

saint benedict's table

Kitchen Table Meeting – February 13, 2024

- Call to Order: 7:00 p.m. by John with a gathering prayer offered by Rob.
- Attendance John Berard (Chair), Andrew Colman (Rector), Katharine Langille (recording secretary), Danielle Morton, Rob Kwade, Beth Downey-Sawatzky, Ian Mowat, Christen Rachul, Rachel Titterton, Murray Krushel, Zoe Matties, Sarah Hodges-Kolisnyk, Paul Peters-Derry, Jim Cornelius (Treasurer), Krista Waring, guest Chris Whitmore (Nominating Committee Chair)
- Minutes The minutes of the previous meeting were approved as circulated.
- Reports
- Nominating Committee Report Chris Whitmore joined us and gave the following report.
- Following its formation by Kitchen Table, the Nominations Committee has met three times, including once with Andrew after his appointment, and has completed its tasks of reviewing our terms of reference and prayerfully discerning a list of willing and qualified candidates for Kitchen Table, Synod Delegates and elected Warden.
- In our most recent meeting, there was some discussion of whether saint ben's, as a mission, has the right to elect a warden or if that would fall to the bishop's representative in the mission. I contacted the diocesan office, and it was vigorously confirmed that saint ben's does have the rights and responsibilities of a parish regarding canons 21, 22 and 23 (on wardens, vestry and synod delegates), which were the only canons I asked about. The nominations committee will be sending out an info package to all nominees and will include those canons along with the Temporalty Act and links to additional information.
- The response to our asks was overwhelmingly positive and, in some cases, quite emotional. I am very excited to see what this new year will bring for saint ben's and it was truly an honour and a pleasure to be able to be involved in the process. It was also a pleasure to be able to work with the rest of the nominations committee and to have an opportunity to get to know our community better.
- Chris distributed a document which included definitions from the Canons, a draft list of duties and responsibilities of the Kitchen Table (vestry) and the Nominating committee report which included a list of the nominees.
- List of nominees is:
- Rob Kwade as elected warden
 - Murray Krushel and Danielle Morton as synod delegates
 - Krista Waring, Christen Rachul, Zoe Matties, Rachel Titterton, Katharine Langille, Rod Gray, David Lipinsky, Marvin Kopp, Pat Mowat, Jonny Moir and Brad Vrolijk as kitchen table members.

After the presentation of the list of nominees, Murray withdrew his name as synod delegate. A couple of suggestions were made as to who could serve as delegate. They will be followed up by Chris; he will email the name of the proposed Synod delegates and alternates.

Jim inquired as to his position as treasurer re: meeting attendance and it was determined he did not have to be on Kitchen Table and he was not required to come to meetings.

Murray thanked Chris for this work on behalf of the Kitchen Table.

Communications and
Administration
Coordinator Report

Sarah

- 1) Inquired as to when the call would go out for Artist in Residence (March)
- 2) A draft survey for a directory is done. It will be processed through Office 365 and Sarah feels it will integrate nicely.
- 3) A SharePoint site for the HR committee has been done.
- 4) Terms of reference for all committees would be helpful to have, and how membership on a committee it determined.
- 5) A discussion re: transparency was held. It is clear we require terms of reference.
- 6) The transition from 'mission' to 'parish' has taken place although technically we are not a 'parish' because of physical boundaries.
- 7) Minutes of meetings: Sarah suggested Katharine gets the minutes to Sarah who will distribute to other Kitchen Table members. The members will have the opportunity to check the minutes and suggest any corrections or comments which will be directed to Andrew. The minutes will then be posted on the website.

Rector's Report

Andrew

- 1) Liturgy and schedule: it has been determined to keep lay readers which will bring more visibility to the community. He also wants female lay readers to be visible to the community.
- 2) There is a desire to 'smooth out' the liturgy – lay readers will have responsibility at the beginning and the end of the liturgy. Small changes will happen.
- 3) Live streaming: one change per week to make camera changes, we will move along slowly. There would also be a chance for people in the church to 'say hello' to the online viewers during the Peace. It was suggested the Gospel be displayed while it was read.
- 4) Lenten series will take place Wednesday evenings with a BCP liturgy during Holy Week. Type of service TBD.
- 5) A Celebration (Installation) of Andrew's ministry will take place April 28th. Bishop Geoff will be in attendance.
- 6) Easter Eve: a service will be held. A Living Room Liturgy is being discussed.
- 7) Digital Commons: Rachel's new songs and an interview will be put on line. Communities of Calling will also get posted.

Financial Report

Jim

2023 Financial Statements

The Finance Committee has wrapped up its independent internal review of the 2023 financial statements. In summary, we received **\$177,276** in income (**-\$36,524 less** than projected in our budget) and incurred expenses of **\$198,788 (-\$24,924 less the budgeted)**, leaving the congregation with a deficit of **-\$21,511** for 2023.

Our unrestricted operating reserve at December 31, 2023 stands at \$77,749. The year-end balances for our three restricted funds are – Arts Fund (\$3,583), Refugee Fund (\$15,892), and Collegeville Institute Grant (\$3,506).

Giving Analysis

I have conducted a household analysis of giving in 2023 to better understand the - \$36,524 in giving to saint benedict's table compared to 2022. Attached are some statistics on comparative yearly household giving. In summary:

- 96 households made gifts to saint benedict's table in 2023 compared to 106 households in 2022.
- Significantly fewer households (12 in 2023 compared to 21 in 2022) gave more than \$4,000.
- Only two fewer households (29 in 2023 compared to 31 in 2022) gave more than \$2,000.
- A more detailed household analysis shows that much of the decline in giving can be attributed to seven households who were giving significant amounts to saint benedict's table but have disengaged financially from the congregation in 2023 for various reasons.

