



MINUTES FOR COUNCIL MEETING

Thursday, April 18, 2024

Held in the Fellowship Hall & on Zoom at 11:30 a.m.

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Council Members Deb Gill (Chair), Roger Hyatt (Vice-Chair), Mary McFadden (Council Secretary), Virginia Scott (Christian Development), Lois Gill (Fellowship & Outreach), Lori Hyatt – (Finance/Treasurer), Janice Sinker (Grand Bend Place), Rev. Nancy Knowles (Minister), Steve Northey (Ministry & Personnel & Stewardship), Christine Wilde (Office Administration) Debbie Procter (Property Management), Glen Miller (Trustees), Karen Etherington (Worship & Music), Peter Challen (WOW Representative),

Members Present: Deb Gill, Roger Hyatt, Mary McFadden, Virginia Scott, Lois Gill, Lori Hyatt, Steve Northey, Debbie Procter, Glen Miller, Karen Etherington, Nancy Knowles, Christine Wilde

Regrets: Janice Sinker, Peter Challen

Guest:

Quorum Present

1. **CALL TO ORDER:** 11:30 a.m.

2. **APPOINT AN EQUITY MONITOR:** Steve Northey

3. **ACKNOWLEDGEMENT OF TERRITORY** (read aloud by council)

4. **OPENING MEDITATION and PRAYER** – Rev. Nancy Knowles

5. **APPROVAL OF AGENDA**

- **MOTION to approve the agenda as distributed. Moved, seconded and carried.**

6. **ANNOUNCEMENTS/CORRESPONDENCE** –

- **Naming HSUC Food Bank** - Deb had all Council members vote on three suggested names for our Food Bank by secret ballot. The three choices were: Grand Bend Community Food Shed, Grand Bend Community Food Cottage and Grand Bend Community Food Pantry.
- The result by vote is "Grand Bend Community Food Pantry".

7. **REVIEW & APPROVAL OF MINUTES**

- **MOTION to approve the February 29, 2024 Council minutes as distributed. Moved, seconded and carried.**

8. **BUSINESS ARISING**

- **Municipal water/septic support** – Lori: Refer to **attachment #1** which explains the history of past charges. Others commented that septic charges have nearly doubled since 2019. A suggestion was made to ask the municipality to give us a break on our water bill. A comment was made that the municipality already provides "perks" for us. Suggested to continue to monitor the water filling station for this added usage on our utility billing.

- **Food Bank Feedback and Proposal** – Deb: Refer to **attachment #2** which details the development of a Food Bank Steering Committee, “Soft Start” and “Grand Opening”, funding plans and choosing the official name of our Food Bank – by vote, the name is “Grand Bend Community Food Pantry”.
 - Further information:
 - 8 visited the Petrolia Food Pantry – very impressed with what they saw.
 - Soft start – meaning no advertising until official “Grand Opening”.
 - It is advised that three months of funds is needed for sustainability.
 - Feel that \$11,000 is to be raised before soft opening and that \$1,000 per month is needed to operate.
 - Working Group to be developed.
 - Signage – Went around the table to ask about how obvious the sign should be. Photos were passed around for a visual of what Petrolia signage looks like. Everyone agreed that the signage needs to be clear but discrete. Suggest wood sign (burned) so sign is part of the building.
 - May 4th at cookie table (Spring Native Tree and Plant Sale at the museum). Food Bank promotional material will be available.
 - Asking for donations - two kinds: upfront and on-going. Stressed that the COF will not be asked and initiatives are in place to approach the greater community. Volunteer labour will be another way to donate.
 - Notice will be in Shorelines explaining ways to support.
 - Food storage in our building was discussed. Many suggestions were made.
 - Check with municipality as to our plan to ensure about zoning.
 - Hand deliver letters to area residents before “Grand Opening”.
 - **MOTION to approve the name of the Huron Shores United Church Food Bank, “Grand Bend Community Food Pantry”. Moved, seconded and carried.**
 - **MOTION that Huron Shores United Church approve the Food Bank Steering Committee’s Recommendations, with the revision to add the approved name, “Grand Bend Community Food Pantry”. Moved, seconded and carried.**
 - The revised document is attached – attachment #2).
 - **Pride Flag** – Janice has ordered two. The flag will be placed directly on the pole preventing one from pulling it down.
 - **June 12 fundraiser dinner update** – refer to **attachment #3**. Core group met just before this Council meeting to go over the plan for the “Berrylicious Dinner”. Deb highlighted much of the plan.

9. NEW BUSINESS

- **Team report’s format** – Deb encouraged chairs to use point form – no need to detail everything that happened in the course of a month.
- **ACM reflections and report format** – Rev. Nancy found the meeting to be respectful. Comments were made that folks were in favour of having the worship service separate from the Annual meeting.
- **Annual Reports** – suggested to keep them to one page or less.

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- **Survey monkey** – Deb is suggesting to send out a survey to the COF asking for feedback of the Shoreline’s distribution and some other general feelings that the COF may have. This is planned for late May.
 - **When to ask permission from Finance** – Deb and Lori – brief discussion resulting with a motion.
 - **MOTION that all expenditures not within the team budget requires finance team approval, and all expenditures over \$500 need approval from the finance team. Moved, seconded and carried.**
 - **My Main St. Grant** – Christine – asked for \$34,000 funding for one new digital sign plus the construction of the Community Bulletin Board. Stated that the goal is to commence on July 1, 2024. If the grant funds are not successful, the Community Bulletin Board project will be put on hold until \$3,000 in community funds are realized. At that time the project will commence as originally planned. HSUC’s commitment to this project is \$500 of the total \$3,500.
 - **Incident reports** – refer to **attachment #4** – The COF will be made aware of this form in Shorelines. Debbie gave a positive update on the incident that happened at the Pavlo concert.
 - **Facility Rental Agreement update – attachment #5** – tabled until May’s meeting.
 - **Check Lists** – have been created for the Sanctuary/Servery and the kitchen - **attachments #6 and #7.**

