



2019 Annual General Meeting

Sunday June 2nd at 11:45am

1880 Lakeshore Rd. West

Agenda

- 11:45am Annual General Meeting
1. Welcome, Agenda and Prayer
 2. Reports
 - a) Survey Feedback
 - b) Staffing
 - c) Property
 - d) Sabbatical
 3. Motions:
 - a) Approve Minutes of 2018 AGM
 - b) Approve Elders team for 2019 / 2020
 - c) Approve audited financial statement for 2017 / 2018
 - d) Approve Budget for 2019 / 2020
 - e) Appointing Auditors for 2018 / 2019
 5. Prayer

Minutes of the 2018 Annual General Meeting

Sunday June 10th at 11:45am

1880 Lakeshore Rd. West

Chair: Jim Carrie

Secretary: Gabsy Evans

Attendance/Membership: Wendy Machry

Agenda

1. Welcome: Jim Carrie

- a. Agenda & Prayer

2. Reports

- a. Saga report: **Jamie Bay**

Saga's budget was presented.

Saga budget operates outside of ministry budget, and with registration fees, government funding and other funding sources is no longer solely dependent on fund-raising. This year's goal of fundraising \$20,000 was achieved

- b. Property report: **Jamie Bay**

Jamie informed the members of the most recent updates and communications regarding Meadow Green Academy:

- Letter was given to Jan MacKenzie from the elders on April 10th in response to Meadow Green. Jan's response: she has let us know she will be sending us more details
- At this time, we (including the prayer team and logistics team) do not see renting from Meadow Green in our future. We are currently struggling to see how a co-owned building would work for us
- If there are other options she (Jan Mackenzie) would like to present we are open to receiving them
- We are committed to looking for other locations for them. We have sent them some in the past. We are committed to helping them be who they want to be

- Members asked questions regarding the process and division of property.
- Both staff and members voiced a consensus that we are not against Meadow Green, and that neither the church nor the school wishes the success of one over the expense of the other

3. Motions:

- a. Approve Minutes of 2017 AGM: Jim Carrie (co-chair of elders, co-lead of finances)

Motion: "The members of Chartwell Baptist Church (Clarkson Village) approve the minutes of the June 26, 2017 AGM as presented"

Moved: Brian Evans Seconded: Craig O'Neil

Members voted, None opposed

Motion carried to approve the minutes of the June 26, 2017 AGM as presented

b. Approve Elders team for 2018 / 2019: Jim Carrie

Motion: "The members of Chartwell Baptist Church (Clarkson Village) approve the appointment of Laura O'Neill, Karen Bentham and Darrell Smith to the Elders Team (Board) of Chartwell Baptist Church (Clarkson Village)."

Jim announced Melissa Samchek will be stepping down having completed two terms and publicly thanked her for the support provided.

Continuing elders: Peggy Tyers, Jim Carrie, Gabsy Evans, Wendy Machry, Grant Kilpatrick

Elders for Approval:

Jim explained ten people were approached, and three have expressed a sincere willingness and desire to serve the church as an elder

Motion to put forward Karen Bentham, Laura O'Neil, and Darrell Smith

Moved: David Warner, seconded: Michelle Craig.

Members voted, none objected

The motion was approved for the appointment of Laure O'Neill, Karen Bentham and Darrell Smith to the Elders (Board) of Chartwell Baptist Church (Clarkson Village)

Questions were asked regarding the process of approaching potential elders.

c. Approve audited financial statement for 2016 / 2017: Jim Carrie

Motion: "The members of Chartwell Baptist Church (Clarkson Village) approve the audited financial statements for the year ended June 30, 2017 as presented."

Moved; Dino Morison, Seconded: Dave Kraulis

Members voted, none opposed

The motion carried to approve the audited financial statements for the year ended June 30, 2017 as presented

a. Approve Budget for 2018 / 2019: Jim Carrie

Motion: "The members of Chartwell Baptist Church (Clarkson Village) approve the July 2018 - June 2019 budget as presented."

Jamie presented the budget as created in collaboration with Brian Evans and Ali McMullen, viewed and approved by the elders.

"We are forecasting our income for the fiscal year ending in June 30, 2018 to be approximately \$526,414 compared to our budget of \$516,000. We are proposing a revenue budget of \$522,000 for the upcoming year"

Motion to approve the budget as presented

Moved: Dave Kraulis Seconded: Chris Parsons

The motion was carried to approve the July 2018 - June 2019 budget as presented.

During member feedback it was suggested to include the benevolence givings in the church's official budget and that, due to the size of Saga's budget, it should be voted on/governed separately than as a piece of the main budget.

