**Parish of Bearbrook, Navan and Blackburn**

**Parish Central Committee Meeting Minutes**

**June 11, 2020 7:00 p.m.**

**Virtual meeting via Zoom**

Present:

The Rev. JoAnne Lam Neil Blaney Glenda Clark

Anne-Marie Clysdale Don Clysdale John Geiger

Kathryn Harris Jean Lockett Susan Lundy

John Mercer Pam O’Donoughue Earl Roberts

Deborah Pike, Secretary (ex-officio)

Guest:

Janet Hope

Regrets:

Sharen Armstrong Ava Hardie Cherie Jackson

Marilyn Lowe Pat Magladry Mark O’Donoughue

Carrol Richardson Elizabeth Schultz

The Reverend JoAnne Lam led the meeting and opened with prayer.

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| **MOTIONS:** |

**Motion:** To accept the consent agenda items and reports with the following additions to the meeting agenda under New Business: Protocol for church keys, anti-racism statements from the Anglican Church, and Church re-opening.

**Moved** by Glenda Clark

**Seconded** by Neil Blaney

**CARRIED**

**MOTION:** THAT Parish Council approve the Finance Committee Terms of Reference as recommended by the Finance Committee.  
**Moved** by: Don Clysdale  
**Seconded** by: John Geiger

**CARRIED**

**MOTION:** THAT Parish Council approve the Financial Roles & Responsibilities and corresponding Forms/Records as recommended by the Finance Committee and provide direction on parish-wide implementation timelines and expectations as discussed in the Implementation Considerations, *with revisions to the Roles & Responsibilities document identified in the updated document attached.*

**Moved** by: Don Clysdale  
**Seconded** by: Pam O’Donoughue

**CARRIED**

**NOTE:** The Rector’s Warden for SMTV has given public acknowledgment that Jean Lockett may make deposits to the bank on behalf of the church.

**Motion**: To receive the financial reports as circulated.

**Moved** by Anne-Marie Clysdale

**Seconded** by John Geiger

**CARRIED**

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| **MEETING NOTES:** |

1. Congregational discussions: please send any feedback or information from the Congregational discussions directly to Rev JoAnne.
2. Ringing of church bells: the last ringing of the bells will be at noon on July 1 at all churches.
3. Statements on anti-racism: Rev JoAnne will circulate statements from the Anglican Church of Canada and the Diocese in the next few days.
4. Church re-openings: Per the directive from the Diocese, churches will not reopen for in person services until September and there will be no gatherings of any kind on church property. Details on staged reopening will be shared in late June.
5. Finance Committee documents: Don gave an overview of all the documents developed by the Finance Committee. Rev JoAnne recognized Don and the committee members for all the work done to create the detailed documents.

Don noted that the aim is to develop consistent practices across all the churches, ensure alignment with Diocesan and CRA regulations. For example, Don noted that Diocesan regulations require a single audit of the Parish’s records for Vestry. This includes ACW and Cemetery Boards. All mail for the church should be mailed to the church address and not to an individual’s home address.

1. Bookkeeper and Treasurer Reports: Don reviewed financial reports from St. Mary’s Navan as well as Diocesan Payments and Parish Expenses. He noted significant decreases in giving and revenues over the past three months due to pandemic restrictions.
2. June 21 is National Day of Indigenous Prayer. Land Acknowledgement will be introduced at that time.

The meeting was closed with the Lord’s Prayer. (9:10 pm)

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| **ACTION ITEMS:** | | |
| **Item** | **Responsible** | **Status** |
| Send any feedback or information from the Congregational discussions directly to Rev JoAnne. | All | Prior to next meeting |
| Send agreed amounts to St. Mary’s Navan to cover shared 2020 Parish expenses  (Trinity $500, SMTV $1000) | Bookkeepers from Trinity/Bearbrook and St. Mary the Virgin | Send amounts now due |
| Send payment to Diocese | Bookkeeper from St. Mary the Virgin | Amount now due |
| Post Land Acknowledgement on the Parish website | Anne-Marie Clysdale | By June 21 |
| Prepare report on Outreach donations and publish in e-newsletter | Don Clysdale/Rev JoAnne | By next meeting |
| Replace expired Narcan in all naloxone kits at churches | TBC |  |
| Finance Committee will review Diachonal Fund proposal | Rev JoAnne to Finance Committee | By next meeting |

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| **UPCOMING MEETINGS:** |

**Parish Central Committee Meetings**

August Date TBC 7:00 – 9:00 pm Virtual meeting via Zoom

*No Parish events planned for the next two months*