10. TEAM REPORTS – attachment #8

- **WORSHIP & MUSIC – Karen Etherington:**
 - **ZOOM issue** – Zoomers have expressed that they are hearing the tech team chat before the service and they are wondering if this could be fixed. The below is communication between Deb and the tech team and this will go back to the Worship & Music team:
 - Deb chatted with the tech team about your concerns and shared with them how pleased you have been with how zoom has been running. As you know this team volunteers a great deal of their time.
 - 1. In response to turning off the sanctuary audio. I understand there needs to be 5-10 minutes of sound checking to ensure zoom has the best audio quality. Nothing can be done about this. We do not want to sacrifice the worship service sound.
 - 2. The Zoom volunteer does not need to stay until you are finished chatting. They just need to reassign a host. My understanding is this is happening now.
- **CHRISTIAN EDUCATION – Virginia Scott:** Referred to the team report and clarified that at their next meeting, they will be discussing all their future events.
- **FINANCE – Lori Hyatt: refer to attachment #9.**
 - Brief discussion on the how disbursement of givings to the Food Bank will be allocated.
 - **MOTION that the finance team recommend that PAR and envelope donations from the Community of Faith earmarked for Food Bank Support be disbursed in the following manner: 50% to the Grand Bend Community Food Panty, 25% to the Alisa Craig Food Bank and 25% to Blessings in Zurich to be re-evaluated as needed. Moved, seconded and carried.**
 - Will start a quarterly report to the COF in Shorelines and will be shown on the screens.

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- **STEWARDSHIP – Steve Northey:** Emphasized the encouragement for the COF to increase their PAR and will promote the grocery card program for folks to support this very successful fundraiser for HSUC.
 - **PROPERTY – Debbie Procter:** briefly spoke on the results of the new “No Parking”. It is felt that the new dedicated church parking will take time for the larger community to realize that it is now private parking. It is being monitored.
 - **FELLOWSHIP & OUTREACH – Lois Gill:**
 - **Trip to Wampum Lodge** – in report it states that it will happen in June but that has changed and a new date will be announced.
 - **Prayer Shawls** – storage for the large supply of shawls is becoming a concern. Several ideas were discussed. Deb will contact one of the participants to share some of Councils ideas. Their financial account (petty cash) was clarified.
 - **GRAND BEND PLACE – Janice Sinker:** News was shared that Hay Communications has become a sponsor and has pledged \$1,000.
 - **WOW – Peter Challen:** Brief discussion on the results of the Remit.
 - **COMMUNITY WELLNESS COORDINATOR - Christine Wilde:** Emphasized to use the three dedicated gmails when corresponding with Christine – huronshoresunitedchurch (Office Admin.), hsuccommunitywellness (CWP) and hsucdesign (Shorelines).
- 11. EQUITY MONITOR** – according to Steve we came through lots of discussion very well!
- 12. NEXT MEETING:** Thursday, May 16, 2024 at 11:30 a.m. in the Fellowship Hall
- 13. MOTION to adjourn at approximately 1:35 p.m.**

Deb Gill,
Acting Council Chair

Mary McFadden
Council Secretary

HSUC Water Usage Analysis 2016-2023

Year	Jan	April	July	Oct	Total	Water Base/Month	Water/CM	Sewer Base/Month	Sewer/CM	Total Annual Billing	
2016	5	5	15	13	38	\$12.69	\$2.46	\$13.29	\$2.39	\$496.06	
2017	0	3	36	11	50	\$12.94	\$2.52	\$13.56	\$2.60	\$574.00	
2018	3	0	8	8	19	\$13.54	\$2.64	\$14.37	\$2.76	\$437.52	
2019	8	168	17	29	222	\$14.16	\$2.76	\$15.23	\$2.93	\$133.69	
2019	Meter Changed to 1"						\$25.59	\$2.76	\$46.59	\$2.93	\$1,867.28
2020	15	8	19	100	142	\$28.00	\$2.89	\$52.35	\$3.11	\$1,816.20	
2021	0	32	72	75	179	\$29.29	\$3.02	\$55.49	\$3.30	\$2,148.64	
2022	3	48	198	66	315	\$30.64	\$3.16	\$58.82	\$3.50	\$3,171.42	
2023	7	14	130	12	163	\$30.64	\$3.16	\$62.33	\$3.71	\$2,235.45	

Notes

The meter change to 1" to meet building code requirements nearly doubled the monthly fixed cost to supply water and tripled the sewage fixed cost
 Rate increases since that time have been approximately 28%
 2020 water usage was 142CM and the building was closed for 9 months of the year
 2021 water usage was 179CM with very minimal building usage
 2022 usage includes startup of the sprinkler system. Often the sprinklers were running for extended periods before the system schedule was rectified
 2023 usage at 163CM is inline with post renovation usage

Analysis

Average Annual Usage since renovation 2019-2023	172.2 CM
2023 Annual Water Usage	163CM
2023 Water Costs 163CM X \$3.16	\$515.08
2023 Sewage Costs 163CM X \$3.71	\$604.73
2023 Summer Water Costs 130CM X \$3.16	\$410.80
2023 Summer Sewage Costs 130CM X \$3.71	\$482.30

Steering Committee Recommendations to Council

Members: Deb Gill, Lois Gill, Cindy Maxfield, Pat Morden, Debbie Procter and Christine Wilde

Next Meeting: TBD

Soft start up Sept. 3

Grand Opening Oct. 11

Pending 11 k more raised in fundraising, gifts in kind and donations

Fellowship and Outreach with CWC to:

- Develop a working group under Fellowship and Outreach that would manage the volunteers.
Train 12 volunteers for a soft September 3 start up. Mainly from the community please.
- Schedule volunteers for September. Maybe twice a week according to supplies. Also, arrange for food rescuers and repportioners.
- Provide appropriate signage on building.
- Seek support from local health unit and Food Bank Canada
- Provide input into October 11/24 Grand Opening

Pat Morden and Christine W to:

- Provide marketing and media coverage for a soft opening September 3 and more formal Grand Opening October 11
- Solicit funds and gifts in kind from community groups and businesses for both upfront building cost and ongoing project sustainability
- Promote soliciting funds from outside our COF

Property to:

- Have the hydro installed, lighting inside and outside building, fridge, freezer and a few shelves and cupboards in the building ready for a soft opening of September 3. In addition to secure door
- Have a quote submitted to Finance for remainder of project including insulation, wall covering, heating cooling unit etc.

