

# **NANAIMO ECUMENICAL CENTRE SOCIETY**

## **2017 ANNUAL REPORT**

**2018 Annual General Meeting  
MARCH 18, 2018**

+++++

## **NANAIMO ECUMENICAL CENTRE**



6234 SPARTAN ROAD, NANAIMO, BC  
Telephone (250) 390-2442  
nanecum@shaw.ca

## TABLE OF CONTENTS

2018 AGM Agenda	3
2017/2018 NECS Board of Governors	4
2018/2019 Appointees to NECS Board of Governors	4
Trinity Catholic Pastor's Report	5
Trinity United Minister's Report	5
Chairman's Report	6
Maintenance Committee Report	9
Maintenance Plans for 2018	11
Treasurer's Report	11
2017 Income Statement	12
2017 Balance Sheet	14
2018 Budget	15
Minutes of 2017 AGM – 12 March 2017	19

Nanaimo Ecumenical Centre Society  
39<sup>th</sup> ANNUAL GENERAL MEETING

Sunday March 18, 2018  
10:00 am, NEC Hall

AGENDA

1. Opening Prayer
2. Welcome
3. Introduction of 2017 / 2018 Governors & Administrative Assistant
4. Confirmation of Quorum (25 members including Governors)
5. Receipt of Minutes of 2017 AGM
6. Receipt of 2017 Annual Report - Discussion
7. Old Business
8. New Business
9. Introduction of 2018 / 2019 Governors
10. Date of Next Year's AGM - March 17, 2019
11. Closing Prayer
12. Motion to Adjourn

## 2017/2018 NECS BOARD OF GOVERNORS

	<u>Trinity Catholic</u>	<u>Trinity United</u>
<b>PASTORAL TEAM</b>	Fr. Jozef Kobos, SDS	Rev. Foster Freed
<b>EXECUTIVE</b>		
<b>Chairperson</b>	Jim Loftus	
<b>Vice Chairperson</b>		Barb Dejonghe
<b>Treasurer</b>	Bob Smith	
<b>Vice Treasurer</b>		Jim Franklin
<b>COMMITTEES</b>		
<b>Administration</b>	Jim Loftus	
<b>Personnel</b>	Jim Loftus Aurel Muego Bob Smith	Barb Dejonghe Jim Franklin
<b>Maintenance</b>	Ken Koury Joe Dumas Lou Salvosa (resigned 31 Aug)	Ken Schmitke Jim Franklin
<b>Grounds &amp; Security</b>	Aurel Muego	Dan Tettamanti
<b>Kitchens</b>		Barbara Dejonghe
<b>Cross &amp; Steeple Project</b>		Jim Franklin Ken Schmitke
<b>Heating &amp; Air Quality Project</b>		Jim Franklin Ken Schmitke
<b>Government Contact</b>		Hugh Sproule Jim Franklin
<b>Member at Large</b>		Lee Mason

### ADVISORY COMMITTEES TO THE BOARD

#### Trinity Garden Oversight Committee

Ted Rickard, Bonnie Palfy, Brad Luoma, Stella Robinson, Jim Baxter, Diana Walker

#### Kitchen Users Committee

Barb Dejonghe, Doris Landry, Marg Peters, Ed McDonald, TU Celebration Caterers

## APPOINTEES TO THE 2018/2019 BOARD OF GOVERNORS

(Fourteen Full Voting Governors / Positions)

### TRINITY UNITED

### TRINITY CATHOLIC

Rev. Foster Freed	Fr. Jozef Kobos, S.D.S
*Garth Whittome      two years	Bob Smith              two years
Ken Schmitke          two years	Joan Stone              two years
Hugh Sproule          two years	vacant                   two years
Barbara Dejonghe      one year	Jim Loftus               one year
Dan Tettamanti          one year	Mick Brzoza            one year
Lee Mason                one year	vacant                   one year

\*To be appointed at TU's AGM on March 4<sup>th</sup>, which was postponed due to snow.

## TRINITY CATHOLIC PASTOR'S REPORT

Welcome to the Annual General Meeting. I have now been at Trinity Catholic for almost Seven years.

During the past five years we have continued to develop good relations with Reverend Foster Freed and the Trinity United congregation here at the Nanaimo Ecumenical Centre. At special times of the year parishioners from Trinity United and Trinity Catholic sing together, such as during the Christmas season, the week of Christian Unity, and other special occasions. On Sunday 19<sup>th</sup> November, 2017 both congregations meet between services to celebrate the installation of our new church cross, which now graces the top of our building and is lit at night to proclaim our place of worship. Over the years we have enjoyed celebrating our joint Ecumenical events, which have on more than one occasion involved Bishop Gary Gordon, it is wonderful to pray together and share some fellowship time. I feel the goodwill and warmth from both Catholics and Trinity United members, especially our devoted volunteers, without whom we would struggle to carry on many of our ministries.

In addition, this past year both congregations have continued to work together in governing our Centre. In mindful prayer we will continue to strive together to maintain our physical home, and trust that we will be further nourished in the Spirit and strengthened in our ability to love and serve the Lord, and one another.

God Bless, Fr. Jozef Kobos, SDS

## TRINITY UNITED MINISTER'S REPORT

As I ponder my submission to this year's NECS Annual Report, I am humbled to realize that this is my fifth such report; where does the time go?? I am also mindful, in the context of the Nanaimo Ecumenical Centre, of the fact that this past October I preached a five-part sermon series in which I sought to consider the 500-year legacy of the events which launched the Protestant Reformation in 1517. I have no doubt but that my location here, in an Ecumenical Centre where a Catholic parish and a Protestant congregation live side-by-side, had an impact on each of those five sermons.

The focus of those sermons was the five so-called *solas*: *sola gratia* (by grace alone), *sola fide* (by faith alone), *solus Christus* (by Christ alone), *sola scriptura* (by scripture alone) and *solus Deo Gloria* (for the glory of God alone). Throughout my preparation for these five sermons, I was mindful of the countless places in which Roman Catholic understanding overlapped—rather than contradicted—general Protestant understandings. Throughout I was also painfully aware of the difficult history Catholics and Protestants have sometimes shared over the past 500 years, including much by way of the spilling of blood.