Jim confirmed this was something to be discussed with our auditors and that we would report back to the members.

e. Appointing Auditors for 2017 / 2018: Jim Carrie

Motion: "The members of Chartwell Baptist Church (Clarkson Village) approve the Elders' team recommendation of the appointment of **Norton McMullen & Co. LLP Chartered Accountants** for the audit of the fiscal year ending June 30, 2018."

Moved: Dave Warner Seconded: Craig O'Neil

Members voted, none opposed

The motion was approved for the Elders' team recommendation of the appointment of Norton McMullen & Co. LLP Chartered Accountants for the audit of the fiscal year ending June 30, 2018

Questions were asked regarding if the budget required an audit or a financial review. Due to the size of the budget and our bi-laws, it was confirmed an audit is needed.

f. Approve Church Name Change: Jim Carrie

Motion: "The members of Chartwell Baptist Church (Clarkson Village) approve the Elders' team recommendation to change the name of Chartwell Baptist Church (Clarkson Village) to Clarkson Community Church."

Jamie discussed feedback over the last two years from our prayer & discernment team, our elders, other churches in the neighbourhood, from Chartwell in Oakville, that we should change our name

Moved: Louise Jardine Seconded: Sandy Broadus

Members voted, none opposed

The motion passed to approve the Elders' team recommendation to change the name of Chartwell Baptist Church (Clarkson Village) to Clarkson Community Church

The congregation will be informed on the cheques aspect of the name change as things occur.

4. Prayer: Jamie

Jamie closed the meeting in prayer.

Elders Team for 2019-2020

Over the past year our Elders board has consisted of eight members. We are grateful for the leadership and service of all of our elders.

Five of the elders are in the midst of their term. Those continuing their terms as elders for the coming year, followed by the number of years remaining in their term, are:

Grant Kilpatrick (1 year)
Wendy Machry (1 year)
Darrell Smith (2 years)
Laura O'Neill (2 years)
Karen Bentham (2 years)

This year Jim Carrie, Peggy Tyers and Gabsy Evans are completing their first three-year term as elders. Jim and Peggy are standing for another term, while Gabsy is not. We are grateful for the role Gabsy has played as an elder and benevolence team lead for the past 3 years.

In January the nominating team recommended six people who should be considered to serve as elders for an initial three-year term.

The names of those who are willing to be presented at the AGM to either begin their first three-year term or a second three-year term as elders are as follows:

Mary Lafleur
Maureen Barr
Milne Breakwell
Jim Carrie (2nd term)
Peggy Tyers (2nd term)

Clarkson Community Church Proposed 2019-20 Budget

The following is a condensed version of the 2018/2019 forecast and the budget for the 2019-20 fiscal year as recommended by the Elders Board for presentation to members at the upcoming Annual General Meeting on Sunday June 2, 2019.

Explanatory notes are provided for certain elements of our income and expenses, including the latest forecast of 2018-19 actuals, the recommended 2019-20 budget and comparisons of the recommended budget to last year's budget and forecast.

As in other years, the budget has been prepared by looking back at our financial performance in the previous year and looking ahead to what God is calling us to in the coming year. It is an expression of our trust in God - that he will equip and provide - as we pursue our calling to be a people who live by faith, who are known by love, and who are a voice of hope to our neighbours, co-workers, friends and families.

		July 2018 - June 2019			19/20	Comparison to 18/19	
		Forecast	Budget	vs. Budget	Budget	vs. Forecast	vs. Budget
Income							
	4001 · Ministry Funds	481,255	516,000	(34,745)	486,000	4,745	(30,000)
	4002 · Rental	9,733	5,000	4,733	12,000	2,267	7,000
	4004 · Interest Received	2,178	1,000	1,178	2,000	(178)	1,000
Total Income		493,167	522,000	(28,833)	500,000	6,833	(22,000)
Expense							
	Total 5001 · Finance & Administration	26,604	32,400	(5,796)	23,900	(2,704)	(8,500)
	Total 5040 · Property & Maintenance	68,393	76,900	(8,507)	60,650	(7,743)	(16,250)
	Total 5050 · Christian Education	1,948	5,100	(3,152)	4,250	2,302	(850)
	Total 5055 · Youth Ministry Expenses	3,284	3,000	284	3,000	(284)	0
	Total 5065 · Communication & Fellowship	5,298	6,550	(1,252)	4,800	(498)	(1,750)
	Total 5075 · Ministry	4,185	4,300	(115)	6,000	1,815	1,700
	Total 5085 · Ministry Personnel	336,690	347,457	(10,767)	354,329	17,638	6,872
	Total 5110 · Missions & Outreach	17,988	18,000	(12)	18,000	12	0
	Total 5170 · Community Outreach	21,603	28,500	(6,897)	25,100	3,497	(3,400)
Total 5000 · Expense		485,994	522,207	(36,213)	500,029	14,034	(22,178)
Total Expense		485,994	522,207	(36,213)	500,029	14,034	(22,178)
Net Income		7,172	(207)	7,379	(29)	(7,201)	178

