

**Minutes**  
**Jubilee Council Meeting**  
**October 16, 2023**

Present: Rev Norm Seli (Minister), Susan-Jane Bynoe (Worship), Kevin Collins (Chair), Fran Crabe (UCW), Elizabeth Clarke (Trustees), Brian Kalanda (Property), Pat Lansche (Fundraising), Pam Lock (Regional Representative/Outreach), Jeanette May (M&P), Barb Measures (Worship), Gary Norris (Treasurer)

Regrets: Kathy Coats (Finance), Cher Colford (Pastoral Care), Judy Olson (Secretary), Barbara Rutherford (Facilities)

---

**Call to Order**

Kevin Collins

The meeting was called to order at 7:38 pm.

**Prayer**

Rev Norm

**Agenda Review**

Item 9 – Jubilee Cares, was removed from the agenda as Rev Norm will cover it during his Minister’s Report.

**Approval of Minutes of September 11, 2023 Council Meeting**

*Moved by Barb Measures and seconded by Brian Kalanda that the minutes of the September 11, 2023 Council meeting be approved.*

*Carried*

**Business Arising from the September 11, 2023 Minutes**

**Budget**

Kathy is in the process of preparing budget instructions for all committees and groups that require funding. These requests will be submitted to the three-person ad hoc budget committee, and they will develop the budget based on these requests and make a recommendation to Council in November.

**ACTION:** Kathy will provide budget instructions to all committees and groups that require funding, clarifying the content expectations, format and timelines for their budget submissions.

**Jubilee Photo Directory**

Kevin has rescheduled the dates for the Jubilee Photo Directory to May 6-11, 2024. If the amalgamation is approved, additional dates can be scheduled at the Forest Grove location.

### Naloxone Kit

Rev Norm reported that Brian Kalanda built and mounted a shelf for the Naloxone kit on the wall outside the nursery room. He is working with Cher Colford to arrange a general First Aid training that will likely be scheduled in the new year. It will include training on the Defibrillator and the Naloxone kit as well as other basic first aid that might be helpful in a church setting.

**ACTION:** Cher Colford will provide an update on the timing of the First Aid training.

### Pastoral Care

Cher was given a Jubilee directory to assist with her Pastoral Care work.

### Place by the Well

Rev Norm sent a letter of thanks to A Place by the Well for their contribution to the ramp fundraiser.

### Ramp Fundraiser

**ACTION:** Gary will advise Council at the November meeting of the total amount raised from the ramp fundraiser.

### Music Survey

**ACTION:** Rev Norm will report on the results of the music survey at the November meeting.

### Christmas Market

Rev Norm reported that Val and Drew Winters are not interested in leading a Christmas Market on behalf of the Refugee Committee.

## Submission of Council Reports

### Kevin Collins

Kevin stated that he would like to establish timelines for the submission of Council reports to avoid late changes to the agenda. Kevin will send out the request for agenda items one week prior to the Council meeting, and he has asked that all reports be emailed to him by the Friday prior to the meeting.

## Minister's Report

### Rev Norm Seli

- There was positive feedback regarding the sermons preached by Rev Alison Mock and Rev Marlene Britton. Both will be preaching again in November.
- There will be a joint Forest Grove/Jubilee service on Sunday, October 29. Norm will be preaching, Jeannie Wyse and Kye Andrews (Music Directors) are working together on the music for the service, and the choir and the Forest Grove musicians will be singing.
- Marty Smyth has been evaluating Jubilee's digital brand and presence and has noted that Jubilee has a very strong Sunday following who stay on for the most of the service. Marty takes the material that Rev Norm has created, re-edits it and puts together short 60 second videos for YouTube and TikTok. He will be posting on Instagram shortly. Marty's Jubilee posts have received approximately 5000 views in 2 weeks on TikTok, and the YouTube short videos have approximately 1000 views
- Rev Norm is still looking for an individual to fill the Community Relevance role.