I was also struck, however, by a comment made by one scholar concerning the fifth of the *solas: soli Deo Gloria*. Louis Bouyer was a French Lutheran pastor who, in 1939, was received into the Roman Catholic Church; despite his conversion, Bouyer remained appreciative of many of the characteristic themes and concerns of Protestantism. In his book, *The Spirit and Forms of Protestantism*, Bouyer asks a profound question, namely: should *soli Deo Gloria* (for the glory of God alone) be thought of as a principle of separation or as a principle of unification? Clearly Bouyer believed that *soli Deo Gloria* is a principle upon which all Christians—Catholic, Orthodox and Protestant—ought readily to agree; on that point, he will get no argument from me! Indeed—the fact that J.S. Bach, arguably the greatest of all composers—placed the words *soli Deo Gloria* on all his manuscripts, serves as a reminder of the call that belongs to every follower of Christ (and, in a very real sense, every human being) to glorify God with our thoughts, our words and our deeds.

Suffice it to say that I consider it a privilege to serve the Trinity United congregation within the confines of its home at 6234 Spartan Road. The healing and unity for which we crave as Christians (*that all may be one*—John 17:21), is a unity that will not come about overnight. That having been said: the Nanaimo Ecumenical Centre is a small but potent symbol of the unity that Christians can achieve, when they work and vision together. May that unity continue to encourage and inspire us all!

## CHAIRMAN'S REPORT

Your governors are pleased to present you with the Nanaimo Ecumenical Centre Society's 2017 Annual Report. We hope you will be able to join us for your 2018 Annual General Meeting on March 18 at 10:00 am down in the Hall. As an important member, your attendance and contributions are essential to our success.

The most noticeable change this past year has been the replacement of our Cross atop the Steeple. The issues turned out to be much more serious and involved than originally envisioned, and we are blessed that the woodpeckers pointed the sorry situation out to us. It appears that the winds somehow twisted the Cross away from the Steeple of which the Cross was an integral part. Our Structural Engineer designed the necessary repairs to the Steeple and also a support structure for the new Cross to prevent re-occurrence. Consequently, costs came in way over what was originally envisioned. Nonetheless, we are all pleased with the results, especially since the Lighted Cross is visible from the Highway, in both directions, thus fulfilling two of our long sought after objectives: a Lighted Cross and better visibility of our church, to the travelling public, from the highway. We are indebted to Coast Signs, Herold Engineering, and MJP Holmes for their dedication in bringing this complex, first class project to fruition.

The complexities and rising costs of the Cross and Steeple Project necessitated the delay in proceeding with the Heating and Air Quality Project to this year. Investigations have begun and detailed proposals are being sought with a target to complete the work in 2018. Also, due to greater electrical demands, on the Lower Level, than the capacity to accommodate, (consequently occasionally tripping the circuit breaker which is located on the Upper Level) the governors have concluded it is more cost effective to lessen the demand by converting two electric Hot Water Tanks to gas fired units. Since such a change will create venting issues that would be best addressed in concert with the Heating / Air Quality Project, your governors have decided to act now and combine Heating, Air Quality, and Hot Water Conversion into a single project.

Inspections in recent months have detected water intrusion problems behind the Stucco below the Narthex windows and also on the wall between the Daycare and Kitchen entrances. What was first thought to be a minor problem, likely is not. A thorough and detailed inspection, complete with proposed solutions, is currently being sought. Depending on the full extent of the problems, the amount provided in the 2018 Annual Budget may not be sufficient.

In December, a new, lucrative funding source landed on our doorstep, helping to replace the loss recently suffered when Canadian Blood Services decided to take their business elsewhere. Also, our Society has been blessed in recent years with member support of Trinity Garden and our Church via Memorial Plaques and participation in the Annual Poinsettia Sale. Consequently, with some luck, we will be in a better position to proceed with two projects aimed at improving member accessibility: an Accessibility Push Button Door Opener system for the main entrance, and a full upgrade to the Upper Level Accessibility Washroom, and modifications to the Lower Level Accessibility Washroom doorway. Your governors intend to proceed with those improvements after there is confidence that the Heating and Stucco projects will be concluded within current budgetary parameters.

Due to safety concerns, and after considering and weighing a variety of options and risks, ladders are being custom built and will be installed soon, in order to improve the safety of authorized access to the roof.

Our insurers conducted an inspection of our facility and reviewed our risk management practices. Their subsequent report identified no outstanding requirements or legal responsibilities. Of the ten recommendations for improvement that were made, seven have been attended to. A recommendation to have a better locking system on the legs of our wooden tables is being implemented at this writing. A committee continues to investigate how to best implement the recommendations around smoke and carbon monoxide detectors.

Your comment and suggestions are always appreciated and indeed solicited, even if it may appear that your Board of Governors is slow to act. For example, at the October 2016 Special Meeting of the NEC Society, there was an observation that the West Parking Lot was too dark. That came as a bit of a surprise considering the exterior lighting in that area had been recently improved. Technology is constantly changing; case in point. When current, available options on the market were re-investigated, new improved LED options were found, at an affordable price, the effectiveness of which has been quite a surprise.

One more example: Two or three years ago your governors received a comment during the Annual Meeting that hand rails were needed in the stairwell. We were surprised. But on investigation there were stable handrails already present and on both sides. No action was deemed necessary. The comment surfaced again this past year, but without an explanation why or who thought it necessary. After a time, a name did come forward which then afforded follow-up and an opportunity to understand why and what the problem was. Installation of additional handrails is underway at this writing.

When you communicate your observations and ideas to the Board of Governors, the governors are better enabled to make good decisions on your behalf. This is becoming especially important as the needs of our members and guests are changing. Written and signed comments are preferred. (Unsigned comments go directly into the trash, unattended to, never again to see the light of day.) This will greatly improve the chance that your observations are heard, thus providing your governors an opportunity to obtain follow-up clarification and understanding.

The Hall really does need both better acoustics and a new sound system; during social functions, most speakers are poorly heard, if at all. And some consider the green carpet to be quite unattractive. The carpet was first installed on the walls as a decoration for a Christmas party, in order to break up the bleak look of the cement block walls and the wood facings higher up. But it was quickly discovered that the carpeting improved the acoustics in the Hall – so up it stayed. Scott Littlejohn has directed us to websites that could guide us to make DIY corner bass traps and wall mounted acoustic sound dampening panels. Though we have been advised that without a serious budget to get accurate advice from a specialty acoustic consultant, customized for our specific situation, what we would end up actually doing would be educated guesswork. So, something to consider. But if proceeding on our own has a reasonable chance to make our social space much more enjoyable for a greater number of us, perhaps we should just dive in. This would also be an excellent opportunity for an ecumenical spirited work-bee. Work has begun to explore designs; next, materials, quantities, and costs need to be determined. However, to get this off the ground, we then need a funding source for materials that our Annual Budget cannot currently accommodate. But stay tuned, things can develop rather quickly. If called upon, please give serious consideration to helping in some way.

