

**ST. PAUL'S UNITED CHURCH**  
**2024 Annual General Meeting Minutes**  
**May 25, 2025 (In Person and via Zoom)**

Attending: Andrea Allen, Rev. Michelle Armstrong, Jane Banks, Tammy Coughlan, Joan Crowther, Etta Davis, Cathy Davis, Chris Grant, Hugh Lautard, Vee Mariner, Mel McGuigan, Barb McGuigan Shawn Meister, Beth Meister, Roger Miller, Ron Naugler, Bill Paterson, Lois Paterson, Carole Peacock, Ann Raper, Joan Shaw, Kelly Simpson, Andrew Steeves, Hope Steeves Mary Stickles, Alan Thorne, Patty Trail, Lois Walker, Brad Webb, Erin Webb, Debbie West    Guests: Bob Leonard, Marg Leonard, Brian Barnes

1. Welcome and Constitution of Meeting - Rev. Michelle Armstrong welcomed all and constituted the 2024 Annual General Meeting of St. Paul's United Church at 12:06 p.m.
2. Opening Prayer – Rev. Michelle Armstrong led the group in prayer.
3. Nomination of Chair – Rev. Michelle Armstrong announced that Erin Webb was willing to Chair the meeting if no one else wished to do so. Given that no one else expressed interest in Chairing the AGM, it was ***Moved by Vee Mariner and seconded by Kelly Simpson that Erin Webb be nominated as Chair for this meeting. Motion Carried.***
4. Nomination of Secretary - Erin Webb announced that Andrea Allen was willing to be Secretary for the meeting if no one else expressed interest. Given no one else expressed interest in being Secretary for the AGM, it was ***Moved by Carole Peacock and seconded by Vee Mariner that Andrea Allen be nominated as Secretary for this meeting. Motion Carried.***
5. Extension of Vote to Adherents\* - see bottom of page - ***Moved by Debbie West and seconded by Ann Raper that pursuant to By-Law B.3.7, Adherents may vote on all matters. (vote by members only) Motion Carried.***
6. Approval of Agenda – Erin West invited all attendees to pick up materials, including the Agenda if they had not already. After granting a few minutes for review, it was ***Moved by Vee Mariner and seconded by Tammy Coughlan that the Agenda be approved as circulated. Motion Carried.***
7. Motion for Time of Adjournment – It was suggested that 1:30 pm be the Time of Adjournment and then it was ***Moved by Brad West and seconded by Roger Miller that 1:30 p.m. be adopted as the time for adjournment. Motion Carried.***

*\*By-Law B.3.7 - Who May Vote:*

*B.3.7.1 Full Members May Vote: All full members whose names are on the membership roll have the right to vote at all meetings of the congregation.*

*B.3.7.2 When Adherents May Vote: Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote. The decision may allow voting rights on all matters or only specified matters.*

8. 2024 Memoriam – In reflection, Rev. Michelle Armstrong read the names of members that had passed in 2024.
9. Approval of 2023 Annual Meeting Minutes – Erin Webb announced that the Minutes had been available on the website and were in the Annual Report. She asked if there were any errors or omissions. Having none mentioned, it was ***Moved by Carole Peacock and seconded by Lois Walker that the Minutes of the 2023 Annual Meeting be approved as circulated. Motion Carried.***
10. Presentation of 2024 Financial Statements – Jill Stairs of KPMG came to the front of the group and explained that Daye Kelly had merged with KPMG and no longer existed, hence the letterhead on the Financial Statements Review showed KPMG. Jill further explained that all of her staff from Daye Kelly joined her at KPMG. She opened with the Conclusion printed on Page 2. She then drew attention to:
  - The Statement of Financial Position and the Total Asset Balances for the Operating, Housing and Trust accounts as well as the 2024 Totals and the bottom line Excess (deficiency) for the Operating, Housing, Trust and Capital accounts
  - Note 2, page 5; Note 3, page 7; Note 10, page 12
  - Schedule 2, Fund balances on page 14 where she noted that the Capital Trust was new and consistent with Residual Funds after the sale of the church.

Questions for Jill were invited from the floor. There was a question regarding the difference for Asset totals for church and buildings found on the Balance Sheet for 2023 and 2024 (a difference of \$2M+) . This was explained by referring to Note 10, Page 12 and Note 3, Page 6 where depreciation of the building was only recorded upon sale, a typical practice with churches and not-for-profits.

There was also a question about why an Organ & Chimes Fund still existed to which Jill responded that the question is best directed to Trustees. It was also offered that that fund could be used to support the organ at Saint Andrew's and that the balance is \$795 with no withdrawals of late.

