

**Metropolitan United Church
201st Annual General Meeting
June 14, 2020; DRAFT**

1. **Call to order**
Ken Younie called the online meeting to order and welcomed all those in attendance. He gave a brief outline of how presentations, questions and answers, and voting would proceed in the online format.
2. **Approval of voting privileges for adherents**
Ken Younie then called for a motion to extend voting privileges to adherents. Denise Moore agreed to move that all adherents in attendance be given the same voting privileges as members; seconded by Marg McIntosh. MOTION CARRIED.
3. **Approval of agenda**
Ken Younie drew the attendees' attention to the agenda, which was displayed onscreen. He asked for a motion for approval. Connie Dilley has agreed to move that the agenda be approved as presented. Nancy Hardy seconded. MOTION CARRIED.
4. **Minutes of Annual General Meeting to approve the 2018 Annual Report and financial statements, held March 31, 2019**
Ken Younie referred attendees to the minutes of the AGM to approve the 2018 Annual Report and financial statements, held in March 31, 2019, which had been posted for review. Wilbert Ward moved that the minutes of the Annual General Meeting held March 31, 2019 be approved as posted; seconded by Maureen Maguire. MOTION CARRIED.
5. **Expression of thanks to staff**
On behalf of the Ministry and Personnel Committee and the congregation, Joe Landon reflected on the momentous changes in staffing during 2019 and thanked the staff of Metropolitan United for their work during 2019 and the first months of 2020. (Attachment A)
6. **2019 Annual Report Part 1**
Ken Younie then referred attendees to Part 1 of the Annual Report for 2019: *Ministries, Governance, Programs, and Foundations*. He drew attention to the contents and a number of highlights, including the capital campaign, work on the carillon, and plans for upcoming years. He also noted that there are challenges for 2020 related to the COVID19 shutdown. Jim Nixon moved that Part 1 be approved; Jeff Laitar seconded. MOTION CARRIED.
Ken Younie then moved on to the election of the leadership and members of committees, as well as appointment trustees. He referred to the list of Nomination of Leaders and Committee Members for 2020, which had been posted prior to the meeting. (Attachment B). Hazel Gorley moved that those nominated be elected to the Official Board and as committee members, and those listed as Trustees be appointed for 2020. Tim Gorley seconded. MOTION CARRIED.
7. **Annual Report Part 2 – Finances and Auditor's Report**
 - a) Treasurer Elspeth Bowler summarized the financial year that was 2019. Operating deficit was \$26,000; the driver of this deficit was a \$268,000 transfer to trust funds to fund future mortgage payments. The deficit was lower than anticipated because there was an increase in parking revenue that was built into the contract and staff vacancies reduced expenses.

The treasurer reported that deficit itself can be explained by two parts of Metropolitan's funds: restricted funds, which showed a surplus of \$47,000, and unrestricted operating funds which had a loss of \$75,000; the surplus revenue in the restricted funds was due to increased donations to Outreach, Out of the Cold, and the Good Samaritan Fund; the unrestricted deficit was due to cost of operations (staff, building, programs). The deficit on this side reduced the unrestricted operating surplus by \$45,000. The 2020 again shows an unrestricted operating deficit; the governance team is working to move this into positive territory. Congregation members can help by directing donations to general operations to give the financial managers more flexibility. The board is investigating streamlining operations, optimizing rental income, strengthening stewardship, and increasing membership to mitigate the financial gap.

The treasurer also took a moment to thank that Financial Manager Elena Pejcinovska for her work in 2019. In particular, Elena has worked to ensure that Metropolitan would be eligible for government COVID-19 subsidies for 2020.

The treasurer Elspeth Bowler then moved that Part 2 of the Annual Report and the financial statements be approved. Sylvia Xie seconded. MOTION CARRIED.

b) Appointment of Auditors for 2020

Treasurer Elspeth Bowler then moved that Grant Thornton be appointed as auditors for 2020. Bob Vernon and Ron Taylor seconded. MOTION CARRIED.

8. Giving Thanks, Milestone and Landmarks 2019

The Rev. Jason Meyers began by thanking all the volunteers who have supported the work at Metropolitan in the past year with their commitment and dedication on committees, board, choir, social justice, supporting Sunday services, and welcoming those who come. Rev. Karen Bowles echoed his comments and thanked members and adherents for faithful and financial support that helps the organization thrive.

Rev. Bowles and Rev. Meyers then marked the lives of the saints of Metropolitan who have died in the past year: Neil Gilson, Heino Molls, Douglas Phillips, Dorothy Potter, Harry Ryckman, Ruth Brown, Mary Stockdale Vernon, and Paul Minnick and offered a brief prayer.