- Rev Norm is working with Pam Lock and Cher Colford to determine how Outreach and Jubilee Cares overlap and how they can leverage the volunteers to best serve the community.
- Sixty people attended the Tea on October 4<sup>th</sup> and positive feedback was received. They are considering another Tea in December, with the Westenders continuing to volunteer.
- Jubilee Cares is hosting a Halloween Party on Saturday, October 29<sup>th</sup> at 1pm. It will be kid-friendly, but all ages are encouraged to attend.
- Remembrance Sunday will be celebrated on November 5
- New members and a baptism will take place on November 19. Rev Norm is planning a Pizza Q&A for new members on October 23.
- Rev Norm is preaching at Donway-Covenant United Church on October 22 to celebrate the Covenanting of Rev. Lorrie Daly-Price.
- Definitely NOT Church will be held on October 22 at Jubilee and again at Tyrone United Church on November 19.

### Christmas Dinner

Rev Norm has arranged with an outside caterer to provide a Christmas dinner on Saturday, December 2 at a cost of \$50/ticket or two tickets for \$90. This is not a fundraiser. The caterers will prepare and serve the food and Council agreed to ask them to do all the clean up as well. In this way, no volunteers will not be required. The Howling Heretics will be providing entertainment and they are planning a program for kids in attendance.

**ACTION:** Gary Norris will give Rev Norm a cheque for \$3500 for the deposit to the caterers.

**ACTION:** Rev Norm will speak with the caterers about doing all of the clean up as well for the event.

### Amalgamation Update

Jeanette May

- Forest Grove held a congregational meeting on September 24 where they outlined the rationale for pursuing an amalgamation and why Jubilee was selected. The congregation voted to formally create an Amalgamation Committee, whose purpose is to develop an Amalgamation Agreement. They need to go back to their congregation with a recommendation by no later than December 31, 2023.
  - A majority of those present at the meeting indicated they plan to attend Jubilee if the amalgamation is approved.
- The Property Sub-Committee has received approval to list the Forest Grove Church for sale. They are getting 2 valuations of the Forest Grove property, and are arranging for a real estate agent and legal counsel to work with them through the process
- Kye Andrews, who is Forest Grove's Music Director and runs the Grove Music School, has shared how his current school operates, and what might be needed with an amalgamation.
- A draft Amalgamation Agreement has been prepared, which will provide a high level financial plan, as well as details on the financial needs of the amalgamated church. Each sub-committee is preparing a list of items, services or personnel that would be needed in order to amalgamate.
  - The committees are reaching out to Brian Kalanda, Barb Secord, Jeannie Wyse, and others to determine what their needs would be.
- The Worship Sub-Committee is looking at opportunities to bring the two congregations together.

## Refugee Committee

Kevin Collins

- Kevin is Co-chair of the Refugee Committee due to Bri-anne's departure
- The committee is considering fundraising opportunities, but a Christmas Cookie sale was not approved as it is already designated as a general Jubilee fundraiser. All funds raised at this time will be allocated to the Amiryar family.
- Glebe Road United Church approached Jubilee to join them in a refugee sponsorship, but it was denied as Jubilee is already committed with two sets of sponsorships.
- It was suggested that the committee should develop a communication plan to educate the congregation on the refugee work.

**ACTION:** Kevin will report on the finances and activities of the Refugee Committee at the November Council meeting.

**ACTION:** Kevin will work with the Refugee Committee to develop a communication strategy to educate the congregation on the committee's work.

## Property

Brian Kalanda

- They are finalizing their submission to obtain grant monies for the LED lighting
- Four of the six new exterior doors are installed in the Garden Room. The two remaining doors are for the north entrance.
- Progress is being made on the sanctuary accessibility ramp, with discussions with the architect to finalize the build details, the Ramp Up team reviewing floor samples, detailed drawings being completed, building permits being requested and quotes being obtained from contractors.
  - The ramp is expected to be built in early 2024.
- Brian has been supporting the Amalgamation Committee by providing cost estimates for soundproofing and other potential projects for capital spend consideration.
- Additional projects for 2023 include: installation of the last two new exterior doors, obtaining quotes for vinyl cladding on the wood soffits, and repainting parking lot lines.

