

MINUTES – Woodlawn United Church Council – December 15, 2021

CALL TO ORDER: Co-Chair Fay Gunter called the meeting to order at 7:00 p.m.

IN ATTENDANCE VIA ZOOM: Brian Moors, Rev Mary Lynne Whyte, Paul Whyte, Jerry Jackson, Fay Gunter, Rev Dr Dale Skinner, Kelly MacNeil, Ivan Richardson, Teri Giannou, Cathy Kay, Helen Dickson, Barry Zwicker.

REGRETS: Adelia Holloway, Jim Allen

OPENING PRAYER – Rev. Mary Lynne led the meeting in an opening prayer.

WELCOME: - Fay welcomed all to the meeting.

AGENDA – 2022 Projected Budget

TIME OF ADJOURNMENT – It was agreed to a 9:00 p.m. adjournment.

CORRESPONDENCE –

APPROVAL OF MINUTES –

NEW BUSINESS: Presentation of draft 2022 budget by Administration & Management (A&M). Keith advised the budget report was prepared by Ivan with Kathy providing the salary and benefits amounts.

Ivan presented the draft operational budget outlining the process used to calculate the report. Recognizing 2019, first 3 months of 2020 and then Covid which continued through 2021 making it difficult to predict for 2022. Assumptions for 2022 are based on previous years and forecast for 2021 weighted on the high side. Based on the high amount the calculation column will disappear and be replaced by the budget column. Small surplus showing for 2021 based on the receipt of wage subsidy.

EXPENDITURES

Administration – Salaries & benefits - budget includes seven (7) current staff on salary with a 1.3% increase included for 2022.

Property Expenditures – increase in janitorial services resulting from a new cleaning contract being paid for a full year. New contract is month to month. Question if we are able to shut down cleaning due to Covid closure? Yes, as new contract is month to month.

Committee Expenditures – slight increase in Communications and Public Relations due to addition of funding for redesign of the website.

Conference and Presbytery Expenditures – Annual Assessment - Woodlawn has been capped for 3 years - 2022. Increase will come in 2023. Calculation is based on a combination of factors the assessment report, annual stats, expenditures, church size, attendance and a 2.5% amount of our investment portfolio.

General & Operating Expense – general monthly expenditures i.e., photocopier, phones, postage, offering envelopes, office supplies, bank fees.

Question about what else is in the bank for protection. Ivan advised that there is a rainy-day fund which holds a balance of \$140,000-\$160,000. Woodlawn spends approximately \$40,000 per month which would allow for 3 months of operational funding if needed. Any year end deficit will come out of the rainy-day fund.

INCOME FROM OPERATIONS

Envelope Offerings – Request to have general envelope offerings increased to \$300,000 from \$295,000. Decrease in offerings, less church activity and rentals resulting from the impacts of Covid 19. Confident once Covid 19 situation improves income will increase. Discussion about advising congregation to think about going on par.

Question regarding fundraising and why it doesn't have a separate line. It was suggested specific fundraising could take the pressure off operating expenses. Woodlawn is known for its fundraising and being able to cover costs for large projects while not impacting the operational expense budget.

Discussion regarding auditing or reviewing of the church's finances. Ivan and Keith advised that a CA who is a member of our church cannot conduct a review of their own church. Ivan & Keith will contact a CA in one of the other churches to do a review for Woodlawn.

Motion – Brian moved that Council accept draft budget and present to the congregation at the Annual General Meeting. Jerry seconded the motion.

Council approved the date for the 2021 Annual General Meeting to be held on February 27, 2022.

ROUND TABLE:

M&P gave an update on Rev. Mary Lynne that she has been working from home since breaking her ankle. Praying for her to get better quickly.

Rev. Dale advised that he will outline some of the new Covid restrictions at this week's worship service and the need for the congregation to sign up for Xmas services.

Next Meeting: January 19, 2022

Closing Prayer: Rev. Dale closed the meeting with a prayer.

Adjournment: Fay adjourned the meeting at 8:30pm.

Submitted by: Cathy Kay, Woodlawn United Church Council