Part Two: 2020 Looking to the Future

9. Reopening of the Church Post COVID-19

Linn Holness spoke on behalf of the Worship Committee and the Pandemic Response Team. She began by thanking the ministerial and staff team for their amazing response to the unprecedented shutdown that has been imposed due to the COVID-19 pandemic. The pivot from in-sanctuary services to the online services done by the three ministers was laudable. Once the process was up and running, Charlie Davidson took over the technology part and the singers have been increasingly involved. The congregation owes all of them a vote of gratitude.

Linn then noted that the provincial and City governments have okayed opening at 30% capacity for faith groups; faith group responses have been uneven, with some opening immediately and some delaying until at least the fall. At Metropolitan, meetings are underway to develop the protocols and procedures that must be in place before in-person worship can begin. Services in June and likely in July will continue to be online. The results of the gradual opening elsewhere, particularly in relation to faith communities, will be monitored. Online worship will continue.

10. **Budget 2020**

Elsbeth Bowler addressed the impact of COVID-19 on Metropolitan's 2020 finances. The biggest impact is the parking revenues, which have declined as expected. The finance team coordinated a forecasting exercise for re-opening either in September 2020 or at the beginning of 2021. Further, the finance team applied for the Canada Emergency Wage Subsidy (CEWS) support, arranged for e-transfer facility as another means to make donations to Metropolitan, and deferred the payment of mortgage interest for 6 months. She then showed the scenarios; the latest opening shows a small deficit, the earlier one would yield a small surplus, given the support of CEWS. The forecast will be monitored throughout the year.

Elsbeth then addressed the financing of the north-end renovation. The original budget was \$4.2 million: \$3.6 for construction, architects' fees, ramp and work on the stairs plus \$600,000 in contingencies. The total currently projected is \$4.3 million. This represents spending of the contingency fund plus \$100,000. There were some higher costs simply due to the construction project; additional unbudgeted costs are for waterproofing, repairing the flat roof, and phone and wifi improvements. This work will be funded by \$3.5 million of mortgage money, \$150,000 from Jackman fund for furniture, and \$650,000 from Heritage and North-end Reno Funds.

11. **North-end Renovation Update**

North-end reno liaison Greg McMaster spoke to the meeting attendees from one of the new spaces in the unfinished north end of the building. He then treated the group to a slide show that let congregants see that the construction team is back at work. He showcased work in new rooms and highlighted the fact that the new space will be climate controlled. Greg suggested that the construction work should be done by the end of July and the re-opening and the new beginning of the new north end is at hand. Greg offered the thanks of the congregation to Tim Gorley and Frank Cairns, Property Manager for their work in overseeing this complex project.

12. **Revisiting Stewardship**

Vera Taylor briefed the group on the work that was done in 2019 to reimagine stewardship and the plans for 2020. The 2019 board retreat focused and refreshed thinking on increasing engagement and sustainability through intentional discipleship through faith in action. Authentic stewardship is faith in action and the mission of the church, and Metropolitan's stewardship lens needed to be broadened beyond resource development.

The broadened focus of stewardship at Metropolitan will include the following elements: stewardship education; congregational commitments to ongoing and emerging needs; community stewardship through grants, partnerships, and networking with other faith communities; and continuation of legacy giving. This work will be done by a new stewardship committee under a new chair. Terms of reference will be drafted for this committee and this position. The former Resource Development team will be invited to participate.

Member Engagement will rest with the Congregational Care pillar under the guidance of chair Gunn Wongsuwan, environmental stewardship will be under the Outreach umbrella, and the re-thinking of data management continues.

13. **Transition Team Update**

Ken Younie gave a brief update on the work of the transition team. The drafting of the ministerial job descriptions continues. They will be reviewed by the transition team, Ministry and Personnel, and the Official Board before presentation to the congregation at a meeting for that purpose during the summer.

14. **Update from Trustees**

Alan Cotterill summarized the ongoing capital projects in addition to the north-end renovation, in particular the work on the carillon thanks to the efforts of Director of Administration Jane Tuomi, Carillonneur Roy Lee, and members of the Music Committee, and the work on the tower window, which is heading to manufacturing stage, with thanks to Linn Holness and Fran Parkin. He also offered thanks to those who have been living through the disruptions of the north-end construction.

Alan then briefed attendees on the review of the investments; the Trustees, FAC members, and a small investment advisory group have all worked on a historical review of performance. The investment working team is now revamping the investment policy and asset allocation. First draft of recommendations is almost ready for review. Further to investments, as of the end of April, investments were down only slightly despite the COVID-19 inspired upheavals. Alan also informed the meeting attendees that as bonds mature, the proceeds will be held in cash until the global financial picture and Metropolitan's short-term needs become more clear.

