

ESG

Governing Council Meeting Minutes

Date: February 17, 2026

Time: 7:00–8:00 p.m. (approx.)

Location: Hybrid (in person and online)

Attendance

Present: Paul Hutchison, Hugh DesBrisay, Simon Cummings, Caren Cate, Gord Thompson, Peter Wilkins, John Blevins, Carolyn Woodland, Gord Brooks, Maggie Wilkinson

Regrets: Marion Axmith, Susan Moore, Sarah Chapman

1. Opening Reflection and Prayer – Paul

Paul offered an opening Lenten reflection from the Sanctified Art – Tell Me the Good News series, focused on “glimmers” of good news in daily life. Members shared brief personal updates.

2. Approval of Previous Minutes

Motion: That the minutes of the January 20, 2026 Governing Council meeting be approved.

Moved by Maggie Wilkinson, seconded by Caren Cate. Carried.

3. Minister Reports – Paul (Sarah’s flight delayed so written report as attachment to minutes)

Paul highlighted:

- PAR Issues with the United Church of Canada: Significant national processing errors affected January PAR withdrawals, including
 - o failure to implement congregants’ 2026 increase requests,
 - o PAR being withdrawn twice from the account of a deceased donor despite proper forms submitted,
 - o incorrect January withdrawals from a donor who had switched to gifts of securities. ESG has now received the funds back; refunds to affected donors will be issued with a pastoral letter of apology.

February PAR will be closely reviewed by Irina and Charlie on Feb. 20.

- PowerChurch Upgrade: PowerChurch v14 could no longer generate tax receipts; upgrade to v15 was required and completed. 2025 tax receipts were sent on Feb. 17.
- CRM & SimplyTexting Integration: Pilot project underway to allow personalized program-invitation texting (initially for DinnerChurch). PowerChurch is now able to output the necessary lists for staff to personalise messages; SimplyTexting will mask staff phone numbers and centralise responses.
- Strategic and Worship Planning Notes:
 - o Guest preachers booked for spring (Emily Gordon; Ron Hurd).
 - o March Break services fully covered.
 - o Summer schedule in development; Paul planning to be away August; Lawrence Park tentatively invited to worship at ESG in July.
 - o Pastoral coverage in August provided by Rev. Roberta Howey.

3. Ministry and Personnel (M&P) Report – Carolyn

i. Job Description Review

- Carolyn, Paul, and Hugh have met twice to update job descriptions for MJ, Murray, and Shawn.
- Drafts produced using prior descriptions, Ayanna's work, UC Manual/Treasurer Handbook references, and AI-assisted synthesis.
- M&P requested additional time to review; feedback expected by week's end.
- Key emerging themes:
 - o Clearer delineation of MJ's scope as Operations & Administrative Manager.
 - o Rationalizing overlapping or delegated tasks between MJ and Murray.
 - o Need for improved emergency, safety, and WHMIS training processes.
- Next steps: incorporate M&P and Property (John Blevins) feedback, then review with staff before bringing to Council.

ii. Staff Reviews & Contracts

- Intention to begin 2026 staff review conversations earlier this year to avoid June crunch.
- Emphasis on ensuring written documentation for all staff meetings and performance conversations.

iii. Temporary Program Support

MOTION:

To hire Daevyd Pepper as Temporary Program Support to assist Rev. Sarah Chapman with program details and coordination, 5–15 hours per week, as needed and approved by Rev. Chapman and Rev. Hutchison, with the arrangement ending April 30, 2026.

Moved by: Carolyn, Seconded by: Hugh. **Carried.**

Purpose: short-term program support, continuation of past “Dinner Church admin support,” and a way to clarify Sarah’s ongoing support needs.

4. Finance Report

Highlights are as follows:

Income

- Contributions above budget for the month \$10.7k and \$1.5k +ve YTD However they are (\$14k) below prior YTD.
- Rental income on budget with strong Other Choral Rentals. Rentals up \$14k compared to prior YTD
- Fundraising & Miscellaneous positive \$31k YTD due to sale of 9 years of jewelry collected from Rummage
- Total income positive \$7 for month and \$32k YTD

Expenses

- Compensation as expected is negative (\$16k) YTD due to increase in rental activity requiring more temporary custodial overtime
- Program delivery positive \$14k YTD timing
- Total Expenses positive for month \$14k but (\$10k) YTD

Net Operating Income

- Positive variance for month \$21k and positive \$25k YTD

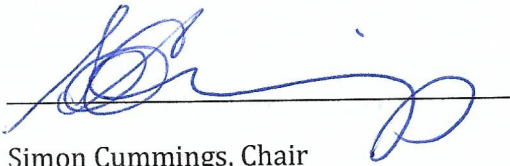
5. Other Business

- Kate recovering from injury, Julia providing support. Caren speaking with Sarah this week to determine coverage going forward. Paul will arrange for flowers to be sent.
- letter to City – to be sent from Outreach team, requesting the city not close 24/7 warming centres until mid-April.
- worship coverage for Sarah – plan being developed potentially including shared summer services with Lawrence Park Community Church (LPCC)

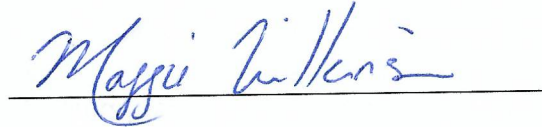
- NT Cluster – looking at Two Step Homes displaying tiny home in LPCC parking lot – information to be sent for distribution
- Cluster may develop events or speakers addressing US/global political climate.
- Peter plans to connect with Al Morson regarding potential speakers.

6. Closing Prayer and Adjournment

Gord B closed the meeting with prayer. The meeting was adjourned at approximately 8:00 p.m. Next meeting April 14, 2026 at 7 pm online and in person, with John offering the closing prayer.



Simon Cummings, Chair



Maggie Wilkinson, notetaker