

June 22, 2022 – Quarterly Business Meeting

- 1) Prayer – Ron Barnes
- 2) Motion to approve the Annual Business Meeting minutes and other minutes -Katherine Robinson
 - a) 1st: Katherine Robinson
 - b) 2nd: Sue Barnes
 - c) Motion carries
- 3) Motion to accept agenda
 - a) 1st: Amy Bott
 - b) 2nd: Irwin Pronk
 - c) Amendments:
 - i) The nominated positions are for September 2022 to August 2023 (not 2021 to 2022 as noted)
 - ii) We will vote on the scrutineers to count the votes for the nominations
 - iii) There will be commentary for the Sports Floor
 - d) Motion carries
- 4) Motion for the scrutineers (Amy Bott and Alan Van Reese)
 - a) 1st: Katherine Robinson
 - b) 2nd: Carl Harris
 - c) Motion carries
- 5) Presentation of nominated positions for Sept 2022 to August 2023 and vote for these offices by ballot (emailed votes to be included)
- 6) Presentation of the need for **Administration Coordinator and Treasurer**. Possibility of hiring a part time bookkeeper. The individual needs to have some accounting knowledge, knowledge of accounting software, and Government reporting, and creating financial reports.
- 7) The ballots were counted. There was an overwhelming majority. The ballots will be destroyed.
- 8) Presentation of the need for **Facility Coordinator**. An initial list of duties is attached for people to consider helping in various areas (note: this is a very preliminary and needs more discussion/ agreement before being finalized). We will be looking for someone to go to Guelph Quarterly to take the water samples.
- 9) Financial Reports – Terry Thompson
 - a) 1st: Terry Thompson
 - b) 2nd: Steve Sutherland
 - c) Question: Is there a way to get a deal with the gas company? We are tied with Enbridge and it is related to location. Is it the cost/ per litres or the number of litres that is causing the increase? It is believed that our usage is not increased, and it is the increase in the cost of gas that is contributing to the increase.
 - d) Motion carries
- 10) Statement of commitment that the Elders will work on monitoring GRCC's expenses to keep them in line with our income. We need to be honest that this may require some difficult decisions which will be presented in the fall. We have not used any capital expenditures and we still have the and the \$22,000 capital reserve has not been touched either at this time. However, it is expected that the reserve will be depleted by the end of the year unless we bring our spending down. There will be no drastic decisions to be made without discussion with the congregation. The goal at the September Quarterly meeting will be to discuss several suggestions and decide to cut spending.

- 11) Sports Floor- \$20K designation in memorial of Nancy Ewen to go to the Sports Floor. There will be some funds needed to complete but it is within the parameters discussed at the prior meeting.
 - a) Question: Is there a cost of upkeep on the sports floor? It should be minimal- tiles for example. It should be minimal over the next 4-5 years.
 - b) Question: based on the demographic of the church, does the flooring make sense? AS many kids are using it for chalk. It is to be multi-faceted and used for adults and pickle ball. There was confirmation that the flooring is to prevent injury.
 - c) At this time, there has not been any movement on the capital expenditures (i.e. sound baffling, and concrete walk-way). The projects just have not started yet.
- 12) Inform congregation about the Canada Summer Jobs (CSJ) application for 2022. Explanation that this is the standard way that Onside has gotten funding for camp staff. There is a risk that these applications could go against what we believe and are okay with. Are we okay to continue applying for this funding (FEBC is since Onside is now a part of FEB International). Another consideration is an increase in the bookkeeping involved. There is a suggestion that Onside could help with the bookkeeping.
 - a) Motion to request that Onside be asked to provide a report on how the fees collected for camp and soccer (approximately \$50-60,000 in our area) are used. Also, a discussion on applying for the CSJ contract is to be presented to the congregation at GRCC's Fall business meeting
 - i) Motion carried
- 13) Fellowship National Conference is scheduled for Nov. 14-16, 2022 (Mon -Wed). Sam Alberry is speaker with the topic: "A Gospel Voice in our Shifting Culture". Located in Niagara Falls. Cost for hotel: \$109-129/night, need at least 2 nights, plus cost for meals. Probably \$300-400 cost and maybe as high as \$500. Motion to send 1 individual
 - a) 1st: Susan Harris
 - b) 2nd: Mark Toman
 - c) Motion carries
- 14) New Business - none
- 15) Motion to Adjourn.
 - a) 1st: Steve Sutherland
 - b) Motion carries

