH OF SALT SPRING ISLAND

2023 Annual General Meeting of the Vestry Sunday, February 19th, 2023

MINUTES

1. Opening procedures – The Rev. Gyllian Davies

This Annual General Meeting (AGM) of the Vestry was held in person in the sanctuary of All Saints by-the-Sea.

Quorum – as per Canon Regulation 6.7.01(f):

- f. In parishes with 200 or fewer electors, the quorum for transacting any business at an annual or special meeting of parishioners shall be:
 - i. the incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in charge, if any,
 - ii. at least one churchwarden or deputy warden, and
 - iii. not fewer than ten of the electors of the parish, present in person or by proxy.

And a “parishioner” is defined in the Canons as follows:

“Parishioner” is any baptized person who shall have been in regular attendance at a church of the Diocese for a period of not less than three months.

Attendance was recorded by a sign-in sheet: 33 people were in attendance including the incumbent and 3 churchwardens, and thus a quorum was achieved.

2. Election of Chair

MOVED: Ruth Seltner

SECONDED: Joan Dickenson

THAT Our Incumbent Priest, Rev. Gyllian Davies, be elected as Chair of this Vestry.

DISCUSSION – None

APPROVED

As per Canon Regulation 6.7 (c)

- c. The incumbent or nominee shall be the chair of the meeting. If the incumbency is vacant, or if the incumbent is absent for any cause, the meeting shall elect one of the churchwardens as chair.

The incumbent, The Rev Gyllian Davies, as chair, opened the meeting with prayer at 11:47am, notice of the meeting having been duly given over the past 2 weeks, according to Regulation 6.7.01(d).

- d. Notice of every such meeting must be given in writing or printing, signed by the convener, and posted up conspicuously at or near the church door, at least ten days before the day on which the meeting is to be held. The notice must state the time and place at which, and the purpose for which, the meeting is to be held; and shall be in the following form:

"Notice is hereby given that a meeting of the parishioners of this parish will be held on the ___day of ___ at ___ o'clock, in the _____ for the purpose of _____."

Similar notice shall also be given during divine service in the church on the two Sundays preceding the meeting.

3. Election of Secretary of Vestry
 MOVED: Lolla Devindisch
 SECONDED: Judy Tyson
 THAT Our Parish Administrator, Joe Egan, be elected as Secretary of this Vestry.
 DISCUSSION – None
 APPROVED

4. Approval of Agenda
 MOVED: Walter Stewart
 SECONDED: Dovenne Steele
 THAT the draft Agenda be accepted as circulated.
 DISCUSSION – One item of new business relating to the announcement of a new Pre-Authorized Remittance system, replacing the diocese’s electronic collection plate which will cease in February 2023.
 APPROVED

5. Approval of the Minutes of the AGM of the Vestry of February 20th, 2022
 MOVED: Ron Dyck
 SECONDED: Sarah Belknap
 THAT the minutes of the 2022 AGM of the Vestry be accepted as circulated.
 DISCUSSION/CORRECTIONS –
 - 1) Doreen Davidson notes the misspelling of Dave Phillips appears twice
 - 2) Item 11, one PC Member was elected (Dovenne Steele) and Judy Tyson was *appointed*
 APPROVED

6. Incumbent’s address: Rev. Gyllian Davies
 *ref. attached

7. Special Presentations:
 Rev. Gyllian presents a *Bouquet of Words* expressing her thanks...
 - Thanks to Juergen and Tony Bruce for their dedication to St. Mary’s upkeep
 - The Altar Guild
 - The Flower Guild; Lolla Devindisch, Ann King, Jean McClure and Wilma Haig
 - The Servers; Doreen Davidson & Dave Phillips
 - The TEA TEAMS!
 - Coffee & Baking team; Ann King and Bridget Metzger, and Sally Carr
 - The Greeters
 - Lectors and Pray’ers
 - SOUND!!
 - The Prayer Chain... anglicanprayers@bcanglican.com
 - Special thanks to Volunteer leaders: Judy Tyson, Doreen Davidson, Lynne Fraser, Walter Stewart, Ron Dyck, Marjie, Radford & Ann King

8. Reception of 2022 Annual Reports published and circulated

MOVED: Walter Stewart

SECONDED: Lynne Fraser

THAT the 2022 Annual Report, including the preliminary financial statement for 2022 and the budget for 2023, be accepted.

DISCUSSION – Thanks to John Metzger for facilitating

APPROVED

9. Presentation of 2022 Financial Statements:

(a) Financial Statements as prepared by our Treasurer February 10, 2023 to be accepted and presented to the Reviewer.

- As Andrew Peat, Treasurer, was absent, John Metzger, on behalf of the Parish Executive, presented the 2022 Financial Statements in the following motion:

MOVED: John Metzger

SECONDED: Claire Pickering

THAT the 2022 Financial Statements dated February 10, 2023 be accepted as presented and passed on to the Reviewer for review.