Worship and Music to:

Finance to:

- Freeze all further capital expenditures on food shed until 11k has been paid back (cost of shed, cement, moving and hydro).
- Track all food insecurity expenditures and provide update to Chair Fellowship and Outreach.
- administer the disbursement of community organization & business support in the following manner \$200/month to HSUC operations for facility and utility usage and up to \$800/month for food/supply costs (RFF with original invoices) providing that the balance does not fall below a minimum of 3 months funding
- Provide Christine, Pat and Lois with budget history including SCF grant, fridge/freezer cost
- Monies spent and committed \$10950

Feb Dinner	-3000
June Dinner	-5000
Owed to CEBA Loan	\$2950
3 Month Startup Money	<u>\$3000</u>

Motion: that we call the building Grand Bend Community Food Pantry

Motion: That HSUC Council approve the above recommendations.

**A Berry Good Fundraiser
 Wednesday June 12
 4 pm Take Out
 6 pm Seating
 Live and Silent Auction
 8 pm Volunteer take out**

Goals:

1. To not burn out our team
2. To extend our community outreach
3. To raise minimum of 3K - 5K

Actions:

1. In conversation with team leaders, all volunteers will be centrally allocated. This will eliminate duplication of tasks and increase community engagement. The overall plan will be shared with 2 people in case I am called away.
2. Identify your super powers. Rather than doing every task which you are more than capable of, figure out what you most would like to do.
3. Develop more ticket sales opportunities by using Ticket Window etc.?

Assignments:

Volunteer assignments- Deb

Marketing signage for door entry and table bookmarks with GB Food cottage info and ticket sales- Christine W

Purchasing- Lois and Deb

Decor- Mary

Set up- Debbie

RFF/ Cash management- Lori

V and GF food prep Christine and Amelia

Silent and Live Auction Janice, Betsy & Nancy

V = volunteer to be determined

Friday June

Distribute pie crusts and bags of potatoes **V**

Monday June 10

Pick up potatoes and cabbage **V**

Tuesday June 11

Pulled Pork Crew - Lois plus 3 - Main Kitchen

Place loin for take out in containers
Remainder in containers in kitchen fridge

Coleslaw Crew- 4 - Fellowship Hall **V**
Make dressing and mix coleslaw (recipe and ingredients provided)
Place slaw in take out containers
Remainder in FH refrigerator

Potato Salad Crew- 4 - Servery **V**
Make dressing and mix salad (recipe and ingredients provided)
Place potato salad in take out containers
Remainder in Servery fridge

Berry Pies Crew -Nancy, Karen, Brenda, Mary, Barb, Lori **+6 V**
3 each cut into 6. Crusts provided. Bakers collaborate with each other re type of pie

Wednesday June 12
Mary and crew decorate
Debbie and crew set up
Salads and pork delivered to Legion **V**
Pies delivered to Legion **V**
Silent and live auction set up Janice/Nancy
Sound including background music and Mic set up for MC and auctioneer. (Stage) Janice/
Nancy

3:00 pm take out assembly line. Continues till all orders are filled including volunteer bags.
Volunteer take out bags may need to be transported to HSUC fridge **V? Maybe made Tuesday
and left at HSUC?**
Brown paper bags identifying time, surname and numbers Deb

4:00 take out begins
10 cars and delivery bags scheduled every 15 minutes, 4:00, 4:15, 4:30, 4:45, 5:00
2 greeters at bottom of ramp handing out the bags
2 runners bringing bags from the inside to table at bottom of ramp (in case of rain stay just
inside foyer and pack umbrellas and raincoats)

5:00 Sit down Dinner
Buffet set up with Potato salad, Coleslaw, Pulled Pork and roll **V**
V. And G.F buffet set up with Potato Salad, Coleslaw, Pulled Pork and roll **V**
Pie station set up **V**
Greeters / money station set up

5:30 doors open

Bar open and stocked with water, tea, coffee and wine etc.
Greeters in place

6:00

MC welcome

Table call for 2 served buffet lineups

6:45

Auction

Silent Auction table 2x10 feet on side walls and two under stage

Council bring favorite bottle of wine to this meeting

Make sure all live and silent auction ideas run through Janice, Betsy or Nancy

Use music room for auction storage.

CleanupV

Volunteer take out V



HURON SHORES UNITED CHURCH

And GRAND BEND PLACE



INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: _____

1. PERSON INVOLVED

Full Name: _____

Phone: _____ E-Mail: _____

2. THE INCIDENT

Date of Incident: _____ Time: _____ AM PM

Location: _____

Describe the Incident:

3. INJURIES

Was anyone injured? Yes No

If yes, describe the injuries:

4. WITNESSES

Were there witnesses to the incident? Yes No

If yes, enter the witnesses' names and contact info:

5. POLICE / MEDICAL SERVICES

Police Notified? Yes No If yes, was a report filed? Yes No

Was medical treatment provided? Yes No Refused

If yes, where was medical treatment provided? On site Hospital Other:

6. PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

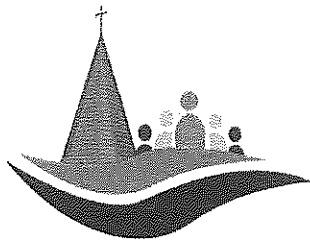
OFFICE USE ONLY

Report received by: _____ Date: _____

Follow-up action taken:

Action Taken:

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HURON SHORES
UNITED CHURCH

2024-2025 FACILITY RENTAL

APPLICATION

Revised April 2024



GRAND BEND PLACE
Centre for the Living Arts

IMPORTANT: To confirm your booking, this completed/signed application and **post-dated cheque in the amount of \$250 (refundable damage retainer)** must be received by the Booking Coordinator a **minimum of two weeks prior to the booking date.**

DATE COMPLETED: _____

CONTACT INFORMATION

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ E-mail: _____

RENTAL INFORMATION

Purpose of Rental:

Number of people expected: _____

ROOM(S) & SERVICES REQUESTED:

- Fellowship Hall Downstairs Gathering Place/Sanctuary Upstairs
- Greenway Chapel Upstairs
- Green Cathedral Outside Community Living Room Outside
- Served Kitchen
- Wi-Fi
- Audio Visual in the Fellowship Hall
- Audio Visual in the Gathering Place/Sanctuary Digital Piano

FACILITY RENTAL APPLICATION

ONE TIME RENTAL (full donation due with agreement)

Date: _____

Start time: _____ End time: _____

(Includes set up and clean up time)
.....