On a sad note, we are not immune to Lucifer's temptations. From time to time, Church and personal property mysteriously go missing. For example, this past year a lady was skillfully relieved of some of the contents of her purse; also our new computer, monitor, and cables simply vanished. (We are hopeful it will re-appear.) Please be vigilant and pray for strength and firmer resolve.

While it will be almost six weeks short of our official anniversary, next Christmas will be the 40<sup>th</sup> Anniversary of celebrating Christ's birth in our Church. Our founding members obtained special permission to celebrate this feast, in advance of the issuance of our Occupancy Permit. Now is the time to begin planning our Ecumenical 40<sup>th</sup> Anniversary celebrations 3 February 2019. Ideas??

Obviously, your financial support is vital to maintaining a safe and functional worship facility. However, the dedication of your time and talent is equally important in realizing the many dreams of our Ecumenical Union. Indeed, we all owe a great debt of gratitude to all who have contributed this past year, as well as in years gone by. Thank you for your financial support. Thank you for all your volunteering efforts. At the tremendous risk of missing someone, which I have no doubt committed, I do want to acknowledge some of our recent volunteers whose contributions helped make 2017 the great success it was.

- To Knights of Columbus who came out and helped clean up after the danger trees were felled last August.
- To all the volunteers who organized, and Bonnie Palfy who led the enterprise, and all the members who supported the Annual Poinsettia Sale. Together you raised \$503 net for your Church.
- To Peggy Hughes who saw a need and volunteered to go through all our archived documents, discard those that have no further value, and re-organize those that do.
- To Toney Lambert who repairs our broken Sanctuary chairs – an ongoing process.
- To Brad Luoma who repaired, painted, and hung (on the street facing wall of our Church) the old sign that previously resided down by the shed. Brad also repaired the smaller two-sided sign, which has languished in storage for years, and hung it in front of Trinity Garden. (While we can now strike Church Signage off the To Do List, how to go about getting highway directional signage still eludes us.)

- To Norbert Grillmair who organized and led, and to his brother Knights of Columbus who helped in, the first stage of a face lift for the Hall last month. The marked, peeling, and generally grungy looking, white walls were unattractive at best. As there are no available funds to hire professionals to come in to clean and paint, this would have continued to be a project long time in coming. After the consultation and planning phase was complete, 13 man-days knocked the job off in a week. The fresh, new paint job looks great and is a fantastic start to 2018's volunteering efforts!

- And to you who have escaped my memory or even my knowledge – A Big Thank You.

The intrinsic value and intent of our Ecumenical Union must transcend financial advantage and the associated day to day efforts of your governors. I am therefore pleased to observe that the number and frequency of ecumenical enterprises within our Society is continuing to expand and gain favour. We are blessed with renewed Spirit and energy.

On a personal note, and on your behalf, I wish to also express our sincerest thanks to:

- Sarah Dafoe, our Administrative Assistant who does a marvellous job juggling the competing needs of our two Churches, society members, and patrons.
- Brad Luoma, our Custodian, through his company Bradleyfixit. It is clear that Brad has a special dedication to meeting the needs of our Church and for this we are truly grateful and pleased. The standard of care we receive is excellent.
- Greg Beaveridge, our Structural Engineer for the Cross and Steeple Project, who designed and officially oversaw the project.
- Allison Haapala, our Bookkeeper. She has been very helpful in continuing to make our financial statements more meaningful.
- My colleagues on the Board of Governors, for all their efforts this past year. And to Lou Salvosa, Joe Dumas, Ken Koury, Aurel Muego, and Jim Franklin who are retiring from the board, at least for the time being. Our Society has been truly blessed with the uncountable years of service Jim has contributed to the betterment of our community. His wealth of experience, contacts, viewpoints, and contributions will be sorely missed, especially as we embark upon several new projects in 2018.

It has indeed been a pleasure serving Our Lord with you all. I am looking forward to another great year.

Respectfully submitted: Jim Loftus

## MAINTENANCE COMMITTEE REPORT

New and additional flood lighting was installed for the west parking area. All exterior lighting is now controlled by a photo cell. By eliminating the three timers, we no longer need to make adjustments for constantly changing hours of daylight.

The new illuminated Cross constructed and installed by Coast Signs looks good. It was the daughter, son-in-law, and grandson of David Mathesen, the construction manager of our Church forty years ago, who designed and built the new cross. They clearly took great pride in their work.

Structural issues in the Steeple were corrected by MJP Homes. That roof section was replaced in the process.

The two western most banks of lighting in hall have been changed to LED tubes as part of a project to replace burnt out fluorescent tubes scattered throughout. We hope to change the remainder in 2018, budget limitations permitting.

The wiring and routers for the office computer communications network was upgraded to improve security and performance. The laptop computer that operates projection in the Sanctuary and Lounge was also replaced. Both overhead video projectors in the Sanctuary developed issues during the Christmas season. They were repaired and are currently working well.

All the floors on the Lower Level were cleaned, stripped, and re-waxed during the Christmas break. Carpeting on the Upper level is vacuumed at least weekly. In addition, all carpeting was steam cleaned at least once; however, the high traffic areas were steam cleaned three to four times depending on need. Also, all Upper Level couches and chairs were steam cleaned.

A different style of screen covering for a few roof drains is being tested. It is hoped this will result in better water egress off the roof, while keeping more tree debris out of the drain systems. All roof drains are inspected at least four times a year and all leaves, needles and scum removed as required. Despite this, our roof drainage systems occasionally cannot keep up with very heavy downpours; we have recently experienced three leaks lasting a short duration. We strive to obtain a professional inspection, and light maintenance as required, every two years. As of this writing a roofer has been engaged to inspect and caulk all potential leak sources. The last professional inspection reports indicate the roof sections are in fair to good shape. We do not anticipate a need to replace any of the 10 sections until at least about 2020.