DISCUSSION: John Metzger, on behalf of the Treasurer, presented the 2022 Financial Statements, as circulated during the meeting noting the following:

- We commenced 2022 and approved our annual operating budget with an optimistic outlook confident in God's spirit working amongst us.
- We looked forward to emerging from the COVID pandemic with resumption and rebuilding of in-person worship.
- We anticipated growth through delivering on the programs of activities identified through our 2021 Parish Renewal Task Force recommendations - adopted at the special meeting of Vestry in November 2021.
- We therefore put forward a balanced budget totaling some \$241,000 at the February 2022 Vestry AGM.
- During the year we reported our financial status to the parish on 3 occasions and which appeared increasingly dire as our operating deficit grew to some \$58,000 near the end of the year. However, by God's grace and through the exceptionally generous support of parishioners we concluded the 2022 financial year with a deficit of only about \$8,984.79.
- We are able to weather this deficit by applying funds available from previous years surplus. Our surplus is therefore reduced from about \$30,000 to about \$21,000 at year end.
- It is clear that we were overly optimistic with our 2022 budget projections, notably our expectation of increased revenue through parish growth.
- Nigel Debottes asserts that statements are not in accordance with established financial procedures.
- Recommendation was made to have our financial documents be reviewed by an independent 3rd party.
- John Metzger notes our records are reviewed and accepted by the Diocese as an accurate and formal record.

- Nigel Debottes has presented an amended financial statement – to be given to Andrew our Treasurer
- We'll request that Andrew include page numbers on next year's report.

APPROVED

(b) Election of Reviewer of 2022 Financial Statements

In accordance with Canon 6.10(c):

- c. The churchwardens' accounts shall be examined each year by a qualified person or persons, other than a member of the parish council, elected at the previous annual vestry meeting, and the examiner's report on the accounts shall be presented to the annual meeting of parishioners.

John Metzger was advised by our Treasurer, Andrew Peat, that the usual Reviewer for our Financial Statements, Mr. Bill Slade, is unavailable this year. Andrew is presently in the process to identify a suitably qualified Reviewer of our Financial Statements - still to be determined - and therefore the motion as follows:

MOVED: John Metzger

SECONDED: Walter Stewart

THAT the Reviewer for our 2022 Financial Statements be recommended by our Treasurer for presentation and approval at the next meeting of the Parish Council.

DISCUSSION – None

APPROVED

10. Presentation of 2023 budget:

Parish Council, at their meeting of January 18th 2023 recommended that the budget as circulated in the 2022 Annual Report be presented to Vestry for approval. However, in light of today's news of the conclusion of the assignment of the incumbent in 2023, it is prudent that our annual operating budget be revised. Therefore, the following motion.

MOVED: John Metzger

SECONDED: Ruth Seltner

THAT the 2023 Annual Budget be accepted as presented in the 2022 Annual Report as recommended by Parish Council at their January 18, 2023 meeting. However, in light of the recently announced conclusion of the assignment of the Incumbent in mid-2023, THAT the 2023 Annual Budget be revised accordingly by the Executive (the Incumbent together with the Churchwardens and the Treasurer) for presentation and approval at a meeting of the Parish Council before April 30, 2023. The revised 2023 budget so approved will then be shared for information within the parish without need for a subsequent meeting of the Vestry.

DISCUSSION: John Metzger, on behalf of the Executive and as noted in the 2022 Annual Report, highlighted the following:

- The preliminary proposed 2023 budget optimistically forecast a deficit of some \$16,100 to be covered from the remaining available surplus from previous years. The optimism is reflected in the expectation increased income from our regular donors and through increased rental income for our building.

We noted that our financial results from 2022 and this deficit budget for 2023 are unsustainable beyond this calendar year. Difficult decisions may need to be taken by the Executive and Parish Council during the year to both:

- increase our revenues – e.g. through parish growth and income through increased use of our facilities, and
- decrease our operating costs – e.g. through a careful management of our expenditures for staff and expenses.

We cannot continue to count on exceptional year-end gifts from those of our increasingly elderly parishioners who have generously done so in the past.

However, with the news today that we are no longer able to afford a full time priest past the end of June, we will need to present to Parish Council a revised and balanced 2023 budget by decreasing our operating expenses, without diminishing surplus funds from previous years, or presenting an overly optimistic projection of offerings and/or hall donations.

APPROVED

11. Appointment of Incumbent's Warden

Rev. Gyllian Davies

CANON 6.8 - APPOINTMENT AND ELECTION OF CHURCHWARDENS

- a. In every parish there shall be two churchwardens selected from the communicants, one to be appointed by the incumbent and one to be elected by the electors; provided that, if the incumbent declares a desire to waive the incumbent's right of appointment, both the churchwardens shall be elected by the electors.