The Shuter Street Development, which would be on the north end of the property, is in initial stages. This came to be after some consideration of standalone opportunities for the Massey Parsonage/Manse building. Trustees concluded that this scenario would not be feasible. A small group then worked to choose a commercial real estate partner to assist in negotiating a development on the property. Due diligence is almost complete; an environmental study is likely required. Congregational feedback has been received for ideas on the potential development. Themes are affordable housing, parking, environmental/LEEDS standards, and heritage preservation will be taken into account.

15. **Closing Remarks**

No business was brought forward. Ken Younie thanked those in attendance for their attention to the issues, their support of the work of Metropolitan, and their patience with the electronic format of the meeting. He then asked for a motion that the meeting be adjourned.

Vera Taylor moved that the meeting be adjourned.

Attachment A

Hello, my name is Joe Landon and I am speaking to you on behalf of the Ministry and Personnel Committee for which I was nominated Chair by the Board earlier this year. So much has happened since that time, it is somewhat a struggle to reflect back on last year.

I can say confidently that throughout my time with this church, the staff has always done their work with dedication and competence. For that we must give thanks. I can start by highlighting the decades that Malcolm and JJ contributed in guiding the church and preparing us for change.

As they moved on to other challenges, they are missed, but we have been able to build from their strong foundation. Welcoming two new ministers that did placements here reflects the special, lasting impact of this church.

The Rev. Karen Bowles has led us with a steady hand as she faces the dual responsibility of leading the church as Intentional Interim Minister while preparing us for the next minister to be called to our church in the next year or so. She has handled this with confidence and grace, keeping our eye on the future while embracing the present.

The Rev. Jason Meyers also joined us and has immersed himself in the life of our church since his ordination. We thank him for taking on such a comprehensive, all-encompassing role while bringing his passion and talents to make his mark. I am particularly thankful that he has committed to spending at least another year with us and look forward to the many more amazing initiatives and issues he will guide us through.

At this time, community service work is perhaps getting its due recognition but that only highlights work that has been done tirelessly and without fanfare for a long time. Megan Carver and Stephanie Cunti are leading us through this challenging time, and we all thank them not just for their recent efforts but for the compassion and care they've shown in giving stability and support to their clients since they've been here.

Keeping such a large heritage building open while going through major renovations is a challenge akin to changing a car's tires on the highway without stopping. We would like to recognize Frank Cairns and the property and custodial team for keeping us running so smoothly during increasingly difficult circumstance.

Also keeping us running smoothly, and in fact adapting and changing what we do are the office staff who work diligently to keep the work of the church organized and efficient. Jane and all the staff deserve thanks for taking on all the needs of the church with little recognition and keep the space running so well.

Lastly, I would like to highlight the constant of this church—the wonderful music and services we get to experience. I would like to thank Dr. Pat Wright, the singers, musicians, performers, and anyone who works to produce such amazing art every Sunday and also for the many concerts and other events.

To anyone else who's contributions I may have missed, thank you as well. I may not have had the opportunity to highlight what you do but be assured your contributions are valued and appreciated. As you can tell, I can speak at length about the wonderful people that make up our church. It is an honour to be in a position that allows me to support and cheerlead such wonderful staff and I look forward to continuing to do just that for many years. Please feel free to contact me if you have any questions for me. Thanks.

Master List of Lay Committee Members

June 11, 2020

[Organization Key: CC: Congregation Care; FDN: Foundations; IA: Integrated Arts; O: Outreach; OB: Official Board; SLL: Spiritual Learning] NB: Metropolitan United staff support the various committees

Affirming Life [CC]: Ernie Forsyth, Christopher Hoover, Jay Wagner

Communion Guild [SLL]: Alan Cotterill, Sarah Cotterill, Marion Elliott (co-ordinator), Karl Griffith, Karlos Griffith, Muriel Griffith, Jim Harper, Ann Keller (co-ordinator), Carol Kitney, Angela Lopez, Greg McMaster, Shari McMaster Kenneth Younie

Congregational Care: Vicki Butterfield, Meilana Dickenson, Ernie Forsyth, Sunderson Gita, Leesa Kopansky, Maureen Maguire, Andrew McGee, Ruth Peckover, Jay Wagner (Secretary), Gunn Wongsuwan (Chair), Kenneth Younie

Financial Advisory Voting Members [FDN]: Peter Johnston, Andrew McGee, Bob Vernon, Linda Wright, Sylvia Xie

Flanders Library [SLL]: Ruth Brown, Pamela Fraser (Secretary), Christopher Hoover (Treasurer), Marion Lick (Co-Chair), Maureen Maguire (Co-Chair), Vlad Orlov, Ron Ruck

Green Team [O]: Dorcas Beaton, Tim Gorley, Hazel Gorley, Nancy Hardy, Carol Kitney, Israel Makindipe, Carolyn Pack, Karen Scott, Andree Vaillancourt