Furnaces have received their annual inspection and are working at their best. The Kitchenette fridge required a new thermostat. Exterior doors were repainted a dark brown with black trim. Some doors have received a different colour to facilitate provision of directions to patrons. Some walls received touch up painting. The septic tank was pumped out and appears to require a pump out again this year.

The exterior of the building and the parking lot were pressure washed in the spring. This will be redone as necessary after the winter's storms. A new back pack leaf blower was purchased. It makes the work of keeping the parking lot free of debris lighter and quicker; otherwise the dirt, grit, and needles get tracked into our church. Over 1,200 lbs of salt and ice melt was spread on the walks and parking lot this past winter.

A number of trees that posed a danger to life and property were removed. This will also reduce the amount of needles that find their way onto the roof.

The old sign that was mounted by the garden shed was lovingly refinished and hung on the front side of the building. A smaller double sided sign found in storage was refurbished and installed in Trinity Garden to better welcome visitors to our centre.

This past October, the garden shed was broken into. Tools and equipment were stolen. The door has been re-enforced with added deadbolts.

Special Thanks to Norbert Grillmair and the Knights of Columbus for repainting the Hall in January 2018. It sure makes the place look sharp and well looked after.

## MAINTENANCE PLANS FOR 2018

Installation of permanent roof access ladders: It is felt that ladders complete with hand rails, attached permanently to the outside walls of our church, will be a safer alternative to the conventional use of extension ladders. This work is underway at this writing.

Find and repair the source of leaks in the roof and identify other areas subject to failure. This usually involves caulking around flashing – an ongoing process.

A recent inspection by our insurers identified a potential problem with some of the tables in the Hall. There is a recommendation to install a new locking system to prevent unexpected collapse, potentially causing injury. Work is underway to re-fit the table legs with industrial safety pins.

A member has identified a difficulty some have negotiating the stairwell. While there are handrails adjacent the stairs, it is felt extending a handrail along the wall at the landing would make life easier and safer. Work is underway at this writing.

It is time to steam clean the Hall chairs. A volunteer work party would make this go much quicker and easier.

Repainting small areas that are marked, scraped, or stained will continue to be an ongoing process that is necessary to maintain the aesthetic beauty of our Church. Significant aesthetic or enhancement work requires specific Board approval complete with input from the Decorating Design Committee.

Respectfully Submitted: Ken Schmitke, Brad Luoma, Joe Dumas, Ken Koury

## TREASURERS REPORT

The fiscal period of January 1<sup>st</sup>, 2017 came to an end with the completion of the Cross/Steeple renovations. The expense of this project is included on the 2017 financial report.

The payments for this project, without funding, was accomplished using prior years surplus along with available funds from the 2017 fiscal year.

### 2018 BUDGET

Projects on the table for 2018 include replacement of six furnaces, electrical upgrades and several other items including: -

Gas hot water in the lower kitchen

Roof ladder

Stucco replacement

Accessibility door opener (upper level)

Result is another busy year.

In conclusion I wish to offer my appreciation to Allison for the job she does in the accounting of our financials. Also thanks to Jim Loftus and Jim Franklin and the rest of the governors for their support and assistance during the 2017 fiscal year.

Respectfully submitted: Robert Smith, Treasurer

## Nanaimo Ecumenical Centre Society Comparative Income Statement

	Actual 12/01/2017 to 12/31/2017	Budget 12/01/2017 to 12/31/2017	Actual 01/01/2017 to 12/31/2017	Budget 01/01/2017 to 12/31/2017
<b>REVENUE</b>				
<b>Revenue</b>				
Trinity Catholic Contribution	4,950.00	4,950.00	59,400.00	59,400.00
Trinity United Contribution	4,950.00	4,950.00	59,400.00	59,400.00
Interest Income	20.19	16.74	220.67	200.00
Photocopy Income	0.00	6.25	0.00	75.00
<b>TOTAL OPERATING INCOME</b>	<b>9,920.19</b>	<b>9,922.99</b>	<b>119,020.67</b>	<b>119,075.00</b>
<b>NEC Rental Income</b>				
Daycare	1,858.00	1,804.00	21,919.00	21,648.00
Parking	96.77	0.00	96.77	0.00
Hall	0.00	666.74	3,411.00	8,000.00
Kitchen	0.00	16.74	75.00	200.00
Meeting Rooms	0.00	166.74	4,830.00	2,000.00
Sanctuary & Lounge	385.00	166.74	1,545.00	2,000.00
<b>Total Rentals</b>	<b>2,339.77</b>	<b>2,820.96</b>	<b>31,876.77</b>	<b>33,848.00</b>
<b>Other Income</b>				
General Fundraising & Donations	4,000.00	0.00	4,197.50	0.00
Garden Fundraising & Donations	0.00	225.00	4,722.00	2,700.00
Investment Property Rental	540.00	509.00	6,449.00	6,108.00
<b>Net Revenue</b>	<b>4,540.00</b>	<b>734.00</b>	<b>15,368.50</b>	<b>8,808.00</b>
<b>Special Assignments</b>				
Furnace Replacement - TC	0.00	2,000.00	0.00	24,000.00
Furnace Replacement - TU	0.00	2,000.00	0.00	24,000.00
<b>Total Special Assignments</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>48,000.00</b>
<b>TOTAL REVENUE</b>	<b>16,799.96</b>	<b>17,477.95</b>	<b>166,265.94</b>	<b>209,731.00</b>
<b>EXPENSE</b>				
<b>Building &amp; Maintenance</b>				
Building Repair & Maintenance	322.42	1,208.37	9,753.83	14,500.00
Garbage	246.00	133.37	1,927.54	1,600.00
Gas	674.38	750.00	5,576.11	9,000.00
Hydro	0.00	583.37	6,058.67	7,000.00
Janitor Labour	1,701.00	1,391.74	17,031.00	16,700.00
Janitor Supplies	341.60	208.37	3,937.50	2,500.00
Maintenance Labour	168.00	525.00	4,452.00	6,300.00
Kitchen	0.00	83.37	151.69	1,000.00
Water & Sewer	0.00	66.74	407.35	800.00
<b>Total Building</b>	<b>3,453.40</b>	<b>4,950.33</b>	<b>49,295.69</b>	<b>59,400.00</b>
<b>Grounds &amp; Security</b>				
Garden	78.84	116.74	624.95	1,400.00
Trinity Garden Fundraising	0.00	108.37	731.60	1,300.00
Parking	756.00	333.37	5,160.17	4,000.00
Grounds	243.09	166.74	2,892.13	2,000.00
Security	86.10	150.00	1,594.07	1,800.00
<b>Total Grounds &amp; Security</b>	<b>1,164.03</b>	<b>875.22</b>	<b>11,002.92</b>	<b>10,500.00</b>
<b>Total Kitchen</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Administration Salaries</b>				
Wages & Salaries	1,612.10	3,791.74	37,226.58	45,500.00
EI Expense	69.44	0.00	836.52	0.00
CPP Expense	136.20	0.00	1,633.98	0.00
WCB Expense	0.00	0.00	75.08	0.00
<b>Total Payroll Expense</b>	<b>1,817.74</b>	<b>3,791.74</b>	<b>39,772.16</b>	<b>45,500.00</b>