In accordance with Canon 6.8, the incumbent nominates Ruth Seltner as "Incumbent's Warden". As this is an appointment by the incumbent, this is only for information of the Vestry.

12. Election of People's Warden – Sally Carr

The chair noted that Sally is willing to stand as "People's Warden". Should there be no further nominations from the floor, therefore the following motion:

MOVED: Rev Gyllian for the Parish Executive

SECONDED: Molly Cunningham

THAT Sally Carr be elected as People's Warden for 2023.

DISCUSSION – None

APPROVED

13. Election of Lay Synod Delegates

The chair noted that the following parishioners expressed willingness to be "Lay Synod Delegates" – therefore the following motion:

MOVED: THAT Dave Phillips and Toto Andre be elected as Lay Synod Delegates.

DISCUSSION – None

APPROVED

14. Election of Alternate Lay Delegates to Synod

The chair noted that the following parishioners expressed willingness to be “Alternate Lay Synod Delegates” – therefore the following motion:

MOVED: THAT Bridget Metzger be elected as Lay Synod Delegates.

DISCUSSION – None

APPROVED

15. Election of Members at Large to Parish Council

Parish Council has at their November 15, 2022 meeting decided that, as of this Annual General Meeting of the Vestry, Parish Council membership be reduced from 9 to 6 parishioners, 3 of whom will be elected each year terms of 2-years, thus enabling overlap of the incoming with those who have already been on for one year.

The following 6 parishioners have agreed to positions on Parish Council this year recognizing that some are in transition as the size of parish council is reduced to 6 persons:

For their first year on Parish Council:

1. Simon Millerd
2. Gloria McEachern

For a 2nd and final year on Parish Council:

3. Ron Dyck
4. Ida Marie Threadkell

Those initially committed to 3-year assignments and continue on:

5. Anne Clapham
6. Debbi Toole

Ex-officio member of Outreach Committee:

Lynda Turner

MOVED: Judy Tyson

SECONDED: Molly Cunningham

With no further nomination from the floor, THAT the above slate of candidates of parishioners note above be approved as Members at Large of Parish Council.

DISCUSSION – None

APPROVED

16. 2023 signing officers (Churchwardens and Treasurer) Ruth Seltner & Sally Carr

Signing officers are to be assigned in accordance with Canon 6.10:

CANON 6.10 - PARISH FINANCES

- a. All monies received by the parish from any source or for any purpose shall be promptly deposited in a chartered bank, credit union, or trust company authorized to do business in the Province of British Columbia, and cheques drawn on the account or accounts shall be signed by any two of the following:
- (1) The incumbent,
 - (2) The rector's warden,
 - (3) The people's warden,
 - (4) The treasurer or assistant treasurer, if any,
 - (5) Any others authorized by parish council.

MOVED: Walter Stewart

SECONDED: Judy Tyson

THAT the signing officers for 2022 for the parish accounts be any two of:

- The incumbent (Rev. Gyllian Davies)
- The incumbent's warden (Ruth Seltner)
- The people's warden (Sally Carr)
- The Treasurer (Andrew Peat)

APPROVED

17. Minutes of this Annual General Meeting of Vestry

MOVED: John Metzger

SECONDED: Lynda Turner

THAT the minutes of the February 19th, 2023 Annual General Meeting of the Vestry be prepared by the Secretary of Vestry, approved by Parish Council at a subsequent Council meeting, accepted at the next AGM, any actions required be allowed to proceed, and be signed by the Chair of Vestry.

DISCUSSION – None

APPROVED

18. New Business:

1. The new Pre-Authorized Remittance (PAR) system:

John Metzger, on behalf of the Treasurer and outgoing Executive, informed the meeting of the new "Electronic Collection Plate" pre-authorized debit system that has been administered by our diocese but which cease on February 28th, 2023.

The diocese has determined that the current electronic collection plate is too expensive to administer. Starting March 1st, 2023, pre-authorized donations for parishes in our diocese will be administered through a facility operated by the United Church of Canada called "Pre-Authorized Remittance" (PAR).

All parishioners, but especially those that are currently using the diocese's electronic collection plate, are encouraged to register with the new system by completing the authorization form with a void cheque for their bank account.

Copies of the PAR Authorization Form are available at this AGM. The PAR Authorization Form and instructions for completing it can also be found on the "Financial Stewardship" page of our website. Completed forms should be submitted to the Treasurer, if possible by February 28th, at which time they will be forwarded to the United Church. Receipts for tax purposes will continue to be issued by our parish.

17. Any other new business: None
18. Ballots, if needed – None
19. Closing Procedures and Adjournment

MOVED: Walter Stewart

APPROVED

These minutes were approved by the Parish Council on March 15th 2023 and will be presented for acceptance at the next Annual Meeting:



Rev. Gyllian Davies, Incumbent & Chair