Notes:

2019/2020 Budget

Income: Ministry Funds

We are forecasting our income for the fiscal year ending June 30, 2018 to be approximately \$494,483, compared to our budget of \$522,000. We are proposing a revenue budget of \$500,000 for the upcoming year. This includes an increase in rentals, particularly because of the Spanish and Arabic Services.

Expenses: Finance and Admin

Finance and Admin expenses are being decreased by \$8.5k from last year's budget, primarily because of a new photocopier, which has reduced our yearly contract from \$11k to \$4.5k.

Expenses: Property and Maintenance

The recommended budget is \$16.25k lower than last year's budget. The major cost savings has been to reduce the funds available for building repairs. This returns to the previous year's level of \$8k. While much work has been done to our building in the past two years, if our revenue increases, we would look to spend on our aging building as a priority.

Expenses: Christian Education, Youth Ministry, Communications and Fellowship

All of these budgeted expenses have small decreases based on actual spending. The largest reduction is in website and design based on changes we have made to reduce costs. The Discipleship budget has been added in to this expense category.

Expenses: Ministry Personnel

The 2019/2020 personnel budget includes: (i) Lead Pastor, (ii) Family Pastor, (iii) Discipleship Pastor, (iv) Children's Director, (v) Part time Worship Director, (vi) Office Manager, and (vii) Part Time Financial Administrator. There is also some additional funding to provide staff support during Jamie's sabbatical. This has been offset by a small reduction in professional development and travel/expenses for the staff.

Salaries and benefits include a provision for a 2% cost of living adjustment for staff.

Expenses: Missions and Community Outreach

Our Missions budget remains consistent with last year when we increased funding for our primary partners at a global, national and local level.

The Community Outreach forecast includes only half the Saga funding being required, as well as changes to Stephen Ministry.

The decrease in the community outreach budget does not affect external partners, but rather decreases in our internal funding. This is due to the end of our current Stephen Ministry program and moving Discipleship expenses to be included in the Christian Education budget.

Extra-budgetary ministry investments *(not included in the budget)*

Throughout the year gifts are given which are designated for a specific use outside of budget. Any of these funds not spent within the ministry year are listed as deferred funds and are retained to be spent in the area to which they were designated.

Funds outside of Budget	
DEFERRED FUNDS	
	30 Apr 19
BENEVOLENCE	7,711.91
BUILDING & PROPERTY	10,801.26
DOWNTOWN WINDSOR - Camerons	25.00
MENS RETREAT	3,829.84
MISSIONS GENERAL	4,959.70
REFUGEES PROJECT	1,101.67
SPECIAL MINISTRY	0.00
WOMENS RETREAT	5,905.00
YOUTH MISSION TRIPS	4,278.55
TOTAL	38,612.93
DESIGNATED FUNDS	
	30 Apr 19
CLARKSON DESIGNATED FUND	73,198.00
SAGA MINISTRY FUND	44,016.62
TOTAL	117,214.62

DEFERRED FUNDS

The list to the left shows the status of these funds as at the 30th of April, 2019.

- Benevolence is overseen by our benevolence team and is used to support those in need.
- Building & Property is used to support building and property needs. \$10,300 of this has been specifically donated for a new sign at the front of the property.
- Refugees Project includes donations as well as funds from Reconciliation Ministries which we are paying out to the refugee family on a monthly basis.
- Retreats include finances that have been given specifically to support retreats for men and women, both of which are running this spring.

DESIGNATED FUNDS

In addition to these deferred funds, the church holds two designated funds, separate from our ministry budget. These are the Saga Ministry Fund and the Clarkson Designated Fund.

- Saga Ministry Fund consists of both the donations given for summer camp and the registration fees that were surplus from past years. This fund is budgeted on a calendar year and the budget was approved by the members in a January members meeting.
- Clarkson Designated Fund contains a legacy gift given this by the estate of Gordie Finlayson. It has not been given with any designation attached. At the recommendation of our Auditor this has been made into a separate fund which can be spent at the elders discretion.

If you have any questions regarding the budget or ongoing financial stewardship please contact Laura O'Neill or Jim Carrie.