## Nanaimo Ecumenical Centre Society Comparative Income Statement

	Actual 12/01/2017 to 12/31/2017	Budget 12/01/2017 to 12/31/2017	Actual 01/01/2017 to 12/31/2017	Budget 01/01/2017 to 12/31/2017
<b>General &amp; Administrative Expe...</b>				
Accounting & Legal	256.25	258.37	3,075.00	3,100.00
Advertising & Promotions	0.00	25.00	0.00	300.00
Insurance	0.00	1,066.74	12,662.00	12,800.00
Hospitality & Acknowledgements	397.33	33.37	420.26	400.00
Interest & Bank Charges	0.00	8.37	77.46	100.00
Office Supplies & Maintenance	0.00	150.00	2,469.85	1,800.00
Photocopy Supplies & Main.	129.10	250.00	2,187.67	3,000.00
Telephone & Internet	194.74	250.00	2,300.02	3,000.00
<b>Total General &amp; Administration...</b>	<u>977.42</u>	<u>2,041.85</u>	<u>23,192.26</u>	<u>24,500.00</u>
<b>Total Capital Costs</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Investment Property Expenses</b>				
Maintenance	0.00	91.74	874.27	1,100.00
Property Taxes	475.00	425.00	5,839.58	5,100.00
Water & Sewer	0.00	41.74	468.17	500.00
<b>Total Investment Properties</b>	<u>475.00</u>	<u>558.48</u>	<u>7,182.02</u>	<u>6,700.00</u>
<b>Projects</b>				
Garden Plaques & Fundraising	-78.84	0.00	0.00	0.00
Electrical Wiring Upgrade	0.00	500.00	0.00	6,000.00
Cross & Steeple	5,996.30	1,250.00	36,781.50	15,000.00
Replace 6 Furnaces	0.00	5,000.00	0.00	60,000.00
Roof Ladders	0.00	0.00	0.00	0.00
<b>Total Projects</b>	<u>5,917.46</u>	<u>6,750.00</u>	<u>36,781.50</u>	<u>81,000.00</u>
<b>TOTAL EXPENSE</b>	<u>13,805.05</u>	<u>18,967.62</u>	<u>167,226.55</u>	<u>227,600.00</u>
<b>NET INCOME</b>	<u>2,994.91</u>	<u>-1,489.67</u>	<u>-960.61</u>	<u>-17,869.00</u>

**Nanaimo Ecumenical Centre Society  
Balance Sheet As at 12/31/2017**

**ASSET**

**Current Assets**

Savings-Hi-int	49,508.13	
Bank General Account	2,099.06	
Members Equity & Rewards	44.63	
<b>Total Cash</b>		51,651.82
Prepaid Expenses	475.00	
GST Receivable	5,449.90	
<b>Total Receivable</b>		5,924.90

**Total Current Assets** 57,576.72

**Total Capital Assets** 489,146.29

**TOTAL ASSET** 546,723.01

**LIABILITY**

**Current Liabilities**

Accounts Payable	4,359.33	
CCCU-MC	0.00	
Vacation payable	1,236.97	
Pre-Pd Rental Income	540.00	
Damage Deposit Liability	941.46	

**Total Current Liabilities** 7,077.76

**TOTAL LIABILITY** 7,077.76

**EQUITY**

**Fund Balance**

Savings- current year	-11,299.17	
Reserve Fund	21,600.00	
Garden Fund	14,528.00	
Insurance Fund	9,603.00	
Property Tax Fund	475.00	
Balance - Previous Year	16,552.74	
Asset Portion of Funds	489,146.29	
Current Earnings	-960.61	

**Total Retained Earnings** 539,645.25

**TOTAL EQUITY** 539,645.25

**LIABILITIES AND EQUITY** 546,723.01

<b>Cash Position</b>	
Cash on Hand	51,607.19
Garden Fund	14,528.00
Property Tax Fund	475.00
Insurance Fund	9,603.00
Accounts Payable	4,359.33
Reserve Fund	21,600.00
<b>Total Available</b>	<u>1,991.86</u>