Draft 2024 Budget

A draft 2024 budget is attached. This attachment includes comparative revenue and expenses back to 2016 and then two budget columns. The first budget column represents a budget as if we continued without any significant adjustments. This budget shows a projected deficit for 2024 of -\$31,230. The second budget column being proposed (recommended) keeps the projected budget deficit under - \$10,000. In preparing the budget, I have consulted with Andrew, Sarah, and the Finance Committee. Please find below the principles and factors that have guided the preparation of the proposed budget:

- We are assuming that income from offerings will not increase in 2024 given the significant loss of offerings from several key households that have disengaged for various reasons. We are choosing to make a relatively conservative income forecast and not forecast any significant growth at this point. Just to stay at 2023 income levels, additional offerings will be needed from existing congregants or new households.
- Budget amounts for activities deemed essential for rebuilding the congregation are being maintained.
- All Saints has agreed to freeze rent payments despite an escalator clause in the rent agreement.
- The equipment budget needs to be increased to purchase a computer for the new incumbent and to make payment for recently purchased and

installed video streaming equipment. We are budgeting as if payments can be stretched over five years (see more below on the video streaming equipment).

- The projected deficit should not exceed -\$10,000.
- The budget cuts needed to keep the projected deficit under -\$10,000 will be taken from three budget lines – Artist-in-Residence program, contribution to the mission and ministry of the diocese and national church, and mission contributions. While these are important elements of our mission and ministry, they are not deemed essential in the short-term to rebuilding the congregation. It is expected that as soon as the congregation is able, these budget lines will be restored to reach intended targets.

Video Streaming Equipment

There is still one outstanding issue that needs our attention regarding payments for the video streaming equipment and installation. In September 2023, Kitchen Table was approached by All Saints about a plan to better address the limitations of and problems with the then equipment for streaming services. This would involve the purchase and installation of a new system. All Saints was asking saint benedict's table if we could contribute to this upgrade as we would equally benefit. After considerable discussion, Kitchen Table agreed that it would be appropriate to contribute towards these costs. A contribution of \$8,000 approved. There was also discussion about whether we should conduct a special fundraising campaign or take the funds from our accumulated surplus (operating reserve) to cover these costs. I left that meeting with the understanding that there would be further conversations about fundraising and with All Saints about what and when any payments would be required. All Saints proceeded with the purchase and installation of the video equipment in November with the expectation that we would be contributing \$8,000 towards their costs.

We are now in discussion with All Saints about this and need to determine both what payments will be made and when and how all this will be managed in terms of our financial reporting and budgets. What ever our financial obligation, this has implications for both what we report in our 2023 financial statements in terms of outstanding obligations and how we present and manage these payments in our 2024 budget and beyond.

It seems to me there are various options on how to manage these costs (whatever the amount is) in terms of financial reports and budget. I have outlined some of my thinking below that reflects conversations I have had.

Jim suggested the following course of action be undertaken to satisfy our obligation for the equipment:

We would make payments over a few years. I have been suggesting five years. If we agree to the \$8,000, then that would mean \$1,600 in payments each year which would be integrated into our operating budget. As of this writing, I have not yet heard back from All Saints about their

openness to establishing a payment plan, although there seemed to be some openness to considering such a plan.

The current budget has been based on this premise.

AGM Resolutions

At the AGM we need to get approval of three resolutions:

1. Approval of the 2023 financial statements.
2. Approval of the 2024 budget.
3. Approval to conduct an independent internal review of the 2024 financial statements in lieu of an audit.

As per usual, I plan to provide an oral report to supplement the 2023 financial statements will have been circulated and take any questions that may arise. Then one of the people that conducted the independent internal review will move approval of the 2023 financial statements as presented.

I will then present and explain the proposed budget and take any questions that may arise. Once it seems that people are prepared to vote on the budget, I will make a motion to approve the proposed budget with any revisions that emerge from the discussion. Someone from the finance committee will be prepared to second the motion. A second person from the finance committee will then move approval for an independent internal review of the 2024 financial statements. We can have these draft resolutions all prepared ahead of time.

Change in Signatories

It was moved by Ian Mowat and seconded that we add Andrew Colman and Robert Kwade as signatories and to remove John Berard on our Assiniboine Credit Union Bank Account. CARRIED.

Draft Financial Handbook

I have been working on a draft of a financial handbook. It should be ready shortly to review with the finance committee. Once their review and input is completed, I will bring it to the Kitchen Table for review and approval.

Christen moved approval of the budget for 2024 as presented by Treasurer Jim. Seconded. Carried. The proposed budget will be presented at the AGM on February 24th.

Jim was soundly thanked for his incredible work and devotion to this community.

Updates on Action Point Discussions

The following items were tabled due to lack of time:

Facilitate Connections - Danielle and Zoe

Inclusivity/Accessibility - Rachel and Murray

Transparency - Sarah and Beth

AGM *Reminder: February 24 @ 1:00 – 2:30ish at All Saints*

Parking on Colony Murray reported the City of Winnipeg has installed new parking signs on Colony to allow for handicapped access from 8:00 – 23:00.

Thank you John and Ian! John's skills and time as chair of Kitchen Table were acknowledged; as were Ian's. A round of applause for both. Thank you gentlemen for all your work to support the community of saint benedict's table.

Business Arising from the minutes

Notes to keep in view

- how to engage in the inclusive discussion as kt and in view of our new incumbent starting
- the *De-escalating Potentially Violent Situations* workshop in partnership with the Bell Tower as a beneficial training event to keep working towards
- AV/communication details/strategy being discussed (Rob/Sarah/Jim)

Next meeting Thursday, March 21st at 7:00 p.m.

Adjournment The meeting was adjourned by general consent at 9:30 p.m.