

Gilmore Park United Church
Council Meeting
January 24, 2010

Present: Rev. Jennifer Goddard-Shepard, Phil Newton, David Bowe, Pat Heslop, Susan Johnsen, Joanne Dennill, Margie Savigny, Grant Smith, and Tanya Martens, Lauren Martens from JNAC.

Absent: Rev. Anna Christie

Grant called the meeting to order at 12:25pm

Pat moved a motion to approve the agenda, with the amended time from 1:00pm to 12:00pm. Seconded by David. Carried.

Tanya spoke on behalf of the JNAC regarding their significant challenges. A report was left with Council to read and reflect on. They have reported to Council that because of the concerns, they feel it will take longer to complete their work than they originally thought.

David moved a motion to accept the minutes of the October 17, 2009 meeting as circulated and corrected. Seconded by Phil. Carried.

Chairman's remarks:

- Spoke regarding the oversight meeting, scouts and nominations.
- Richmond Evangelical Chinese Bible – Grant sent a letter letting them know that GPUC is not able to accommodate their request.
- Bequests – Margie is gathering ideas of how the congregation would like to use the money.
- Grant wanted to thank Phil, David and Joanne for their service on Council.

Reports:

Annual Reports have been received, and are attached, from Worship, Pastoral Care, Finance and Ministry & Personnel.

Note that Finance budget is preliminary and will change over the coming months.

Council Secretary will contact Ministry, Property and Presbytery asking for their Annual Reports.

Susan presented M&P's annual report to Council. Council was asked to address the concerns.

On the recommendation of the JNAC report, they have informed Council that the work of JNAC will take longer than originally planned. With this information the Council discerned the need to extend Rev. Jennifer's contract to December 31, 2010, to ensure that we have her with us through the JNAC and search process. To be reviewed at the next Council meeting. David moved the motion. Seconded by Phil. Carried.

Internal Monitoring Reports:

Finance:

Reports non-compliance in policy 350 section 6. This will be addressed to the congregation at the AGM, and the Accountable Board by establishing a Stewardship Committee.

Reports compliance for policy 340.

Reports compliance for policy 360.

Council has made the recommendation that in Table A Appendix 7, the dates be changed from January to February, May to June and September to October. In addition, to combine Policy 350 internal and external monitoring to both take place in February. Pat moved the motion. Seconded by Susan. Carried.

Correspondence

Letter from Richmond Evangelical Chinese Bible has been placed in the communication file.

Unfinished Business

Contracts – policy regarding rentals and other contracts – has been differed to the Accountable Board.

Round Table

Rev. Jennifer presented a resource, "Alive & Well" for Council to use and reflect upon at the beginning of their meetings.

For the next meeting, Council members are to read Lens 1: Purpose.

M&P decisions must come to Council.

Council's role is to look at Policies, at the ends and the visions of the church.

Week between Christmas and New Year's. Is this considered holiday time for the Church Secretary? This is being deferred to M&P and will be discussed at the AB.

Church attendance and serving on committees, Accountable Board and Council was discussed. We leave that up to the individual committees to address.

Protection of Assets – Finance has reported compliance.

Council wants to increase communication with the congregation. This will be brought forward to the AB.

Susan will ask Anne Marie to send a fan-out email to the congregation with the date and time of the AGM.

Date of next meeting will be May 10, 2010 at 6:00pm.

Rev. Jennifer said the closing prayer.

Meeting adjourned at 3:15pm.

Respectfully submitted

Joanne Dennill
Secretary

Gilmore Park United Church
Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	350
POLICY TITLE:	Financial Condition

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 350 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, January 1, 2010.

POLICY PROHIBITION

1. Allow the expenditure of funds by the end of the fiscal year to exceed anticipated unencumbered revenue for the same period of time.

We present to COUNCIL financial statements dated November 30, 2009. It is not expected that expenditures will exceed anticipated unencumbered revenue by year-end

We therefore report compliance

2. Allow funds to unduly accumulate without being used for the purposes for which they were established.

We present to COUNCIL the balance sheet dated November 30, 2009. Funds are not unduly accumulating,

We therefore report compliance

3. Borrow money for the operations of the CONGREGATION.

We present to COUNCIL financial statements dated November 30, 2009. No money has been borrowed.

We therefore report compliance

4. Fail to pay all liabilities for payroll, suppliers, and taxes as due.

We present to COUNCIL the church Administrator's report dated November 30, 2009. All payroll, suppliers and taxes due have been paid on time.

We therefore report compliance

5. Allow expenditures to deviate significantly from priorities as established by the COUNCIL.

We present to COUNCIL financial statements dated November 30, 2009. Expenditures have not deviated significantly from priorities established by the COUNCIL.

We therefore report compliance

6. Allow revenues from offerings to fall more than 15% below the same level, year-to-date, as the previous year.

We present to COUNCIL the Offerings comparison sheet dated December 31, 2009. Revenues from offerings are more than 15% below the same level, year-to-date, as the previous year.

We therefore report non compliance

7. Fail to establish a team of financial experts from within the congregation, in accordance with the MANUAL Sections 160-170.

We present to COUNCIL minutes of the Finance Team's meeting for December 7, 2009.

We therefore report compliance

8. Fail to apply any unencumbered surplus revenue to debt reduction.

All unencumbered surplus revenue has been applied to debt reduction.

We therefore report compliance.

Gilmore Park United Church
Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	360
POLICY TITLE:	Protection of Assets

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 360 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, January 1, 2010
Joanne Dennill, BOARD Secretary

POLICY PROHIBITIONS

The BOARD shall not:

1. Fail to insure assets against loss by fire and theft less than 100% of replacement cost, and by earthquake less than 90% of replacement cost.

We present to the COUNCIL our annual insurance policy:

We therefore report compliance.

2. Place any bank account with an institution which is not insured by the Canadian Deposit Insurance Corporation or Credit Union Stabilization Fund.

No such bank accounts have been placed.

We therefore report compliance.

3. Invest or hold capital in insecure instruments.

No such investments have been made.

We therefore report compliance.

4. Exclude any asset or group of assets over \$1,000 from a register of assets.

We do not have a register of assets:

We therefore report non compliance.

5. Receive, process or disburse funds under controls which are insufficient to meet the COUNCIL-appointed auditor's accepted standards.

We do not have our auditor's report till late February or early March to present to the COUNCIL but funds have been disbursed according to Standards.

We therefore report compliance.

6. Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.

We therefore report compliance.

7. Jeopardize the charitable tax receipt status of the CHURCH.

No action has been taken nor decision made which jeopardizes the charitable tax receipt status:

We therefore report compliance.

8. Acquire, encumber or dispose of real property.

No such action has been taken.

We therefore report compliance.

9. Unnecessarily expose the COUNCIL to claims of liability.

No action has been taken nor decision made which unnecessarily exposed the COUNCIL to claims of liability.

We therefore report compliance.

10. Endanger the CHURCH's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

No action has been taken nor decision made which has endangered the CHURCH'S public image or credibility.

We therefore report compliance.