Elected Offices for GRCC - 2022/23

| Position | Name |
|---|----------------------------------|
| Elders: (2 Year term) | |
| Note: Elders can be elected for two terms (4 years) then have a mandatory sabbatical. | Irwin Pronk (1st two year term) |
| | Don Robinson (1st two year term) |
| | Mark Toman (2nd two year term) |
| | |
| Coordinators: | |
| 1 <i>Worship</i> | Joel Robinson / Pauline Bott |
| 2 <i>Small Groups</i> | Alan Van Rees / Gerda Robinson |
| 3 <i>Outreach</i> | Ron Barnes |
| 4 <i>Fellowship</i> | Amy Hauer |
| 5 <i>Instruction</i> | Ruth Robinson |
| 6 <i>Administration</i> | <i>Vacant</i> |
| Clerk | Katherine Robinson |
| Treasurer | <i>Vacant</i> |
| Auditors (2 Yrs) | Karen Job |
| | Charlene Van Rees |
| 7 <i>Facilities</i> | <i>Vacant</i> |
| | |

Note! Terms of office are for one year unless noted otherwise.

Inside

Water sampling taken quarterly

Fire protection

- Fire extinguishers

- Emergency lighting, check batteries periodically

- Alarm system, Wilson Fire Protection to check annu

HVAC & Furnaces & Fresh air intake

- Replace Filters, sometimes HVAC needs breakers reset

Central Vacuums

- Clean & check regularly

Hot Water Heater

Kitchen Equipment

- Dishwasher

- Fridges

- Stoves

- Fans

Bathrooms

- Soap & Paper supplies

Water Softener

- Salt

Facility Repairs

Sound Baffles

Sewage pump

- A couple of times line to bed got frozen and had to pump septic tanks

- Alarm system check in case of power failure or above

- Works well but needs monitoring

Weekly Church Sanitization Checklist

- Front door

- Lights and fixtures

- Window handles

- Doors and doorknobs

- Furniture – desks, chairs, change tables

- Sanctuary seating

- AV room – computer, desks, and sound board

- Office furniture

- High Touch areas in the lobby, sanctuary, nursery

- Bathroom fixtures and touch zones

- Kitchen counters

- Church classrooms – desks, chairs touch zones

- Microphones and musical instruments

Weekly Church Cleaning Checklist

- Dust and clean all visible surfaces

- Vacuum clean the sanctuary, lobby, and nursery

- Vacuum and clean the seating area

- Tidy up all the literature, and Bible

- Store away magazines and papers
- Clean and clear the stage area
- Clean the glass surfaces
- Vacuum clean the carpets
- Change sheets in the nursery
- Disinfect the toys in the nursery
- Empty all trash cans and change liners
- Clean bathrooms thoroughly
- Clean and disinfect the toilet bowls thoroughly
- Clean, wipe and disinfect the sinks and chrome fixtures and faucets
- Wipe and clean the cabinets and drawers
- Check and refill paper dispensers
- Check and refill towel dispensers
- Check and refill soap dispensers
- Check and refill the water softener
- Clear, clean and sanitize kitchen countertops, backsplash, faucets and sinks
- Clean and mop the kitchen floor
- Check and refill towels and soap dispensers
- Sweep the staircases
- Sweep the front entrance