**Nanaimo Ecumenical Centre  
Comparative Budget 2018**

Approved 17 Jan 2018

	2017 Budget as amended Feb 15	31 Oct 2017. Actual	31 Dec 2017. Projection	2018 Budget
<b>REVENUE</b>				
<b>Revenue</b>	issm't \$4,950/mo			+150/mo (3%)
Trinity Catholic Contribution	\$ 59,400	\$ 49,500	\$ 59,400	\$ 61,200
Trinity United Contribution	\$ 59,400	\$ 49,500	\$ 59,400	\$ 61,200
Interest Income	\$ 200	\$ 179	\$ 190	\$ 200
Photocopy Income	\$ 75	\$ -	\$ -	\$ 50
<b>Total Operating Income</b>	<b>\$ 119,075</b>	<b>\$ 99,179</b>	<b>\$ 118,990</b>	<b>\$ 122,650</b>
<b>NEC Rental Income</b>				
Daycare	\$ 21,648	\$ 18,203	\$ 21,919	\$ 22,520
Parking	\$ -	\$ -	\$ -	\$ 7,200
Hall	\$ 8,000	\$ 3,411	\$ 3,600	\$ 4,000
Kitchen	\$ 200	\$ 75	\$ 75	\$ 200
Meeting Rooms	\$ 2,000	\$ 4,550	\$ 5,000	\$ 5,000
Sanctuary & Lounge	\$ 2,000	\$ 955	\$ 1,000	\$ 2,000
<b>Total Rental Income</b>	<b>\$ 33,848</b>	<b>\$ 27,194</b>	<b>\$ 31,594</b>	<b>\$ 40,920</b>
<b>Other Income</b>				
General Fundraising & Donations	\$ -	\$ 173	\$ 200	\$ -
Garden Fundraising & Donations	\$ 2,700	\$ 3,250	\$ 4,050	\$ 3,400
Investment Property Rental	\$ 6,108	\$ 4,829	\$ 6,449	\$ 6,590
<b>Total Other Income</b>	<b>\$ 8,808</b>	<b>\$ 8,252</b>	<b>\$ 10,699</b>	<b>\$ 9,990</b>
<b>Sub Total General Operating Revenue</b>	<b>\$ 161,731</b>	<b>\$ 134,625</b>	<b>\$ 161,283</b>	<b>\$ 173,560</b>
<b>Project Revenue</b>				
Special Contribution Heating Project - TC	\$ 24,000	\$ -	\$ -	\$ 30,000
Special Contribution Heating Project - TU	\$ 24,000	\$ -	\$ -	\$ 30,000
<b>Total Project Revenue</b>	<b>\$ 48,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>
<b>TOTAL ANNUAL REVENUE</b>	<b>\$ 209,731</b>	<b>\$ 134,625</b>	<b>\$ 161,283</b>	<b>\$ 233,560</b>
<b>EXPENSE</b>				
<b>Building &amp; Maintenance</b>				
Maintenance Supplies / Contract (Note A)	\$ 14,500	\$ 6,089	\$ 13,000	\$ 10,500
Maintenance Labour (Note B)	\$ 6,300	\$ 3,402	\$ 4,200	\$ 7,500
Janitor Supplies	\$ 2,500	\$ 2,561	\$ 2,700	\$ 2,500
Janitor Labour (Note C)	\$ 16,700	\$ 14,133	\$ 17,000	\$ 18,000
Gas	\$ 9,000	\$ 4,661	\$ 8,700	\$ 9,000
Hydro	\$ 7,000	\$ 4,925	\$ 6,800	\$ 7,400
Garbage	\$ 1,600	\$ 1,558	\$ 2,000	\$ 1,600
Water & Sewer	\$ 800	\$ 407	\$ 700	\$ 800
Kitchen	\$ 1,000	\$ 152	\$ 200	\$ 1,000
<b>Total Building &amp; Maintenance</b>	<b>\$ 59,400</b>	<b>\$ 37,888</b>	<b>\$ 55,300</b>	<b>\$ 58,300</b>

**Nanaimo Ecumenical Centre  
Comparative Budget 2018**

Approved 17 Jan 2018

	2017 Budget as amended Feb 15	31 Oct 2017. Actual	31 Dec 2017. Projection	2018 Budget
<b>Grounds &amp; Security</b>				
Trinity Garden Maintenance (Note D)	\$ 1,400	\$ 835	\$ 1,000	\$ 1,400
Trinity Garden Fundraising	\$ 1,300	\$ 720	\$ 720	\$ 700
Parking	\$ 4,000	\$ 3,819	\$ 4,500	\$ 4,500
Grounds	\$ 2,000	\$ 2,649	\$ 2,800	\$ 2,000
Security	\$ 1,800	\$ 830	\$ 1,100	\$ 1,800
<b>Total Grounds &amp; Security</b>	<b>\$ 10,500</b>	<b>\$ 8,853</b>	<b>\$ 10,120</b>	<b>\$ 10,400</b>
<b>Administration Salaries</b>				
<b>Total Payroll Expense</b>	<b>\$ 45,500</b>	<b>\$ 34,523</b>	<b>\$ 42,000</b>	<b>\$ 45,500</b>
<b>General Administration</b>				
Insurance (Note E)	\$ 12,800	\$ 12,662	\$ 12,662	\$ 13,404
Accounting & Legal	\$ 3,100	\$ 2,562	\$ 3,100	\$ 3,100
Advertising & Promotions	\$ 300	\$ -	\$ -	\$ 300
Hospitality & Acknowledgements	\$ 400	\$ -	\$ 400	\$ 400
Interest & Bank Charges	\$ 100	\$ 78	\$ 100	\$ 100
Office Supplies & Maintenance	\$ 1,800	\$ 2,239	\$ 2,700	\$ 2,500
Photocopy Supplies & Maintenance	\$ 3,000	\$ 1,899	\$ 2,300	\$ 2,500
Telephone & Internet	\$ 3,000	\$ 1,911	\$ 2,300	\$ 2,500
<b>Total General Administration</b>	<b>\$ 24,500</b>	<b>\$ 21,351</b>	<b>\$ 23,562</b>	<b>\$ 24,804</b>
<b>Investment Properties</b>				
Maintenance	\$ 1,100	\$ 430	\$ 1,000	\$ 1,200
Property Taxes (Note F)	\$ 5,100	\$ 4,889	\$ 5,423	\$ 5,700
Water & Sewer	\$ 500	\$ 468	\$ 450	\$ 500
<b>Total Investment Properties</b>	<b>\$ 6,700</b>	<b>\$ 5,787</b>	<b>\$ 6,873</b>	<b>\$ 7,400</b>
<b>Sub Total General Operating Expense</b>	<b>\$ 146,600</b>	<b>\$ 108,402</b>	<b>\$ 137,855</b>	<b>\$ 146,404</b>
<b>Projects</b>				
Heating / Air Quality (Note G)	\$ 60,000	\$ -	\$ -	\$ 79,000
Gas Hot Water (Note H)	\$ -	\$ -	\$ -	\$ 15,000
Cross Replacement & Steeple Repairs	\$ 15,000	\$ 11,192	\$ 30,000	\$ -
Roof Ladders	\$ -	\$ -	\$ 4,700	\$ 4,700
Stucco (Note I)	\$ -	\$ -	\$ -	\$ 6,000
Accessibility Door Opener (Upper Level)	\$ -	\$ -	\$ -	\$ 5,800
Accessibility Washroom Upgrades (Note J)	\$ -	\$ -	\$ -	\$ 6,500
Electrical Upgrade	\$ 6,000	\$ -	\$ -	\$ -
<b>Total Projects</b>	<b>\$ 75,000</b>	<b>\$ 11,192</b>	<b>\$ 34,700</b>	<b>\$ 117,000</b>
<b>TOTAL ANNUAL EXPENSE</b>	<b>\$ 221,600</b>	<b>\$ 119,594</b>	<b>\$ 172,555</b>	<b>\$ 263,404</b>
<b>NET ANNUAL INCOME</b>	<b>\$ (11,869)</b>	<b>\$ 15,031</b>	<b>\$ (11,272)</b>	<b>\$ (29,844)</b>