**ONGOING RENTAL
(one week donation due with agreement to hold your dates)**

Start date: _____

End date: _____

Start time: _____

End time: _____

Excluded dates:
_____/_____/_____

_____/_____/_____/_____

(Please list any dates during this time period that you will not require use of the room including stat holidays, summer break, etc. Thank you!)

FACILITY RENTAL APPLICATION

FACILITY RENTAL AGREEMENT: 2023-2024 TERMS AND CONDITIONS

As Huron Shores United Church is a non-profit community organization, we try to keep our rental rates reasonable. To keep our costs down we rely on our renters and church groups to follow our terms and conditions. Please initial each item below:

Facilities and equipment will be left tidy and clean, and in the same condition as found. _____

If tables and chairs are used, they will be returned to their proper location. _____

Additional costs may be charged for any extra cleaning or damages incurred if the facilities are not left in the same condition as found. _____

Activities will be kept to the areas specified in this rental agreement. _____

Use of the facilities will be limited to the time(s) specified in this agreement unless special arrangements have been made. _____

Third party liability insurance is required, with a copy provided to the church office at least one week prior to the rental. _____

Lottery and gambling are not permitted. _____

Alcohol may be permitted with proof of liability and licensing. _____

Nothing of an inflammatory or discriminatory nature will be permitted in the church building. _____

In compliance with Health Unit Regulations all outside food brought into the church and served to the public must be recorded in the binder labelled for this purpose and located in the kitchen. This record must include the date, the name of the person bringing the food, and where the food came from, ie. Grocery store, home baking, farmers market etc. _____

Smoking in any part of the building is prohibited by law. _____

Huron Shores United Church, it's employees and it's officers will not be held responsible for personal injury, damage to personal items, or for the loss or theft of any items belonging to the renter or persons attending the event. _____

I have carefully read the rental terms and conditions and I/we agree on behalf of my group that I/we will abide by the terms and conditions of the Huron Shores United Church Rental Agreement.

Signature: _____ Date: ____/____/____
(Name)

Printed name Representative of HSUC

FACILITY RENTAL APPLICATION

FACILITY CHECKLISTS

KITCHEN

- proper hand washing is required before handling any food,
 - clean out the fridge of your belongings before leaving,
 - wipe down the countertops and serving carts with soap and water first. Then
 - disinfect them with the prepared bleach sanitizer,
 - return all used dishes, utensils, pots and pans, bowls, coffee urns, etc., to their proper place, ensuring that they have been properly cleaned before storing,
 - follow the directions posted on the wall in the kitchen for the proper use of the dishwasher making sure it has been shut down properly, drained and the water supply tap has been turned off, with all washing racks replaced and the door left open for air drying.
 - follow the directions for the proper use of the exhaust system. If using the stoves, the exhaust fan must be turned on,
 - if using the stoves make sure they are cleaned, ensuring that the stoves and burners are all turned off,
 - clean the sink drains after use if food waste has been left in them,
 - unplug all electrical appliances that were used,
 - sweep the floor or mop up any spills,
 - take out your garbage and recycling after your event. The bins are stored outside on the north side of the building,
 - if using tables and chairs make sure they are replaced to where you found them,
 - if using tablecloths make sure they are laundered, folded, and replaced back into the linen cupboard,
 - if using our tea towels, dish cloths, please have them laundered and returned to the church for proper storage, or bring your own,
 - cleaning supplies, garbage bags, mops, pail, broom, and dustpan are all stored in the white cupboard at the end of the Fellowship Hall,
 - if using our supplies make sure to replace them, or bring your own,
 - do not bring in purses or hang coats/jackets, etc. into the kitchen,
- Thank you for using our kitchen like it was your own.***

FELLOWSHIP HALL

- chairs/tables put away where you found them_____
 - floors swept/tidy_____
 - garbage and Recycling - Containers emptied_____
 - table Cloths: Soiled cloths should be left on kitchen counter top.
- If used, a cleaning fee of \$25 will apply.**

FACILITY RENTAL APPLICATION

Huron Shores United Church Rental

25 Main Street, Grand Bend, Ont. N0M 1T0 (519) 238-2402
www.huronshoresunitedchurch.com

Event Date _____ Event Time _____ to _____

Requested By _____ Email _____

Address _____ Phone # _____

Non-profit community/church event YES__ NO__ Charitable registration # if applicable: _____

	Suggested Donation
Gathering Place/Sanctuary	\$ 150.00
Use of Kitchen Facility (appliances, dishes, etc.)	\$ 100.00
Use of Fellowship Hall Only	\$ 150.00
Cleaning Services (if applicable)	\$ 100.00 _____
(cheque payable to: Huron Shores United Church)	Total \$ _____

AV Specialist, Gathering Place/Sanctuary \$75.00 Payable to: _____
 Ministerial Fees-Please contact Minister for details.
 Musician Fees- Please contact Music Director for details.

- All activities and events in church facilities must be in compliance with municipal, provincial & federal law.
- Fire Regulations: All persons using church facilities must familiarize themselves with the church evacuation plans posted in the hall and exits. All exits and driveways must be kept free from obstruction in case of fire.
- Chairs and tables owned by the church will be made available as required. Renter is liable for any damages and should not move the furniture without prior consent (ie...Pulpit/Plano...). It remains the renter's responsibility to set up and remove whatever chairs and tables that are required.
- The renting party and specifically the adult supervisor shall be financially and otherwise responsible for all damage to the property of the church or the loss of any of the contents therein during the time the rental was in effect. Tables and chairs are not permitted to leave the building/property.
- The rental party shall save and hold harmless Huron Shores United Church from any liabilities and/or responsibilities arising during the occupancy of the building and its related areas, including sickness or death that occurs as a result of a pandemic.
- The Council of Huron Shores United Church reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above provisions.

I, the applicant, hereby acknowledge that I am 21 years of age or older, and have read and will honour the conditions for use as outlined in the attached document. I understand that I will be responsible for all monetary obligations as agreed upon.