***Moved by Ron Naugler and seconded by Brad Webb that the 2024 Financial Statements be adopted as presented. Motion carried.***

***Moved by Ron Naugler and seconded by Kelly Simpson that KPMG be appointed to conduct the 2025 Financial Review. Motion Carried.***

11. Presentation of 2024 Annual Report, including Trustee presentation – Carole Peacock delivered a presentation on the transactions resulting from the Sale of the Church including how the proceeds were used. It was confirmed that the \$100K contribution to the Operating Fund was included in the Financial Statements reviewed earlier. Rev. Michelle Armstrong then asked if there were any questions on any of the reports in the Annual Report by referring to each one. With no other questions being raised, it was ***Moved by Beth Meister and seconded by Mel McGuigan that the 2024 Annual Report is adopted as circulated. Motion Carried.***

12. Presentation of 2025 Operating and Housing Budgets – Ron Naugler opened with comments about the large differences in revenue from 2024. In particular, the first four months of 2025 compared to the same time in 2024 indicates a decrease in \$20K in revenue. PAR has also taken a tremendous decrease. Of the \$188K projected revenue for 2025, \$75K is from the Housing Program (thanks to the dedication of Patty Trail). Ron explained he believes these numbers are realistic unless there is a significant change. This results in a projected deficit of \$75K for 2025. Questions were raised about the split of expenses with Saint Andrew's and if it still made sense. Discussion unfolded that the ESM Agreement indicates the split is to be revisited at the end of 2025. Given that the shared ministry operated for only three months in 2024 (October-December) it was deemed too soon to consider a reassessment for 2025 and the 73/27 split would remain until the end of 2025.

It was also noted that both denominations are operating in the red. The projected revenue from offerings for 2025 in 2024 was \$170K, now it is projected to be \$88K. The split will be reviewed in early 2026, for the AGM which is expected to be earlier than May. There was further discussion that if we had not moved, with our trends, the deficits would be greater each year. Noted was a reminder that the deficit for 2024 was contained due to the \$100k deposit from the sale of the church. If we keep drawing from the sale, it won't be any time and the funds will be depleted. As we are almost halfway through 2024, it was suggested that we look at revised split before the close of 2025. Rev. Michelle announced new processes in place with the Treasurers to have more timely information. When asked, it was confirmed that an application for a 3% rent increase had been submitted. If accepted, it will take place in July. Ron concluded by saying that although our AGM is later than normal, we have more information available. It was then ***Moved by Ron Naugler and seconded by Brad Webb that the 2025 Operating Budget be adopted as presented. Motion carried.***

***Moved by Ron Naugler and seconded by Ann Raper that the 2025 Housing Budget be adopted as presented. Motion Carried.***

13. Resignation of Trustees: Alanna Palmer, Bill Paterson, Frank Goddard, Andrew Steeves have all tendered their resignations. It was ***Moved by Kelly Simpson and seconded by Roger Miller that the Congregation accepts the resignations of A. Palmer, B. Paterson, Andrew Steeves and F. Goddard from the Board of Trustees. Motion Carried. Thank you to all for your service.***

14. Election of the New Council and Trustees - *see attached table*

(a) Returning and NOMINATED Members, Trustees and Committee Chairs as per the following sheet and table were reviewed. It was noted that Ann Raper is also returning to the Worship Committee.

***Moved by Vee Mariner and seconded by Kelly Simpson that returning members be confirmed in their positions and nominees appointed as set out in the attached table. Motion Carried.***

(b) A declaration of vacancies was reviewed per the attached sheet and table. Upon the first of three calls from the floor, Shawn Meister agreed to join the Property Committee. There were two additional calls from the floor for a total of three.

***MOTION: Moved by Barb McGuigan and seconded by Roger Miller that:***

***i. Nominees for vacant positions (as follows) are appointed and/or***

***ii. Council is empowered to appoint individuals to fill any outstanding vacancies. Motion Carried.***

## **NEW BUSINESS**

15. Ecumenical Shared Ministry Update - Rev. Michelle stated how impressed she is with how we have come together as a congregation and stepped up with the transition to this new Ecumenical Shared Ministry. Some of the work underway such as the development of our joint Vision and Values will cast the net beyond these walls. In the fall we expect to bring together more committees. She expressed thanks to Council who have attended many meetings.

16. Correspondence - none

17. Empowerment - ***Moved by Beth Meister and seconded by Brad Webb that the Council is empowered to act on behalf of the congregation on all matters within their jurisdiction. Motion Carried.***

18. Benediction – Rev. Michelle Armstrong led with the Benediction.

19. Adjournment – The meeting was adjourned at 1:31 p.m.

## NOMINATIONS and VACANCIES

### Committee Vacancies:

1. Treasurer –
2. Finance Committee -
3. Property Committee – Shawn Meister
4. Ministry & Personnel Committee -
5. Christian Education Committee-
6. Community Outreach Committee -

### NOMINATIONS

- |   |                                   |
|---|-----------------------------------|
| ▪ Council Chair: Marc Horncastle        | ▪ Christian Education Committee:  |
| ▪ Treasurer:                            | ▪ Ministry & Personnel Committee: |
| ▪ Regional Representatives: Ron Naugler | ▪ Community Outreach Committee:   |
| ▪ Finance Committee:                    | ▪ Trustees: Ross Mathers          |
| ▪ Property Committee: Brad Webb         | ▪ Worship Committee:              |

### RETURNING COMMITTEE MEMBERS

Returning Members	Trustees	Worship	Property	Finance	Christian Ed	M & P
*Council Rep	Mary Dingee Jacobs	*Debbie West	*Patty Trail		*Erin Webb	* Andrea Allen
	*Carole Peacock	Roger Miller			Brad Green	Lois Walker
	Lois Walker	Mary Stickles				
	Mel McGuigan	Tammy Coughlan		Outreach	Mem. at large	Regional Rep.
		Ann Raper		* Lois Walker	Vee Mariner	*Ron Naugler
					Roger Miller	