Monthly Church Cleaning Checklist

- Mop and clean tiles and vinyl floorings
- Dust the windowsills and clean windowpanes
- Wipe and clean window blinds/ curtains
- Check all the lighting and switches to see if any replacements are required
- Check and replace any cloth covered seats which need cleaning
- Clean and disinfect all hard chairs and tables
- Check the garden and yard for any infestations
- Check the bathroom, kitchen, softener salt and cleaning supplies

Quarterly Church Cleaning Checklist

- Clear and clean the refrigerators thoroughly
- Clean the dishwasher inside out, soap dispenser
- Clean all the ceiling fans
- Clean and clear all the cobwebs
- Clean the pulpit
- Check and replace the A/C filters
- Water Samples
- Weed the garden

Bi-Annual Church Cleaning Checklist

- Empty the kitchen cabinets and clean inside out
- Restock the shelves
- Restock the kitchen
- Wipe and clean the switch plates
- Wipe and clean all doors and door frames

Clear and clean gutters
Clean out and seed the garden areas
Turn off / on the exterior water taps

Annual Church Cleaning Checklist

Clean the kitchen oven and stove tops thoroughly for grimes
Clean and clear the vent hood
Dust all the lighting fixture
Steam clean sanctuary seats
Clean all the air conditioners and vents
Clean and repaint front door if required
Fire system check – extinguishers

Outside

Lawn Care

Cut Grass
Fertilize & Aerate

Snow removal

Trees & Gardens

Sports Area

Bush

Driveway & Parking

Farmer's field

Garden Shed

Fire Pit & Wood storage

Outside taps

GRAND RIVER COMMUNITY CHURCH

Income and Expense Statement

As of May 31, 2022

| | | 2022 Budget | Budget vs Actual - YTD May 31st | | |
|--|--------------------------------|------------------|---------------------------------|---------------|------------|
| | | | YTD Budget | YTD Actual | % bgt |
| INCOME: | | | | | |
| | Weekly | \$4,314 | | | |
| | 0.01 Yearly | \$224,323 | \$94,906 | 75,589 | 80% |
| | Other Income: | | | | |
| | 0.03 Capital Expenditures | | | | |
| | 0.04 MSCU ownership benefit | | | 173 | |
| | 0.05 Non-Receiptable Deposits | | | 335 | |
| | 0.06 Youth Ministry Fund | | | | |
| | 0.07 DZ Fund | | | | |
| | 0.08 Debt Reduction Fund | | | | |
| | 0.09 Misc Specified Donations | | | | |
| TOTAL GENERAL INCOME | | \$224,323 | 94,906 | 76,097 | 80% |
| EXPENSES: | | | | | |
| 1 Prayer | | | | | |
| 2 Worship | | | | | |
| | 2.01 Music | | | 161 | |
| | 2.02 Worship | 674 | 285 | | |
| | | \$674 | \$285 | 161 | 56% |
| 3 Small Groups | | | | | |
| | | \$1,300 | \$550 | | |
| 4 Outreach & Community Care | | | | | |
| | 4.01 Advertising & Printing | 200 | 85 | | |
| | 4.02 Evangelism & Outreach | 4,700 | 1,988 | 495 | |
| | 4.03 Celebrate Recovery | | | | |
| | 4.04 Missions | 13,100 | 5,542 | 5,100 | |
| | | \$18,000 | \$7,615 | 5,595 | 73% |
| 5 Fellowship | | | | | |
| | | \$1,650 | \$698 | 76 | 6% |
| 6 Instruction | | | | | |
| | 6.01 Youth | 2,000 | 846 | 532 | |
| | 6.02 Nursery | 200 | 85 | | |
| | 6.03 Children's Ministries | 1,000 | 423 | 19 | |
| | | \$3,200 | \$1,354 | 550 | 41% |
| 7 Facility | | | | | |
| | 7.01 Insurance | 6,675 | 2,824 | 2,697 | |
| | 7.02 Interest - Mortgage & LOC | 11,800 | 4,992 | 4,634 | |
| | 7.03 Property Taxes | 500 | 212 | 573 | |
| | 7.04 Supplies & Consumables | 1,000 | 423 | 587 | |
| | 7.05 Building M&R | 4,000 | 1,692 | 210 | |
| | 7.06 Property Maintenance | 1,500 | 635 | 12 | |
| | 7.07 Snow Removal | 2,500 | 1,058 | 1,896 | |
| | 7.08 Hydro | 6,000 | 2,538 | 2,383 | |
| | 7.09 Union Gas | 1,700 | 719 | 1,795 | |
| | | \$35,675 | \$15,093 | 14,787 | 98% |