Renter's signature

Representative of Huron Shores UC signature

Payment Received cheque / cash Copy to Finance: ___ Finance ___ Office Initials ___

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FACILITY RENTAL APPLICATION

GATHERING PLACE (SANCTUARY)

No garbage in chairs or in chair backs _____

Floor left clean _____

Shown where to find the garbage, recycling and brooms _____

Shown location of lights and restrooms _____

Shown how to unlock and lock the doors (where applicable) _____

Emergency contact information: _____

GREENWAY CHAPEL

- Chairs & Tables should be left as you found them
- Table Cloths: Soiled cloths should be left on counter in servery. If used, a cleaning fee of \$25 will apply.
- all garbage or recycle bins must be emptied

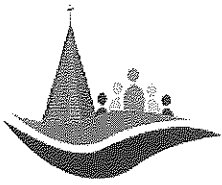
SERVERY

- counters must be left clean and tidy
- dishes, cups, glasses & cutlery must be washed & dried and returned to cupboards
- fridge should be cleared of your items
- all garbage and recycle bins must be emptied

*"Our relationship with God and each other strengthens us, and helps make the world a better place.
We welcome and include **everyone** into congregational life."*



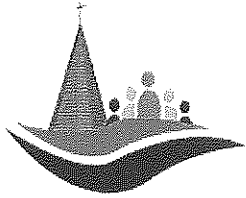
7.60



Huron Shores United Church/Grand Bend Place Sanctuary and Servery After Use Checklist



- servery fridge is empty of all belongings
- countertops and serving carts have been wiped down
- all used dishes, utensils, pots and pans, bowls, coffee urns, etc., have been returned to their proper place, ensuring that they have been properly cleaned before storing
- dishwasher has been loaded and started
- sink drains have been cleaned of food waste
- electrical appliances are left unplugged
- floors swept and or mopped
- garbage and recycling removed to the bins that are stored outside on the north side of the building
- used tea towels and dish cloths, are taken for laundering and returned if belonging to the church
- breakage reported to the Office Administrator
- tables and chairs are returned to original location
- sanctuary furniture including baptismal font, pulpit, communion table, Christ candle returned
- hanging mikes returned
- screen lifted if used
- all sound equipment returned and turned off
- computer turned off
- window blinds returned to the way they found them
- lights are turned off in the sanctuary, servery, hallways
- exterior doors are locked
- washrooms inspected for cleanliness to make sure everything is ok with them
- fire doors are closed at the top of the stairs and at the bottom of the stairs



Huron Shores United Church/Grand Bend Place Kitchen and Fellowship Hall After Use Checklist



- fridge, kitchen and fellowship hall are empty of all belongings brought in
- countertops and serving carts have been wiped down with soap and water first. Then disinfected with the prepared bleach sanitizer
- all used dishes, utensils, pots and pans, bowls, coffee urns, etc., to have been returned to their proper place, ensuring that they have been properly cleaned before storing
- dishwasher has been shut down properly, drained and the water supply tap has been turned off, with all washing racks replaced and the door left open for air drying
- exhaust system must be turned off
- stoves are cleaned and the stoves and burners are all turned off
- sink drains have been cleaned of food waste
- electrical appliances used are left unplugged
- floors swept and or mopped
- garbage and recycling removed to the bins that are stored outside on the north side of the building
- tables and chairs are returned to original location
- if tablecloths used, place them together in the kitchen and be sure the laundry fee is paid
- used tea towels and dish cloths, are taken for laundering and returned if belonging to the church
- breakage reported to the Office Administrator
- roller shutter pulled down and locked in place
- lights turned off in the kitchen, fellowship hall and hallways



TEAM REPORTS - COUNCIL MEETING Thursday, April 18, 2024

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WORSHIP & MUSIC – Karen Etherington:

- **Action completed:**
 - reminder to the tech team to mute themselves before church begins so that the Zoom members can hear one another as they join for church
 - a reminder as well to the host of Zoom to leave their computer on after the service to allow the participants to visit awhile after the service
 - Rev. Nancy was thanked for her idea to move the choir members out into the congregation for the sermon. This enhances the Zoom experience and has all facing forward.
 - praises were expressed for the three Easter Week services. Janice was thanked for her role in presenting the Maundy Thursday Cantata.
- **Action Pending:**
 - Ascension Sunday -May 5
 - Mothers and others Sunday -May 12
 - Pentecost Sunday-May 19
 - Rev. Nancy will coordinate with Mary McFadden re: colours for Ascension and Pentecost
 - Holy humour Sunday - May 26
 - Next meeting will be May 14 on Zoom 3:30 p.m

CHRISTIAN EDUCATION – Virginia Scott:

- **Action completed:**
 - **Children's March Break Art Camp:** 8 children, all families paid the \$25 plus 1 donation of \$25. Big thanks to the volunteers: Lois & Dan Gill, Jan Schaefer, Carolyn Brophy, Ann Russell, Christine Wilde, Avery and Preston. Jeffery Red George did painting in the Fellowship Hall where they painted on slate from Kettle Point, painted a picture that Red drew and Red also did face painting for any child that wanted it. We also did some drumming and Red played his flute and drummed while a story was read. In the Sanctuary/Gathering Place the children watched a movie called Migration, made a napkin craft, a lamp and planted seeds in a pot in the Green Chapel. Everyone had a good time. Cost \$500 for Red, Income \$225. Balance cost: \$275.
- **Action Pending:**
 - **Picnic/Service:** June 23rd 11 am at Eagleson Farm. More details to follow.
 - **Children's Summer 'Kids in the Kitchen' Camp:** Details to follow. We are having a meeting on April 23rd to discuss the camp.

FINANCE – Lori Hyatt: Refer to Income & Expenses – (attached)

- **Actions Completed:**
 - Contacted Alisha at Seebach and Co regarding the decision to retain her services bi-annually for financial review.
 - Established individual account logins for staff and members using Power Church software.
 - Financial information provided for UCC statistical report.