Hospitality Convenor [CC]: Jay Wagner

Membership Advisory Panel [CC]: Jeff Ince, Fran Parkin, Vera Taylor, Gunn Wongsuwan, Ken Younie

Membership Data Team [CC]: Doug Flanders, Christopher Hoover,

Met Care Team [CC]: Fran Barton, Catarina Chiovitti, Sarah Cotterill, Carol Dilks, Marion Elliott, Ann Keller, Carol Kitney, Ruth Peckover, William Wright (Chair)

Ministry and Personnel [FDN]: Michael Connolly, Joe Landon (Chair), Ron Taylor, Wilbert Ward

Music and Performing Arts [IA]: Toba Bryant, Joe Krommenhoek (Metropolitan Silver Band), Roy Lee, Jim Nixon (Choir President), Ed Oikawa, Stephanie Parkin, Tracy Pratt (Chair and Secretary), Priscilla Sahayam, Wilbert Ward

Narthex Greeters [O]: Steve Abba, Connie Dilley, Pamela Fraser (Coordinator), Charles Houston, David Hunter, Andre Vaillancourt

NextGen [CC]: Raymond Duong, Michael Fitzgerald, Sunderson Gita, Joe Landon, Alistair McDonald, Gavin McDonald, Andrew McGee, Ivan Simic, Ael Spence, Tanner Steel, Gunn Wongsuwan, Thomas Yeung, Kenneth Younie

Nominating [FDN]: Dorcas Beaton (Chair of Outreach), Linn Holness (Chair of Spiritual Learning for Life), Tracy Pratt (Chair of Integrated Arts), Vera Taylor (Nominations Chair, Past Board Chair), Gunn Wongsuwan (Chair of Congregational Care)

Official Board: Dorcas Beaton (Outreach), Elspeth Bowler (Treasurer), Alan Cotterill (Trustees), Deborah Davis (Transition Team), Dennis Donovan (Faith Formation), Susan Girvan (Secretary), Helen Han (Resource Development), Lisa Hems (Visual and Creative Arts), Linn Holness (Worship), Jeff Ince (Presbytery), Greg McMaster (Member-at-large, NE Reno Liaison), Fran Parkin (Member-at-large), Tracy Pratt (Music and Performing Arts), Vera Taylor (Nominating), Gunn Wongsuwan (Congregational Care), Kenneth Younie (Chair)

Out of the Cold Steering Committee [O]: Vicki Butterfield, Grant Curtis, Doug Flanders, Terry Graham, George Gregg, Norah Jardine, Marg McIntosh (Co-chair), Barbara McLardy, Kathy Priestman (Co-chair), Walter Ridley

Outreach: Dorcas Beaton (Chair), Vicki Butterfield, Constance Dilley, Pamella Fraser, Nancy Hardy, Norah Jardine, Ade Israel Makindipe, Jennifer McDonald, Marg McIntosh, Carole Payne, Walter Ridley, Andrée Vaillancourt

Park Ministry [O, FDN]: Dorcas Beaton, Tina Conlon, Lisa Hems, Barry Wallace

Peace and Social Justice [O]: Melanie Gilbert (Co-chair), Lance Kuyst, Joe Landon (Treasurer), Carole Payne, Walter Ridley (Co-chair), Karen Scott, Ivan Simic

Prayer Covenant [SLL]: Toba Bryant, Sarah Cotterill, Doug Flanders, Nancy Hardy, Sandra Hellyer, Linn Holness, Eleanor Kerfoot, Bruce Misener, Nancy Misener, Denise Moore, Amanda O'Halloran, Priscilla Sahayan, Karen Scott, Marc Tremblay, William Wright (Chair)

Property [FDN]: Greg McMaster

Refugee Sponsorship [O]: Janice Andrews, Dorcas Beaton, Elspeth Bowler, Vicki Butterfield (Chair), Paul Hellyer, Gitanjali Verma (Secretary), Bob Vernon

Resource Development [FDN]: Helen Han

Shining Waters/Region 10 Representatives (formerly Presbytery): Jeff Ince [NB: 3 VACANCIES]

Transition Team [OB]: Deborah Davis, Linn Holness, Jim Nixon, Laird Orr

Trustees: Elspeth Bowler (Treasurer), Alan Cotterill (Presiding Chair), Susan Girvan, Linn Holness, Terry Kelly, Greg McMaster, Fran Parkin, Tex Perley, Lynn Watson (Secretary)

Visual and Creative Arts [IA]: Nancy Carlson, Lou Estores (Open Studio), Lisa Hems (Chair), Heather Landon, Maureen McGuire (Heritage Church Art and Archives), Shari McMaster (Secretary), Carolyn Pack, Vera Taylor, Andrée Vaillancourt, Victor Lowy (Heritage)

Worship [SLL]: Dennis Donovan, Linn Holness (Chair), Margaret Metcalfe, Patricia Orr