As of May 31, 2022

| | 2022 Budget | Budget vs Actual - YTD May 31st | | |
|--|------------------|---------------------------------|----------------|-------|
| | | YTD Budget | YTD Actual | % bgt |
| 8 Salaries & Administration | | | | |
| 8.01 Salaries, Benefits & Travel | 127,000 | 53,731 | 55,281 | |
| 8.02 Conventions & Food Bank | 1,000 | 423 | | |
| 8.03 Pulpit Supply | 900 | 381 | | |
| 8.04 Plan to Protect | 1,000 | 423 | | |
| 8.10 Accounting & Legal Exp. | 1,000 | 423 | 1,470 | |
| 8.11 Bank Fees | 3,000 | 1,269 | 501 | |
| 8.12 Office Supplies | 2,000 | 846 | 874 | |
| 8.13 Telephone (1-Landline) | 360 | 152 | 150 | |
| 8.14 Telephone (Cellular) | 500 | 212 | 175 | |
| 8.15 Internet | 4,000 | 1,692 | 2,496 | |
| 8.16 GST (Non-refundable portion) | 1,064 | 450 | 1,247 | |
| | \$141,824 | \$60,002 | 62,194 | 104% |
| 9 Capital Expenditures | | | | |
| 10 Principal Repayments | | | | |
| 10.02 Principle Paid on Mortgage | 22,000 | 9,308 | 83,918 | |
| | \$22,000 | \$9,308 | 8,968 | 96% |
| TOTAL GENERAL EXPENSES | \$224,323 | \$94,906 | 92,332 | 97% |
| GENERAL INCOME - GENERAL EXPENSES | | | -16,235 | |
| Other Income: | | | | |
| 50.01 Community Care Fund | | | | |
| 50.02 Missions, non-budget | | | | |
| 50.03 Youth Fund | | | | |
| 50.04 Specified Donation (Sports Floor) | | | 20,000 | |
| Total Other Income | | | 20,000 | |
| Other Expenses: | | | | |
| 60.01 Community Care | | | | |
| 60.02 Missions, non-budget | | | | |
| 60.03 Youth Fund | | | 891 | |
| 60.04 Specified (Sports Floor Deposit) | | | 21,403 | |
| Total Other Expenses | | | 22,295 | |

GRAND RIVER COMMUNITY CHURCH

Multi-Period Balance Sheet

31-Dec-21

31-May-22

ASSETS

Current Assets

| | | |
|-------------------------------------|------------|-----------|
| Cash to be deposited | 0.00 | |
| CIBC General Fund Bank Acct | 163,859.98 | 82,041.35 |
| Reallocate Community Care Fund Bal. | -585.50 | -585.50 |
| Reallocate DZ Funds Account | -6,068.86 | -6,068.86 |
| Reallocate Youth Ministry Funds | -5,308.40 | -4,417.15 |
| Available Cash | 151,897.22 | 70,969.84 |

| | | |
|----------------------------|-----------|-----------|
| Community Care Fund | 585.50 | 585.50 |
| Discovery Zone Fund | 6,068.86 | 6,068.86 |
| Youth Ministry Fund | 5,308.40 | 4,417.15 |
| Reimbursable Expenses | 6,912.26 | 2,835.56 |
| Total Funds & Reimbursable | 18,875.02 | 13,907.07 |

| | | |
|-----------------------------|----------------|---------------|
| Total Current Assets | 170,772 | 84,877 |
|-----------------------------|----------------|---------------|