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- **Actions Pending and In Progress:**

- Continuing work within Power Church to meet the needs of council and COF for reporting.
- YTD financial status to be provided to COF via Shorelines (next printing) and as part of the Announcement PowerPoint and from the pulpit on Sunday the 21st or 28th.
- Water and Sewage costs have been requested from the municipality to be reviewed regarding excess summer usage.
- Request submitted to TD Bank for Visa limit increase from \$1000 to \$2500 to eliminate "Over Limit" Penalty charges.

- **Motions/Recommendations to Council:**

- The finance team recommend that PAR and envelope donations from the COF earmarked for Food Bank Support be disbursed in the following manner: 50% to the Grand Bend Food Bank, 25% to the Alisa Craig Food Bank and 25% to Blessings in Zurich to be re-evaluated as needed.

- **Discussion Topics**

- **Continued follow up:**

- Bank of Canada frozen bank account \$11,007.10 + interest
- Check claim status on Bank of Canada website Sept 7/23.
Claim listed as further documentation required.
- Supporting documentation mailed to the Office of Unclaimed Balances on October 26, 2023
Website states that 120 days are required to process.
Jan 16/24 Status remains unchanged.
- January 26, 2024, Request received for additional documentation.
These documents were mailed to Claims office Feb 2/24
- March 26, 2024, Request received for proof of amalgamation and name change.
Mailed copy of December 2014 Huron Perth Presbytery letter approving the amalgamation and name change effective January 1, 2015 (this letter has been sent with every documentation package.
Have been in contact with Brent Caslick of WOW to determine if there may be additional documentation with their records from that time.
Finance team has suggested contacting Lianne Rood to ask for assistance with this matter if it remains unresolved.

STEWARDSHIP – Steve Northy:

- **Actions Completed:**

- The new brochure was distributed by the Post Office to 1,500 homes in the Grand Bend Area on March 26th. It is hoped that the brochure will encourage more residents to attend Huron Shores United once they are more aware of who we are.
- A new announcement was put together for PAR to be shared in Shorelines. The theme is to attract new PAR users and to encourage current PAR users to increase their monthly donation amount. Many of our COF have generously given this way for many years but in most cases the amount has not changed from the original start date. As we saw in the 2024 deficit budget that was presented at the ACM, our need for donations this year is critical and it will take a huge effort by all to reach our financial goals. To date Rhonda has reported that a few have upped their commitment.

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I UPPED MINE....UP YOURS!!

- A new Grocery Gift Card announcement was created for this month's Shorelines. This program generates over \$5,000 per year for our Operating Fund. However, participation has dropped off in the past year mainly due to COF members moving from the church and area. This program is very important to our bottom line and it is a win win for everyone who participates. Doug and Debbie Procter do a wonderful job processing orders, delivering cards, and handling all the paperwork.

IF YOU DO NOT USE THIS PROGRAM....PLEASE CONSIDER GIVING IT A TRY

PROPERTY – Debbie Procter:

- **Actions Completed:**
 - 13 new parking signs have been installed, designating our church parking as a private use only for the church and GBP functions.
 - The shed has been moved to a permanent location in the Green Cathedral.
 - The black urn from the west side of our building has been moved to the east side walkway close to the accessibility ramp. We hope this will provide a warning to be careful to the grading changes along the walkway.
- **Actions Pending:**
 - Brick work repairs are needed on the east side of the church.
 - Sidewalk replacement and drainage needs to be fixed on the west side of the church. Currently the drainage slopes towards the building. Plus, there are many tripping hazards on the walkway.
 - A proposal has been discussed for a new community bulletin board on our property. Some of the funds for this will come from community sponsorships and our church.
 - New proper directional signage in our building is needed to replace the paper laminated signs.
 - There are still some related finishing costs to the Community Food Bank (Shed) Cottage to get it up and running. Electricity, insulation, exterior painting, & shelving are all things that still need to be done. To-date we have spent \$5650 for the shed, and \$3124.06 for the moving, pouring of the cement for the pad and walkway, and sundry items to secure the shed to the cement pad. The total cost of this project will be approximately \$17,000. We will need to do major fundraising to pay back the money borrowed from the CERB Loan.
 - Painting chevrons on the walkway on the east side of our building to identify a change in grading for wheelchairs, walkers, or pedestrian traffic.
- **Maintenance and Repair WG – Chris Barry and Dan Gill:**
 - **Actions Completed:**
 - A new kitchen tap was purchased and installed in the Servedy. The previous tap was not shutting off properly.

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- **Kitchen WG – Lois Gill and Debbie Procter:**

- **Actions Completed:**

- A new fridge and freezer were purchased from Hensall Major Appliances with the Sunset Community Foundation Grant money. These will replace the current fridge and freezer in the kitchen. The old ones will be used for the Community Food Insecurities Outreach Program.
- Brenda Health has agreed to join the KWG.
- A donation of new shelving for the kitchen has been received.

- **Actions Pending:** Clean out the grease trap.

- **Green Team Working Group – Lois Gill and Debbie Procter:**

- **Actions Pending:**

- Two new rain barrels should be purchased to collect rainwater which would help to reduce the watering costs of our 6 urns and gardens.
- Hire an arborist to evaluate the health of the trees on our property. They are diseased and dying.
- Two new garden hoses will need to be purchased this summer.
- Another sunshade sail for the west side of the Green Cathedral will need to be purchased soon.
- The white picket fence on the north side of our property needs to be replaced or at least painted.

- **Accessibility Working Group – Vince Bury:**

- **Actions Completed:** The Accessibility Working Group has been moved to the responsibility of Council.

FELLOWSHIP & OUTREACH – Lois Gill:

- **Right Relations:**

- Actions Completed:
- Held a book club March 25th to discuss book “Moon of Turning Leaves” by Waubegsig Rice.
- Chair attended a meeting at church with Right Relations team and Rev. Nancy March 19th to discuss further distribution of grant \$ allocated from United Church for indigenous educational programs and activities.
- John Scott and Peter Challen report remit vote passed in favour of establishing an Autonomous National Indigenous Organization.

- **Actions Pending:**

- Next book club meeting Apr. 18th to discuss book, “Midnight Sweat Lodge” by Wab Rice.
- Trip to Wampum Lodge in London being planned for June with students at Hillside Public School and members of community of faith being planned for June 2024: a parallel learning experience. Details to follow.
- They are combining “Orange Shirt Day” with, “Truth and Reconciliation Day” for Sept. 30th (now a stat holiday). We are hoping to have Bob Bressette’s daughter from Kettle Point dressed in her regalia for this special day.