**Nanaimo Ecumenical Centre  
Comparative Budget 2018**

Approved 17 Jan 2018

	2017 Budget as amended Feb 15	31 Oct 2017. Actual	31 Dec 2017. Projection	2018 Budget
<b>Transfers From Reserves (Note K)</b>				
Insurance Fund	\$ 9,495	\$ 9,495	\$ 9,495	\$ 9,495
Property Tax Fund (Note L)	\$ -	\$ -	\$ -	\$ 2,850
Trinity Garden Fund	\$ 6,163	\$ -	\$ 7,363	\$ 10,102
Building Fund	\$ -	\$ -	\$ -	\$ 28,800
<b>Total Transfers From Reserves</b>	<b>\$ 15,658</b>	<b>\$ 9,495</b>	<b>\$ 16,858</b>	<b>\$ 51,247</b>
<b>Transfers To Reserves</b>				
Insurance Fund (Note M)	\$ 9,600	\$ 6,330	\$ 9,495	\$ 10,053
Property Tax Fund (Note N)	\$ -	\$ -	\$ 475	\$ 2,850
Trinity Garden Fund (Note O)	\$ -	\$ 1,695	\$ 2,330	\$ 1,300
Building Fund (Note P)	\$ 7,200	\$ 5,400	\$ 7,200	\$ 7,200
<b>Total Transfers To Reserves</b>	<b>\$ 16,800</b>	<b>\$ 13,425</b>	<b>\$ 19,500</b>	<b>\$ 21,403</b>
 <b>NET INCOME AFTER TRANSFERS</b>	 <b>\$ (13,011)</b>	 <b>\$ 11,101</b>	 <b>\$ (13,914)</b>	 <b>\$ -</b>

**Note A:** Includes: \$1,500 painting supplies for Upper Level Doors and Hall walls; Propose volunteer work party to clean & paint the Hall's white walls.

**Note B:** Includes 2 weeks painting Upper Level.

**Note C:** Includes regular carpet cleaning. Propose a volunteer Hall chair cleaning party.

**Note D:** All expenses fully funded by Trinity Garden revenues & from **Trinity Garden Fund** if needed. \$300 budgetted for East Garden & then West Garden if sufficient energy. A volunteer Garden Party is proposed.

**Note E:** Expense partly funded by **Insurance Fund** set aside in previous year.

**Note F:** 2016 actual was \$4,950 vs \$4,644 paid out & reported; 2017 taxes actual is \$5,423 vs \$5,840 forecasted to be paid out to Dec 15 including prepaid taxes; variances from Income Statements through to 2018 due to prepaid taxes. Discontinue prepaid taxes Nov 2017. The 2018 expense will be paid out of prepaid taxes made in 2017 and from the Property Tax Fund set up in January 2018.

**Note G:** Includes: 6 furnaces, 1 heat pump, ceiling fans Hall & Sanctuary, air supply for furnaces, exhaust fan & replacement air for Kitchen.

**Note H:** Conversion to Gas: reduce electrical demand; due to venting issues, coordinate with Heating Project.

**Note I:** Repair & Prevent water penetration & damage. Upgrade to current construction standards. Replace stucco below Narthex windows & entire Kitchen wall - Proposals required; Reinstall Narthex windows. Replacement of Steeple soffits is not recommended at this time as there is no moisture penetration after storms. The Attic is dry and well ventilated. Re-visit need to replace vertical cladding.

**Nanaimo Ecumenical Centre  
Comparative Budget 2018**

Approved 17 Jan 2018

2017 Budget as amended Feb 15	31 Oct 2017. Actual	31 Dec 2017. Projection	2018 Budget
----------------------------------	------------------------	----------------------------	-------------

**Note J:** The Accessibility Washroom & Door Opener projects are not to be started until the Heating, Air Quality, Gas Hot Water Conversion, and Stucco projects are completed and sufficient funding availability is confirmed. Currently there are insufficient funds indicated to install push button openers on two entrances.

**Note K:** Transfers from Reserve Funds: amounts set aside in previous & current years for specific purposes this year.

**Note L:** In 2018 only, \$2,375 of this amount will actually be realized from prepaid taxes made to city in 2017.

**Note M:** Prorated funds set aside in the current year to help pay **Insurance** expense in March the following year.

**Note N:** Prorated funds set aside in the current year to help pay **Property Taxes** in June the following year.

**Note O:** Projected Surplus (Deficit) of Trinity Garden revenues over expenses for the current year.

**Trinity Garden Funds** that are deemed to be in excess of the needs of the garden (>\$5,000) may be used to help fund an otherwise unfunded, necessary, special project costing more than \$5,000.

In 2015, the Trinity Garden Fund helped support the Lounge Folding Door Project by \$6,341.

In 2018, the Trinity Garden Fund will help support the Accessibility projects (&/or the Stucco Project) to the extent the year's finances dictate. The projected Trinity Garden Fund balance at 31 Dec 2018 is \$5,828.

**Note P:** The **Building Fund** is for an essential replacement project of significant cost (>\$35,000) ie major furnace, roof, flooring expenses.

Monthly contributions to the Building Fund also demonstrate some ability to repay a loan if needed.

In 2018, the Building Fund will help support the Heating, Air Quality, & Gas Hot Water Conversion Project & associated electrical works to the extent that the project expenses dictate.

The projected Building Fund balance at 31 Dec 2018 is \$0.

**Note Q:** We began 2017 with \$13,914 **Uncommitted Funds** which has been reduced to \$1,992.

By 31 Dec 2018, there will be **\$0 Uncommitted Funds** available to pay day to day bills.

Although, we have been advised to maintain \$3,000 in Uncommitted Funds to pay day to day bills.

