

Minutes

Jubilee Council Meeting

December 11, 2023

Present: Kevin Collins (Chair), Susan-Jane Bynoe (Worship), Cheryl Colford (Jubilee Cares), Kathy Coats (Finance), Brian Kalanda (Property), Pat Lansche (Fundraising), Pam Lock (Regional Representative/Outreach), Jeanette May (M&P), Gary Norris (Treasurer), Judy Olson (Secretary), Barbara Rutherford (Facilities), Charlie Scott (Trustees), Rev Norm Seli (Minister)

Regrets: Fran Crabe (UCW), Barb Measures

Call to Order

Kevin Collins

The meeting was called to order at 7:00 pm.

Prayer

Rev Norm

Agenda Review

Moved by Brian Kalanda and seconded by Susan-Jane Bynoe that the agenda be approved.

Carried

Approval of Minutes of November 13, 2023 Council Meeting

Moved by Rev Norm Seli and seconded by Barbara Rutherford that the minutes of the November 13, 2023 Council meeting be approved.

Carried

Business Arising from the November 13, 2023 Minutes

Budget

ACTION: Kathy Coats will provide budget instructions in January to all committees and groups that require funding.

Outreach Volunteers

Pam Lock met with Pat Lansche and Val Winters regarding the development of a master list of volunteers and a volunteer strategy and will report at the January Council meeting.

ACTION: Pam will provide an update at the January Council meeting on progress on developing a volunteer strategy.

Minister's Report

Rev Norm

- Jubilee welcomed 10 new members and celebrated 3 baptisms on November 19. The service was well attended and appreciated.
- Forest Grove joined Jubilee for Muffin Church on November 26 and the feedback was very positive.

- The Amalgamation Agreement is being finalized and the plan is to have community gatherings in person and on Zoom in January and February to share the plan and answer questions about the Amalgamation. They are also planning to have a shared Community Gathering with Forest Grove in February and a social time, such as a pot luck lunch, at Jubilee with Forest Grove.
- A Jubilee Tea with Christmas Carols is scheduled for Thursday, December 14 at 2 pm, and singing Christmas Carols on the Labyrinth on Sunday, December 17 at 6:30 pm with Jeannie and Norm.
- 75 people attended the Christmas Dinner, and it was a huge success. The dinner broke even thanks to sponsors who provided \$1,000 in support of the dinner.
- Norm stated that the Christmas Concert was the best concert that Jubilee has ever had at Jubilee during his tenure and it was very well received. It also made money from ticket sales and almost \$1000 in cookie sales.
- Outreach has been busy:
 - Delivered car loads of clothes and necessities to East End Ministry where it has been gladly received. They are now in need of money and volunteers.
 - Crammed a Couple of Cruisers with food on December 6 and thanks to the organizational efforts of Pam Lock, Barb Secord and 33 Division, it was a great success. Jubilee continues to welcome donations for Mission and Service, the Refugee Program and the Food Bank through Advent and will also collect socks and hats for the Out of the Cold Program on Sunday, December 24, with 'Sock it to me Sunday'.
- Jubilee is sending out 30 Christmas Bags to those in the community who cannot get out easily to services and activities. The congregation will be invited to deliver the bags on December 17.
- Community Table is returning on Saturday, January 13 at 6 pm and will continue on the second Saturday of each month. Eleven volunteers are planning meals and taking turns supervising each month, Gary Norris is the quartermaster, and they are recruiting other volunteers to help with set up and take down.
- Tuesday Soup will return on Tuesday, January 9 at 12 noon. Val and Drew Winters are the primary leaders, but other volunteers have committed to making soup for Tuesdays from January to March.
- Shrove Tuesday will be on Tuesday, February 13 and they are planning a pancake supper followed by a concert by the Band of the Royal Regiment.
- On Saturday, January 13, a First Aid program will be held in the auditorium at 1 pm. It will cover training on the Defibrillator, Naloxone, and general event first aid.

Moved by Rev Norm Seli and seconded by Pat Lansche that the First Aid training proceed on January 13, 2024 at a cost of \$25 per person, but Jubilee staff will attend for free.

Carried

Short Term Staffing

Rev Norm reported that his search for an Outreach/Social Justice contractor has been fruitless. As a result, he proposed to hire Anne Dionisio for a 6-month contract from January 1 to June 30 2024. As she is known to the Jubilee congregation, she could provide pastoral support, work with the Jubilee Cares team, assist with the Children's Program and provide support to Norm on Sundays from time to time. This would be considered a contract and not a 'call', but would still need to be processed through Church Hub.

Moved by Rev Norm Seli and seconded by Gary Norris that Anne Dionisio be hired on contract from January 1 to June 30, 2024 for 10 hours per week at \$2,000 per month to support Pastoral Care, Jubilee Cares, and Children's Program and to provide occasional Sunday support to Rev Norm Seli.

Carried

ACTION: Rev Norm will follow-up with Shining Waters to determine the process for implementing this contract hiring.

Outreach

Pam Lock

- The “Cram-a-Cruiser” food drive with 33 Division of Toronto Police Services on December 6 was a success and two cruisers and a minivan were filled with items for the Community Share Food Bank. The children from Little Acorns daycare each brought a package to the cruiser and then sat in the cruiser.
- Outreach is arranging for a Community Officer to do a presentation on Crime Prevention and Safety for seniors in the new year.