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- **Prayer Shawls:**
 - **Actions Completed:**
 - Meetings continue every 2 weeks at church.
 - Many food bank donations brought in at one of their recent meetings! Thank-you for your generosity!
 - **Actions Pending:** This group will manage own finances as they get donations. Rhonda Manore will ensure any funds designated for prayer shawls be forwarded to them.
- **Free Store:**
 - **Actions completed:** Joanne Barry and Ruth Anne Eagleson held planning meeting held Apr. 3rd to plan for next free store May 2,3,4th. Posters being placed around the area and volunteer schedule started.
- **Mission and Service:** Lori and Roger Hyatt continue to provide us with monthly updates and stories involving people around the world who are in need of assistance.
- **Caring Casseroles:**
 - **Actions completed:**
 - A great group of volunteers made shepherds pie on March 22nd, 25 meals were made and frozen to have meals on hand when needed.
 - Meals were also made up and frozen from leftover Pavlo band meal (Moussakka and veggies)
 - **Actions Pending:**
 - Next session: Fri. May 10th to make chicken casserole.
 - Looking forward to providing fresh meals to be used periodically for food bank.
 - Volunteers will assist with "Berry Good Fundraiser" for the food bank.
- **Membership:** Will have a report for the May Council meeting.
- **Sunday Brunchers:** Next one Sun. Apr. 21st (Trish and Peter hosting)
- **Parking Project:**
 - **Actions completed:** Parking boxes will not be implemented this year as parking has been made PRIVATE on Queen Street.
- **Other Happenings:**
 - **Actions completed:**
 - Chair was part of a group from our church to go to Petrolia Community Kitchen (Food Bank) on Apr. 9th to see how it works and sharing ideas. What a great day!
 - World Day of Prayer on March 1st was held with Huron Shores hosting. Was well attended by our neighbouring church communities of faith and community members.
 - Volunteer members of Fellowship and Outreach continue to help with refreshments for Huron Shores café and Vespers concerts as well as Grand Bend Place concerts.
 - Food Bank Sundays Continue 1st Sunday of month

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GRAND BEND PLACE – Janice Sinker:

- **Actions Completed:**
 - Bob Illman and Janice Sinker are featured in an interview by The Stayish promoting the great things happening at Grand Bend Place
 - Sunset Cinema showing of The Holdovers on April 4th
 - Pavlo Concert completed with 115 in attendance
 - April 26th Take 3 & Company :SOLD OUT!
 - April 27th Take 3 & Company: SOLD OUT!
 - Jersey Nights Concert on May 24th has already sold 119 tickets. Only 36 remaining
 - sponsorship letters and information have gone out and so far we have collected \$2500 with lots more to come
- **Actions Pending:**
 - Sarah Smith & Justin Maki concert: **“November Nights” Friday, November 1st**
 - **A Canadian Country Grand Ole Opry Christmas Show: December 8th at 3 PM**
 - we now have 5 tentative bookings for 2025’s concert season
 - the GBP Team is looking at black draping for under the 2 TV screens. This addition will assist us with proper lighting on stage
 - GBP is purchasing some “swag”. Black ball caps with our GBP logo will start appearing in the near future.
 - Sunset Cinema will be showing **“Blackberry”** as our feature film on May 2nd at 7 PM
 - we need more volunteers for stage setups

WOW – Peter Challen:

- **Action Completed:**
 - HSUC Remit vote “Yes” sent to UC of Canada, by deadline, Mar 31, 2024. Remit votes have been counted and Remit passed: “Establish an Autonomous National Indigenous Organization.” The National Indigenous Council, and the 16 voting regional Councils voted: **Yes: 17 No: 0**. Eighty percent of Pastoral charges voted: **Yes: 1482 No: 93**.
 - A goal of WOW is to increase the communication within the Region; a “Cluster Gathering” – information sharing initiative, was held at Exeter UC, Apr 15, where Reverend Nancy was a Presenter, and was attended by a number from our Community of Faith.
- **Action Pending:**
 - As is the case with all Category 3 remits, *which are passed*, the General Council must decide to enact. The decision on enacting this Remit is to take place at the Annual Meeting of General Council, October 19, 2024 (this meeting is to be on-line for the first time, ever). When the Remit has been enacted, the change will be included in the next edition of The Manual. (The process for remits is outlined in the U C Manual, section F, pages 108-111.
 - Zoom attendance is to occur at Regional Council Spring Meeting, Port Elgin, May 24 – 26, 2024.

TEAM REPORTS - COUNCIL MEETING - Thursday, April

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COMMUNITY WELLNESS COORDINATOR - Christine Wilde:

- **Actions Completed:**

- Worked with council to plan for the opening of our new food bank, including a group visit to the Petrolia Community Fridge with Larry Leckie and other volunteers on April 9th, as well as a time line and workplan for raising funds, scheduling a soft opening, alerting social service agencies and community leaders of our progress, and much more. Deb Gill has created a steering committee to plan this work and Christine is tracking community interest in volunteering to form our charter volunteer group. Discussion continuing at the April Council meeting.
- Assisted with the March Break Camp, including assigning our volunteer student, Avery and other volunteers for help on the day. Meeting with the Christian Education team later this month to discuss the summer camp.
- Assisted Grand Bend Place/ HSUC to write grant requests for a larger screen and for our outdoor signage and bulletin board; and helped promote concerts.
- Supported Council with ongoing fundraising activities, including our presence at the Native Plant Sale May 4th.
- Met with Marg Fieri, nutritionist and Board member with the Grand Bend and Area Community Health Centre (GB&ACHC) to plan theme, date and promotion of Nutrition and Healthy Ageing workshop planned for end of May 6th and 13th. Working on promotional materials.
- Met with the principal of Hillside School to coordinate school field trip to Wampum Lodge and created formal request to the lodge and bussing companies. Bus confirmed but still waiting for the Lodge to finalize plans for field trip May 23rd.
- Planned and created promotional material for Indigenous Movie Night, May 9th.
- Planned and created promotional material for a Bayfield Ukulele Society performance for June 15th.
- Helping to promote other community wellness events scheduled in our building in the next few months, such as at the Horticultural Society volunteer appreciation event April 18th and a GB Health Centre/Gateway Centre for Rural Health partnership workshop called "Mental Health First Aid" on June 13th.