Capital Assets

| | | | |
|---|-------------------------------------|------------|------------|
| 1 | Capital Purchases | 105,925.23 | 105,925.23 |
| | Accum. Write-Downs Capital Purchase | -77,498.63 | -77,498.63 |
| | Net Capital Assets | 28,426.60 | 28,426.60 |

| | | | |
|---|-----------------------------|-----------|-----------|
| 2 | Computers | 5,712.62 | 5,712.62 |
| | Accum. Write-Downs Computer | -2,511.33 | -2,511.33 |
| | Net Computers | 3,201.29 | 3,201.29 |

| | | | |
|---|-----------------------------|-----------|-----------|
| 3 | Lawn Tractor | 2,310.58 | 2,310.58 |
| | Accum. Amort. -Lawn Tractor | -1,919.24 | -1,919.24 |
| | Net - Lawn Tractor | 391.34 | 391.34 |

| | | | |
|---|-------------------------|-------------|-------------|
| 4 | Building | 956,870.63 | 956,870.63 |
| | Accum. Amort. -Building | -346,389.96 | -346,389.96 |
| | Net - Building | 610,480.67 | 610,480.67 |

| | | | |
|---|---------------------------|-----------|-----------|
| 5 | Sports Pad | 46,222.75 | 65,163.85 |
| | Accum. Amort. -Sports Pad | -9,244.55 | -9,244.55 |
| | Net - Sports Pad | 36,978.20 | 55,919.30 |

* Note: A designation of \$50,000 was made to offset this capital expense

| | | | |
|---|------|------------|------------|
| 6 | Land | 220,511.45 | 220,511.45 |
|---|------|------------|------------|

| | | |
|-----------------------------|----------------|----------------|
| Total Capital Assets | 899,990 | 918,931 |
|-----------------------------|----------------|----------------|

| | | |
|---------------------|------------------|------------------|
| TOTAL ASSETS | 1,070,762 | 1,003,808 |
|---------------------|------------------|------------------|

Multi-Period Balance Sheet

31-Dec-21

31-May-22

LIABILITIES**Current Liabilities**

| | | |
|-------------------------------------|---------|----------|
| Accounts Payable | 913.53 | 3,824.23 |
| Accrued invoices | 472.00 | 0.00 |
| EI Payable | 0.00 | 699.20 |
| CPP Payable | 0.00 | 1,147.00 |
| Federal Income Tax Payable | 0.00 | 1,191.48 |
| Pension Employer Payable | 0.00 | 860.50 |
| Life Ins 2010- A D & D emplyer pay. | -229.20 | 19.62 |
| Deduction-Pension Employee Payable | 103.39 | 0.00 |
| Deduction-LTD Employee Payable | 0.00 | 91.58 |
| Deduction-Life Insurance Payable | 0.35 | 0.00 |
| GST Owing (Refund) | 0.00 | 0.00 |

| | | |
|----------------------------------|--------------|--------------|
| Total Current Liabilities | 1,260 | 7,834 |
|----------------------------------|--------------|--------------|

Long Term Liabilities

| | | |
|---------------------------------------|------------|------------|
| Kindred Mortgage | 288,676.04 | 204,758.36 |
| Kindred Line of Credit | 537.37 | -741.16 |
| Kindred Membership Shares | -25.00 | -25.00 |
| Kindred MSCU Ownership Benefit Shares | -1,852.48 | -2,025.65 |

| | | |
|------------------------------------|----------------|----------------|
| Total Long Term Liabilities | 287,336 | 201,967 |
|------------------------------------|----------------|----------------|

| | | |
|------------------------|----------------|----------------|
| TOTAL LIABILITY | 288,596 | 209,800 |
|------------------------|----------------|----------------|