

**Minutes of the All Saints Westboro Parish Council Meeting**  
**Thursday May 16, 2019 at 7:00 pm**

**Present:** Chris Dunn, Gaetan Haché (chair), Doug Fisher, Barb Fisher, Julie Newlands, Debbie Holzman, Amy Castle, Chris Jones (recorder)

**Regrets:** Patricia Bays, Debbie Gillen, Simone Hurkmans, Chris Kirch, Jason MacDonald, Ken McMillan, Scott Sorenson, Janet Stevens

1. **Opening Evening Liturgy:** Julie Newlands

2. **Approval of minutes from April 25 meeting:** Gaetan Haché

- Moved by Doug Fisher, seconded by Debbie Holzman

3. **Business arising from previous meetings:**

- **Steady Hall flooring, stage removal and washroom renovation:** Doug Fisher reported that the Joint Property Committee (JPC) secured bids/quotes from three companies
- On May 1, the JPC met to consider the bids and make a recommendation
- In the end, the JPC has selected OMNI construction to perform the work; all in the cost (including HST and a 15% contingency) is expected to be \$131K
- The selected contractor is insisting on using plywood (in addition to the vinyl overlay) on the Hall floor which has raised a minor concern about the overall weight of the new installation. They are currently securing an engineering opinion to ensure there will not be an excessive load on the supporting structures
- OMNI has provided two references from past clients who have both vouched for the timeliness and quality of their work and their adherence to the budget. The committee believes that they have a good track record
- Doug noted that the plywood would be screwed down to the existing flooring base and then 'planked' vinyl would be glued down on the plywood
- Alan Schoorl will oversee the work on behalf of the Church
- The work is expected to be performed between June 17<sup>th</sup> and August 9<sup>th</sup>; it is also expected that the downstairs washrooms will be out of commission for three weeks during construction
- Approval for this proposal has been granted by Corporation and by our partner, First United
- Motion ***to approve the overall project expenditure of \$131,000 on the basis of the cost sharing previously agreed between ASW and First United.***  
Moved by Chris Jones and seconded by Amy Castle. Carried

- **Richmond Road doors** – The paint work will be performed as soon as the weather warms up and permits it
- **Chairs** – Chris Dunn informed us that the procurement of new chairs is in on hold for the time being. We will shortly be obtaining a sample chair from Edelweiss Rentals for possible consideration
- **Westboro Fuse** – The planning for the event on August 17 to 18 is beginning. The musical entertainment may be slightly tougher to book this year because of the dates; during a period in August when many may be away.
- **Website Update** – Debbie Holzman reported that we are still working on the development site but planning on making it live in the next couple of weeks. We are looking in to having the site located in a secure part of the hosting company's domain.
- **Green Discussion Update** – Gaetan Haché reiterated his call for folks to assist with investigating further greening initiatives for ASW and First United and its operations. Barbara Robertson and Amy Castle have indicated a willingness to be part of this effort.

#### 4. **Financial Report** – Barb Fisher

- Overall, we are doing well with offerings being a bit ahead of the year-to-date pace from 2018
- The curacy cheque from the diocese has arrived
- The New-to-You shop is doing well generating good business revenues
- Expenditures are broadly in line with where we anticipated them to be
- We will be seeking an additional contribution to the Building Maintenance Fund for the renovation of the washrooms from First United. They will inform us later as their financial picture becomes clearer

#### 5. **Other Business**

- **Letter to Bishop** – Chris Dunn has written to the Bishop with a request that Simone Hurkmans be appointed as the Associate Incumbent to ASW
- This would be a change from her present status as Assistant Curate which concludes on May 31<sup>st</sup>.
- If Simone is appointed as Associate Incumbent, then we assume the full cost of her priestly services

- The Parish Council members welcomed this development and expressed their pleasure at the thought that Simone would then have more of a quasi-permanent status at All Saints Westboro
- **Planets Project** – the project, run by Barbara Robertson and the Sunday School children and youth, has been a brilliant success. The planets are presently hanging in the Chapel. It was suggested that we obtain flowers for Barbara to acknowledge the significant effort she has put into this project and that an appropriate recognition take place at a forthcoming Sunday service. Julie Newlands agreed to follow up.
- **PAL Hour Sunday May 19<sup>th</sup> in the Chapel** – Chris Dunn mentioned that we would have presentations on the Westboro Region Food Bank operations and the Let's Eat program and that all parishioners were welcome.
- **Sensors in the Chapel** - Doug Fisher mentioned as a property committee addendum that we are investigating the costs of installing motion sensors in the church that would be linked to the triggering of the lights so that the recently installed cameras can be enabled to pick up movements at night
- **Amy Castle and Ottawa Race Weekend** – Amy mentioned that she would be participating in the forthcoming Race Weekend and that the money and donations she raises will be allocated to the Cornerstone Housing for Women initiative

## 6. Closing

- **June Meeting of the ASW Parish Council** - Chris Dunn suggested we cancel the next slated meeting of the Parish Council in June as there is typically very little business to transact at that time and the major Church construction project will have only just begun. This was agreed to by those present. We would therefore next meet on September 19<sup>th</sup>.
- **Motion** to Adjourn: moved by Julie Newlands and seconded by Gaetan Haché