- **Actions Pending:**

- Waiting for confirmation on funding for summer student, as well as grants for a new screen for Grand Bend Place and a new outdoor communications centre.
- Continue to recruit volunteers for CWP projects
- Assist with promotion of June 12th dinner in partnership with the Legion
- Research other sources of funding/sponsorship for the food bank

MINISTRY & PERSONNEL - Steve Northey: No report

TRUSTEES – Glen Miller: No report

Huron Shores United Church
Income and Expense Statement
 Consolidated - January 2024 - March 2024

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		Current Period	Year to Date Budget
DEPARTMENTS/COMMITTEES			
COF SUPPORT			
Congregational Care	6040	0.00	37.50
Card Ministry (postage)	6050	0.00	24.99
Subtotal Cof Support		0.00	62.49
CHRISTIAN EDUCATION			
Other	6211	0.00	50.01
Camps	6225	-225.00	99.99
Church Picnic	6226	0.00	50.01
Subtotal Christian Education		-225.00	200.01
WORSHIP			
Sanctuary Supplies	6278	0.00	62.49
Music Supplies	6285	150.97	249.99
Worship Special Projects	6298	56.78	75.00
Embellishment Group	6299	0.00	50.01
Subtotal Worship		207.75	437.49
MISSION & OUTREACH			
Community Outreach	6320	547.55	875.01
Right Relations	6330	0.00	125.01
Prayer Shawl	6340	250.00	37.50
Food Bank	6360	0.00	500.01
Subtotal Mission & Outreach		797.55	1,537.53
GRAND BEND PLACE			
GBP Performers	6401	4,500.00	4,137.51
GBP Advertising	6402	0.00	624.99
GBP Food & Lodging	6403	170.78	562.50
GBP Fees & Licenses	6405	451.40	1,488.75
GBP Tech/Social Media	6406	430.53	624.99
GBP Other	6407	403.86	75.00
GBP Jazz Vespers	6408	893.89	750.00
Subtotal Grand Bend Place		6,850.46	8,263.74
FUNDS DEVELOPMENT			
Stewardship	6430	375.13	249.99
RESTRICTED EXPENSES			
Mission and Service	6460	2,327.70	3,125.01
OTHER EXP-COUNCIL			
Council Discretionary	6610	161.59	125.01
Minister Discretionary	6611	0.00	125.01
Affirming	6612	100.00	62.49
Accessibility	6613	0.00	125.01
Debenture Payments	6615	0.00	3,812.49
Denominational Assessmnt	6620	1,557.75	1,625.01
Mortgage Payments	6630	5,040.00	5,040.00
Fundraising Event Expense	6665	2,672.78	0.00
Subtotal Other Exp-council		9,532.12	10,915.02
Subtotal Departments/committees		19,865.71	24,791.28
TOTAL EXPENSES		57,524.35	66,864.45
EXCESS INCOME/EXPENSES		-\$4,957.61	-\$10,901.91

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Huron Shores United Church
Income and Expense Statement
Consolidated - January 2024 - March 2024

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Current Period Year to Date Budget

INCOME			
FUNDS DEVELOPMENT			
Operating	4030	\$26,482.31	\$27,500.01
Special Envelopes	4045	0.00	3,750.00
Grocery Card Prgm	4055	1,067.50	1,250.01
HST Rebate	4060	4,871.80	999.99
Fundraising Event Income	4065	5,751.93	0.00
Subtotal Funds Development		38,173.54	33,500.01
GRAND BEND PLACE			
GBP Ticket Sales	4110	3,208.90	7,062.51
GBP Donations & Sponsors	4110-001	1,500.00	2,499.99
GBP Jazz Vespers	4110-003	178.25	525.00
Subtotal Grand Bend Place		4,887.15	10,087.50
TEMPORARILY RESTRICTED			
Community Outreach	4205	300.00	1,625.01
Food Bank Receipts	4210-102	655.00	500.01
Mission & Service	4220-103	3,319.05	3,125.01
Subtotal Temporarily Restricted		4,274.05	5,250.03
MISCELLANEOUS INCOME			
Bldg & Debt Retirement	4615	4,875.00	6,249.99
Useage Fees & Misc.	4621	357.00	875.01
Subtotal Miscellaneous Income		5,232.00	7,125.00
TOTAL INCOME		52,566.74	55,962.54

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Huron Shores United Church
Income and Expense Statement

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Consolidated - January 2024 - March 2024

Current Period Year to Date Budget

EXPENSES

Total Salaries and Honorariums		28,883.91	30,048.12
ADMINISTRATIVE EXPENSE			
Technology/Social Media	5414	2,373.46	750.00
Bank Charges	5420	370.76	350.01
Legal & Audit	5421	0.00	125.01
Office Supplies	5430	267.07	500.01
Postage	5440	0.00	125.01
Church Phones	5517	342.68	450.00
Copier Lease	5583	1,164.42	750.00
Community Wellness Exp	5585	257.03	249.99
Subtotal Administrative Expense		4,775.42	3,300.03
BUILDING & GROUNDS			
Electricity and Water	5635	2,097.56	2,625.00
Gas	5655	984.83	750.00
Subtotal Utilities		3,082.39	3,375.00
PROPERTY MANGEMENT			
Building Maint & Repair	5701	80.30	999.99
Equipment Maint & Repair	5702	0.00	375.00
Lift Main & Rep	5703	0.00	875.01
Kitchen Working Group	5705	0.00	75.00
Supplies & Services	5710	69.60	125.01
Property Taxes	5715	38.00	37.50
Service Contracts	5720	541.93	624.99
Support Contracts	5726	187.09	125.01
Insurance	5760	0.00	1,875.00
Landscaping	5810	0.00	50.01
Lawn Service	5820	0.00	62.49
Outside Working Group	5830	0.00	125.01
Subtotal Property Mangement		916.92	5,350.02
Subtotal Building & Grounds		3,999.31	8,725.02
Subtotal Fixed Expenses		37,658.64	42,073.17