

## **Mark St. United Church Special Council Meeting**

### Meeting Minutes

*February 11, 2016*

*Present:* Pat Cole, Eilert Frerichs, Jim Brown, Carolyn Holmes, Murray Batten, Rosemary Hughes, Ian Sine, Sylvia Cashmore, Mitchell Parker

*Recording Secretary* Sylvia Cashmore

*Next meeting:* Feb. 24, 2016 at 6:30 pm

#### **I. Announcements**

This is a special meeting of council was held at 7 pm on Feb. 11, 2016 in the church parlour to consider the budget for the coming year.

#### **II. Motion**

To make Jim Brown a corresponding member for the meeting.

Moved by Sylvia Cashmore

Seconded by

Passed

#### **III. Motion**

To adopt the agenda as amended.

Moved by Carolyn Holmes

Seconded by Ian Sine

Passed

#### **IV. Special Events Procedure**

Carolyn presented a new procedure to be followed for the handling of finances for all special events of the church. The procedure is attached.

Motion to accept the procedure by Carolyn Holmes

Seconded by Murray Batten

Discussion: Rosemary suggested a flow chart would provide a clear visual picture of the procedure. Having it on coloured paper would also enhance it. Carolyn agreed to do both. All organizations of Mark St. United Church shall adopt this procedure. It is recommended that the UCW also adopt the procedure.

Passed.

#### **V. Baptismal Request**

Eilert presented a request for baptism of Brynlee Elizabeth June Corrick, 30 Champlain Cresc., Unit 36, Peterborough to be baptized at Mark St. United Church on Feb. 21, 2016. It was recognized that that is a tight timeline, but the family made that special request in order to have significant family members present.

Motion to agree to the baptism by Rosemary Hughes

Seconded by Carolyn Holmes

Discussion: Murray Batten will carry out the home visit.

Passed

#### **VI. Benevolent Request**

There has been a request to Eilert for a significant donation to assist someone who has been attending the church. It is an amount more than the church can afford. It was suggested that a referral to the parish nurse might be in order to possibly seek sources of support. Eilert will make the referral.

#### **VII. Revenue and Expense Budget**

Carolyn and Jim presented the proposed revenue and expense budget line by line. This year a balanced budget was presented without having to take money from investments.

Motion: It was moved by Carolyn to accept the proposed revenue and expense budget to be accepted and recommended to the congregation at the Annual General Meeting.

Seconded by Ian Sine.

Passed.

#### **VIII. Computer Equipment Purchase**

Motion: Whereas there is a need for an improved printer in the office of Ministry Personnel  
AND

Whereas we have purchased computer equipment in the past by use of memorial Funds,  
Be it resolved that Mark Street United Church purchase a printer at a cost of no more than \$250.00 including extended warranty with funds from the Memorial Fund.

Moved by Carolyn Holmes

Seconded by Ian Sine.

After a brief discussion outlining the need for the equipment in the minister's office, the motion was passed.

#### **IX. Motion**

To thank Carolyn Holmes for all the work she does for the church.

Moved by Sylvia

Seconded by Rosemary

Passed

#### **X. Need to Increase Hall Rental Income and Find New Tenants**

One budget item revealed that the hall income has dropped due to the loss of a major tenant in 2015 and the closing of the nursery school in 2016.

Motion: Council to request the trustees to investigate and recruit potential tenants.

Moved by Murray Batten

Seconded by Rosemary Hughes

Passed.

#### **XI. Adjournment**

The meeting was adjourned at 8:30.

Moved by Mitchell Parker

Seconded by Carolyn Holmes.

## **Special Events Financial Procedure**

### **All events must have a designated Treasurer**

#### **Event Revenue:**

- All funds are to be collected by the Treasurer of the event or the Office Administrator
- Payments may be received by cheque or cash as we do not have the resources to accept credit cards or debit cards.
- All revenue must be recorded in the Deposit Book by the Treasurer. The Deposit book can be found in the Finance Committee mail slot.
- The cash must be promptly deposited in the bank or put in the vault within the church office for subsequent deposit.
- The Treasurer must make arrangements in advance if entry to the church office is required.
- Inquire with the church office as to who can gain your access.

#### **Event Expenses:**

- Invoices are required for all expenses incurred.
- All bills must be remitted for payment by cheque only.
- A "Cheque Request" form must be filled out – with invoices attached, and forwarded to the church office for payment. The "Cheque Request" form is available in the Finance Committee mail slot or the church office.
- **NO BILLS/INVOICES CAN BE PAID BY CASH FROM THE PROCEEDS OF THE EVENT**

#### **Reporting:**

- All Event Chairs must submit a financial report to the Chair of Special Events and copy the Chair of Finance for filing purposes.
- The Event Report Form is available from the Chair of Special Events – or it may be available in the Finance Committee mail slot.

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**Council requests that all organizations within Mark Street United Church adopt this procedure.**

**Council respectfully recommends that UCW adopt this procedure as well, fully understanding they have their own accounts.**

**Council requests that a flow chart of these procedures be produced for ease of use.**