Mask Mandate

Rev Norm

- Wearing a mask at Jubilee is currently a personal choice.
- Council was reminded that Jubilee’s policy states that the Minister will make the determination regarding a mask mandate and will notify Council two days in advance of the effective date of the change in order to give Council an opportunity to discuss, if desired.

Property

Brian Kalanda

- 788 bulbs have been replaced with LED bulbs, at a cost of \$21,000. A grant submission package to Faithful Footprint is being prepared to recover \$20,000 of the cost. Rev Norm advised that application can be made for a second Faithful Footprint grant. A year-over-year cost comparison of the impact of the LED bulbs will be prepared once there is enough comparison data. The cost is higher than estimated due to the unexpected need to replace all of the ballasts in the Sanctuary and due to a change to the LED fixtures in the gymnasium.
- They are still waiting for the North Entrance doors to be installed.
- The Architect is developing detailed drawings for the sanctuary accessibility ramp that will be used by contractors to provide the three quotes and to obtain the City building permits. Once these are obtained, there will be a review and selection process for a contractor. The Architect’s other work priorities have delayed his work for Jubilee.
- \$650 was raised from the Christmas Plant Sale
- The remaining projects for 2023 are the installation of the last two exterior doors and obtaining quotes for vinyl cladding on the wood soffits

Amalgamation Update

Jeanette May

- Forest Grove United Church held a congregational meeting on November 19 to obtain input from their congregation regarding their priorities for amalgamation and raised the following ideas:
 - Have some way of remembering Forest Grove e.g. memory book of their history and past ministers, a plaque on their property, their stained glass windows
 - Support of refugees and the homeless
 - See some of their banners at Jubilee
 - Hope for a welcoming atmosphere at Jubilee
 - Music in the Sunday service is very important to them
 - Arrangements for transportation to Jubilee

There didn’t appear to be any issues that would cause concern for the amalgamation process.

- The Amalgamation Property Committee was reviewing the final two proposals from real estate agents
- Rev. Carolyn McKinley, Forest Grove's temporary minister, is starting a weekly coffee hour in December and is planning to invite Rev Norm and other Jubilee folks
- The joint M&P Committee has prepared a job description for Kye Andrews, whose title will be Director, Grove Music School & Digital Production, however, on the masthead, he will simply be referred to as the Director, Grove Music School.
- Dianne Clare has agreed to take on the bookkeeping and financial reporting for the Grove Music School and her hours will be increased by 2 hours per week to allow for these additional duties.
- A new position of Receptionist supporting the Grove Music School has been established at 10 hours per week.
- The Amalgamation Committee is meeting on December 12 to review the draft Amalgamation Agreement in preparation for its submission to the Regional Council in January.

2024 Budget and AGM

Jeanette May

- It was suggested at last month's Council meeting that preparing a budget pre-amalgamation and again post- amalgamation would be a duplication. Inquiries were made and it was determined that delaying the budget preparation until after the amalgamation vote has occurred would make sense. This would also mean that the Annual General Meeting will be delayed until later in the spring.
- Notwithstanding this delay, it is still important that the M&P budget be approved so Jubilee staff can receive their pay increase effective January 1, 2024.
- Kathy will present the M&P budget in-camera, as she will be assuming the position of Chair of M&P following the AGM in 2024.

Jubilee Cares

Cher Colford

- The Committee is discussing various methods to involve the community in events. They are seeing attendance growing and would like to schedule events four months in advance. They are considering coordinating events with Community Table.
- Movie night was a great success.

Refugee Committee

Kevin Collins

Al Dahoul Family (Syria)

- Hamsa, the family Sponsor, made a presentation to Jubilee at the December 3 service, and provided a Syrian snack during coffee following the service. It was a great success, and many spoke to Hamsa after the service.
- The Committee is considering other fundraising opportunities and another cultural event for 2024 MOU signed 2022, ETA 2024-2025 (takes 1- 3 years)
- The total cost for this refugee sponsorship is \$45K. \$22K was paid to AURA as part of the application process, and the remaining \$23K is Jubilee's responsibility.

Amiryar Family (Afghanistan)

- An MOU was signed for Mohammad Shohaib and Masooda Amiryar and their 4 children
- Awaiting a settlement plan from the family sponsors for the rest of the family

Treasurer's Report

Gary Norris

- Envelopes and PAR are consistent with prior months.
- Special appeal contains a final settlement of the Muriel Hopkins estate with an additional \$8,700 to Jubilee.
- Repairs are high as there was a major plumbing bill of \$4,000
- Rev Norm will be sending out a letter to congregants shortly to consider increasing their givings for 2024 and asking them to deepen their relationship with Jubilee and also consider an end of the year contribution

Moved In-Camera

Returned from In-Camera

2024 M&P Budget

Kathy Coats

Moved by Kathy Coats and seconded by Gary Norris that the M&P budget of \$455,067 effective January 1, 2024 be approved.

Carried

Closing Prayer

Rev Norm

Date of Next Meeting

December 11, 2023

7:00 pm

Jubilee

Approved January 15, 2024

Jeanette May