**Note R:** Proposed maintenance / enhancement projects not included in this budget include:

Improve Acoustics and Sound in the Hall: build & install acoustic chambers (\$2,000), purchase sound system & redesign its setup & operation (\$2,000); Replace Thresholds and some doors \$22,000;

Refresh two Washrooms \$10,000; Exterior Lighting Enhancement \$7,500; Energy Efficient Lighting \$8,000;

Narthex Esthetic Upgrade: lights (\$3,000), painting (\$2,500), & carpet replacement (\$);

Install 8 Camera Security System \$14,500; Build New Storage Shed; Scissor Lift (\$15,000) or ???

Convert electric stoves to gas \$11,500 minus perhaps \$2,500 on sale of electric stoves plus semi-annual fire suppression maintenance \$1,500 pa; Replace Carpets \$40,000 to \$140,000.

Sanctuary Air Conditioning \$27,300; One Accessibility Door entranceway (push button).

**Note S:** Gas hot water, energy efficient lighting, & gas stoves are mostly motivated by need to reduce electrical consumption to avoid upgrade conversion to 600 amp service at \$50,000 to \$70,000.

NANAIMO ECUMENICAL CENTRE SOCIETY  
MINUTES OF THE 2017 ANNUAL GENERAL MEETING (38th)  
Sunday 12 March, 2017 at 10:00am in the hall

PRESENT: **Chairperson:** Jim Loftus. **Members:** Barb Dejonghe, Joe Dumas, Doug Fox, Jim Franklin, Aurel Muego, Lou Salvosa, Bob Smith, Hugh Sproule, Mel Wills, Ken Schmitke. **Clergy:** Rev. Foster Freed, Fr. Jozef Kobos, SDS. **Staff:** Sarah Dafoe

1. CALL TO ORDER AND OPENING PRAYER

The thirty-eight meeting was called to order by Chairperson, Jim Loftus, at 10:05am. Rev. Foster Freed presented the opening prayer.

2. WELCOME AND INTRODUCTION OF 2016/2017 AND 2017/2018 BOARD

Chairperson, Jim Loftus, welcomed everyone to the meeting and introduced all those present at the head table, as well as our new Board Members Dan Tettamanti and Lee Mason, both from Trinity United. The agenda was adjusted slightly to include past recognitions, which had been unable to be made previously. Ken Koury received his certificate from June 18<sup>th</sup> 2014, for his outstanding contributions to the Ecumenical Centre and Brad Luoma received his certificate from June 18<sup>th</sup> 2015, for outstanding contributions to the Board.

3. CONFIRMATION OF QUORUM

There was a quorum of people in attendance. The four sign-up sheets which are appended, indicate 47 in attendance, including 22 Trinity United members and 25 Trinity Catholic members.

4. MINUTES OF PREVIOUS MEETING: of March 20, 2016

4.1 *Adoption of Previous Minutes:*

There were no additions or corrections to the minutes.

<b>MOTION:</b> To receive the minutes of the NECS AGM of March 20, 2016 as published.
---

<b>M/S:</b> Nora Loftus / Heather Wills
---

<i>Carried.</i>
-----------------

5. RECEIPT OF THE 2016 NECS ANNUAL REPORT

<b>MOTION:</b> To accept receipt of the 2016 NECS Annual Report.
--

<b>M/S:</b> Marianne Stone / Heather Wills
--

<i>Carried.</i>
-----------------

- This year's Annual Report was distributed to the congregations by email as well as by hard copy, a few members present did not receive it by email and their contact details will be checked.
- The replacement of the furnaces and the roof cross is included in the financial budget. Although the furnaces are not urgent they are listed as a consideration by the Society to improve the air environment, funding would need to be found to complete the project. The

roof cross however, is presenting a safety risk due to its age and the woodpecker holes. Rot has also been found in the attic underneath where the cross is anchored and financial costs of addressing this issue are being researched. The roof cross itself is estimated to be \$13,150, plus the costs of an engineering service, plans and construction to connect the cross to the roof, and structural repair to the attic under the cross. These unidentified costs could be as much as the cross itself.

- Jim Loftus addressed Fr. Jozef's question on what type of roof cross will replace the current one, describing it to be plastic type material with aluminum framing with studded L.E.D lights running up the center, very similar to the cross which the United Church in Chemainus has. Hugh Sproule anticipates that the lighted cross would be visible at night from the highway, which is part of the marketing strategy the NECS has.
- Doug McBride questioned how long it would take before the cross lights needed to be changed. Jim Loftus explained that there would be a redundancy built into the cross with two circuits running the lights. After five years it is anticipated that the cross would lose 25% of its light, after which the first circuit being used would be flipped to the second circuit to run the lights on. It is hoped to get 10 years of light from the cross, after which Coast Signs would come and replace them.
- Nora Loftus requested a report on the carpets. Carpets are being cleaned at a greater frequency than in the past. The carpets in the hallway, sanctuary, lounge and narthex are nearing the end of their life and are considered to be a part of our 'sick building syndrome'. Due to carpets being on a cement slab they do not lift allowing the particles to be removed by vacuuming & steam cleaning. Due to past financial constrains the carpets were not able to be cleaned often enough, we are now able to dedicate more finances into doing so. When it comes time to change the flooring we can look at hard surface options which are more durable and easier to keep clean, although that is more expensive than carpeting.

## 6. OLD BUSINESS

No old business

## 7. NEW BUSINESS

No new business.

## 8. OTHER BUSINESS

- Heather Wills complimented our Custodian, Brad Luoma, on the cleanliness of the upstairs meeting rooms. Jim Loftus added that there had been radical improvements since Brad took on the position, working at convenient times for both him and the Ecumenical Centre, we are all very appreciative of his work, Brad clearly has a dedication that we have not seen from any of our other custodians in the past.
- Brad commented that he only takes half the credit as he works with the Board and that is why it is important to let Board Members know what is going right and what is going wrong, so they are able to manage the details.
- Recognition certificates were given to Doug Fox from Trinity Catholic, acknowledging his two years of work on the Board and also to Mel Wills from Trinity United, for his six consecutive years on the board.

9. DATE OF NEXT YEARS' AGM – March 18, 2018

10. CLOSING PRAYER

A closing prayer was conducted by Father Jozef.

11. MEETING ADJOURNED

The meeting was adjourned at 10:31 am by Jim Loftus.

---

Jim Loftus, Chairperson of the Board

---

Sarah Dafoe, Recording Secretary