



Westminster Presbyterian Church
470 Roosevelt Avenue, Ottawa, ON K2A 1Z6
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Minutes of 82nd Annual Meeting

21 February 2010

The 82nd Annual Meeting of Westminster Presbyterian Church, Ottawa, was held on Sunday 21 February 2010 in the Church Hall. The meeting was opened with prayer by the Moderator, Rev. William Ball, at 12:35 p.m. On nomination by Shirley Stubbs, seconded by Vince Gobuyan, Charles Wallis was elected as secretary.

Carried

The Moderator pointed out that there are some new items on the Agenda compared with those of past years and invited comments. There being no comments, he outlined the procedures that we customarily follow. Heather McCurdie moved and Bruce Thomson seconded a motion that the Agenda be accepted as printed.

Carried

Ernie Dance moved, seconded by Doreen McDougall, that the minutes of the 81st Annual Meeting together with the minutes of the Special Congregation meeting of 29 November 2009 be accepted as presented.

Carried

Bill Rankin moved, seconded by David Kilgour, that all annual reports be received.

Carried

In addition to the printed page of ERRATA (provided separately from the Report) certain additional corrections were noted:

- Page 28 – In Memoriam: add – Alice Riddell, 20 August; Fiona Templeton, 9 September; Mrs. Larry Gobey, 29 November; James Scott (date unknown); Charlotte Phillips (date unknown).
- Page 24 – Church School: remove reference to Children's Offering Envelopes, which are no longer in use.
- Page 14 – Mission Team: spelling correction, second paragraph READING: oversees TO READ overseas

Moved by Bill Miller, seconded by Sharon Tinkess that all reports, excluding financial reports, be approved as amended.

Carried

Laura Kilgour thanked Celia Firth for having looked after the Memorial Fund and proposed that Nancy and Walter Mingie be appointed Custodians of the Fund. The motion was seconded by Eileen MacMillan

Carried

Ian drew attention to the report of the Investment Committee on Page 11. The only significant item is the receipt of funds from Erskine. Decision of final disposition has not yet been received from Presbytery.

Laura noted that all the Teams now have Chairpersons and many have identified members. The Chairpersons are:

Finance and Maintenance	Vince Gobuyan
Operations Planning	Minister
Pastoral Care	Ernie Dance
Worship	Minister (pro tem) – volunteer needed
Christian Education	John Tyler (members required)
Mission	Bill Rankin
Communications	John Tyler

Carol Ann Joiner asked if we still need an Operations Planning Group. Laura Kilgour pointed out that the Group will continue to be responsible for the coordination of all Congregational events together with control of contracts for the use of facilities. Operations Planning will also help to find members for other groups and will look after the Capabilities

Roster. Carol Ann then asked if there might be the possibility of overlapping responsibilities or misunderstanding of such responsibilities. Laura advised that it is the responsibility of Session to clarify any problems in this regard.

The Treasurer drew everyone's attention to the Errata Sheet which is part of the documentation of the Annual Report. In addition to such amendments a further correction is required on Page 37, General Fund Disbursements, Total for 2009 Budget READING 183,250 TO READ 198,520.

He continued to review the financial reports in detail, beginning at Page 32 which reflects the congregation's position at the end of 2009, two funds have a deficit and Total Assets (as corrected by Errata Sheet) were down by \$10,000 following a transfer from the Memorial Fund to Presbytery. Some funds had bank deposits and income and some of the negative figures reflect outlays not yet offset by interest from investments.

Pages 34 and 35 of the Annual Report are was supported by secondary pages, 34 and 35 handed out, which reflected details of bank accounts and investments for each of the funds.

Page 36 records Special Donation amounts that are tax receiptable because they are being given to registered charities and also indicates General Fund receipts.

Page 37 records expenditures. It was noted that the office uses approximately 13,000 sheets of paper for photocopying each quarter and purchased a new machine during the year. The congregation are strongly requested to be as cautious as possible in using the office copier.