## Treasurer's Report

Gary Norris

- Revenue is up due to envelope givings and a bequest in memory of Marianne Bride
- Wages are down due to Bri-anne's departure in September, however, the contract with Marty Smyth is drawn against that line
- Maintenance and repairs are up due to the windows being washed inside and outside, and all floors cleaned and waxed or sealed
- Bank fees are up \$125 as the account balance fell below the \$65,000 threshold
- \$40,000 was transferred from investments to the bank account in October
- It was agreed that the funds that Gary typically donates to the Scott Mission will be changed and now donated to the Toronto Urban Native Ministry
- The Thanksgiving dinner cost \$900, but there was a sponsorship of this event, and some donations were received through other donation channels

## Trustees Report

Elizabeth Clarke

- Portfolio value as of September 15, 2023 is \$2,192,992. This portfolio of our net invested capital is approximately \$80,000 ahead at this time. An operating deficit of \$141,000 is projected for year-end versus a budget operating deficit of \$222,000. Envelopes are lower than projected by approximately \$1,000 per month.
- The Trustees suggest and are willing to help with:
  - 13th month campaign to provide additional funds. It was suggested that Kathy Coats could be the voice of this campaign.
  - Methods to solicit additional funding, such as celebrating accomplishments (like the ramp or the refugee program) with a gift to Jubilee
- Insurance coverage for Property Liability has been expanded to cover the appraised value of the church building as well as chattels so Jubilee is no longer under-insured. This expanded coverage provided by Jubilee's insurance agent was going to cost \$16,000 per annum, however, the United Church of Canada recently decided to self-insure the churches, which resulted in Jubilee's annual insurance cost being lowered to approximately \$8,500.
- It was noted that Elizabeth Clarke and Charlie Scott are stepping down from Trustees in December 2023, and John Sharp and Rai Rimmel are stepping down in March 2024. All of these members have completed their committed term of two years.

## Coffee Service

Elizabeth Clarke

Ann Taylor and Elizabeth Clarke will have completed their term leading the Coffee Teams at the end of December and will be stepping down. A Coordinator is needed for the five coffee teams.

## Outreach

Pam Lock

- Pam is working with Rev Norm and Cher to determine how to expand the Outreach efforts without overlapping with pastoral care, hospitality and fellowship.
- Through the Outreach sub-committee of Amalgamation, discussions are being had about areas of common interest. They are considering presentations specifically for a mature audience.
- Forest Grove has been actively involved with the Don Valley Refugee Resettlement Committee, and Jubilee is considering joining this organization.

Report from Shining Waters Regional Council

Shining Waters Regional Council passed a motion on a remit to remove structural barriers to having an autonomous Indigenous Church in the United Church of Canada. Every regional council and community of faith will have a vote. Congregations have until 2024 to hold information sessions and vote. Rev Norm will provide more information about the topic and the process.

**ACTION:** Rev Norm will provide information about the remit issue concerning barriers to autonomous Indigenous churches in the UCC, along with a plan about how and when to share this information with the congregation.

Volunteers

Pam sent an email to Council on October 16 regarding the need for a Coordinator of Volunteers to ensure projects are staffed appropriately. There was no time to discuss this issue at the October meeting, so it will be moved to the November agenda.

**ACTION:** Kevin will put the Volunteers item on the November agenda, with Pam Locke speaking to the issue.

**Date of Next Meeting**

Monday, November 13  
7:00 pm.  
Jubilee United Church

**Closing Prayer**

Rev Norm

Meeting adjourned at 10:00 pm

Approved November 13, 2023

Jeanette May