In response to a question by Eileen MacMillan, the Treasurer confirmed that a small amount remains in the Benevolent Fund and that it is in use and should remain on our books.

The Treasurer moved, seconded by Ernie Dance that the financial reports as printed, corrected and supported by the Errata sheet be accepted.

Carried

No motion to approve the bank accounts is required.

The Treasurer moved, seconded by Doreen McDougall that the budget amount for Presbyterians Sharing be accepted.

Carried

Ian Firth drew attention to the Budget Forecast and noted that some costs will now be assigned to Teams rather than General Expenses. Pastoral Care will include the cost of providing service to some members over and above the costs for Pastoral Care to those members transferred from Erskine, some of which will be offset by the transfer of funds from that congregation. The cost of maintenance is shown as \$20,000 based on expected maintenance next year over a 75-year period. An increase of 12% in donations will be required in order to balance the accounts in 2010. Certain discretionary funds will become available after Presbytery decides on the distribution of the proceeds of the sale of Erskine, but it will be a matter for congregational decision as to their use. The Moderator noted that a report from Presbytery concerning these funds is expected in May 2010. It is anticipated that a conclusion of this matter may be anticipated within six months. The Treasurer noted that if donations do not rise by 12%, then eventually some expenses will have to be reduced. John Tyler pointed out that we must not count on the Erskine funds to cover shortfalls in income. Our submission to Presbytery clearly indicated that growth and development would be the primary area for their use.

Ian Firth moved, Vince Gobuyan seconded, the acceptance of the 2010 Budget.

Carried

Doreen McDougall moved, David Kilgour seconded a motion to disband, with thanks, the Trustees of the Erskine property. For the record the trustees were:

Tom McDougall
David McKay
Scott Munn
Ron Vogan
Charles Wallis

Carried

Mary Ann Tyler advised that she had researched historical records and had determined that, in the past, there have been more than three Trustees appointed; however in those years the Trustees carried out significantly more duties than in

recent times, especially much of the work now down by Finance and Maintenance. It was therefore agreed that we continue with three Trustees.

Vince Gobuyan moved, Sharon Tinkess seconded, that Mary Ann Tyler, Ron Vogan and Charles Wallis continue as Trustees for a further year.

Carried

The Treasurer again encouraged donors to make use of PAR. He also indicated a desire that some help be provided to the function of Treasurer to spread the work out. Anyone interested in providing such assistance would have to have a computer and be able to work with an Excel spreadsheet.

Concerning the Capital Fund, capital expenditures are anticipated to require \$20,000 annually as detailed in the Cost Study on Page 30.

Ian Firth moved, seconded by David Kilgour that all the items in the Study be covered by Capital Funds. Anything not noted therein will fall under Maintenance.

Carried

The Treasurer was thanked for his work on the congregation's behalf.

Vince Gobuyan moved, seconded by Sharon Tinkess that Josiah Kitcher and Bill Robertson be reappointed as Auditors for 2010.

Carried

Vince Gobuyan moved, seconded by Doreen McDougall, that Ian Firth be reappointed as Treasurer

Carried

Eileen MacMillan asked about the Memorial Book. Ian Firth reported that it is just about ready for updating. He plans to do so up to the date of Amalgamation. This will be Volume 2. Doreen McDougall asked that **Volume 1, the Erskine Memorial Book, # not** be computerized. Volume 3 will begin with the time after Amalgamation.

Laura Kilgour thanked all who attended and the Moderator for his work.

The Moderator thanked Laura Kilgour, John Tyler, Vince Gobuyan and Doreen McDougall for work done, especially for presentation to Presbytery. Bill Miller thanked all who volunteered to help keep the premises clean and up to date.

Sharon Tinkess moved adjournment.

Carried

The Moderator closed the meeting with prayer at 2:15 p.m.

Charles Wallis,
Secretary, 82nd Annual Meeting