

Administration Committee Report to Assembly since May, 2015

Administration Committee has met eight times by WebEx, one teleconference call, one face to face meeting and held five electronic meetings since the last Assembly in May 2015.

Committee Membership:

Chair: Bishop Barbara Andrews

Elected Membership: Dwight Oatway, Suzanne Jackson, Cathy Wozlowski, Peter van der Leelie, Paul Eves

First Nations:

Bishop's Appointments: David Durksen, Keith Dobyns

Work of the Committee –

June 25, 2015- WebEx

- Administration Committee approved the request from the Lytton Parishes for trust funds in the amount of \$13,443. for upgrades to the Lytton parish buildings
- Administration Committee accept the documentation as requested by Administration Committee on 23 April 2015 from the Church of St. Paul and release the remaining \$4,500 of their request from the Trust Fund, for completion of the window replacement
- A Website Task Force be formed consisting of Keith and Kris Dobyns, Peter Van der Leelie, and Cathy Wozlowski; Task Force to develop a mandate and to work on updating the current website and report back with their findings to Administration Committee in September 2015.

Bishop Barbara reviewed the Motions from Assembly:

- Election of Bishop
- CON Diocesan Covenant
- Nicola Valley Environmental Concern
- Grants for Capital Projects
- Website
- Ministry Vision – Ministry Committee needs to do further work and provide further information to Administration Committee before funds can be applied for; recommendation for a job description to be drafted in order for a budget to be allocated; Parishes may wish to provide further information regarding the vision of ongoing ministry.
- **ACTION: Bishop Barbara** to confer with the Ministry Committee in this regard

July 21, 2015 – electronic meeting

- That the administration committee authorize the Bishop to sign the MSCC loan application for Margaret Dempster to obtain a car loan.

July 28, 2015

- The Anglican Parishes of the Central Interior Report to the Ecclesiastical Province of BC and Yukon be submitted to Provincial Synod as circulated
- APCI Administration Committee authorize Bishop Barbara to confirm in writing to Fraser Basin Property Society that the procedure followed by St. Michael's and All Angels leading to a written request involving a change in title to real property conforms with the procedural requirements as set out in Policy 6.7 – Requests for Change of Title (Sale) of Property. **AND**

The Notice for Sale of the Church of St. Michael's and All Angels must be approved by Terry Bepple, Legal Advisor for Fraser Basin Property Society **AND**

Offer(s) to Purchase must be forwarded by the Realtor to Terry Bepple, Legal Advisor to the Fraser Basin Property Society; Terry Bepple will forward the Offer(s) to Purchase to the Wardens and Parish Council of St. Michael's and All Angels for approval.

- Bishop Barbara will submit the letter to the Fraser Basin Property Society July 29th which will contain the motion as approved; Bishop Barbara has included commendations on the work of the Parish in this regard.

September 2, 2015- WebEx

- The Administration Committee gives voice to Bud Smith, APCI legal advisor and Douglas MacAdams in this meeting.
- APCI Administration Committee approves in principles the four motions presented to us by the Provincial Chancellor.
- APCI Administration Committee directs the Bishop and Legal advisors to explore incorporation under the BC Society Act and report back at the October 2015 meeting.

September 23, 2015- WebEx

- Stewardship versus ownership: we need to begin looking at the language of "heir" versus steward, thereby identifying the person who has the power to give. A coordinated effort across APCI may be much more effective. Bishop Mark McDonald's presentation on indigenous approaches to generosity may be instructive.
- Discussion re whether we should be moving our investments to the Anglican Foundation. This is a complex issue that may require careful discussion. (There may be some old and deep wounds that need to be aired.) This is referred to Dwight to investigate.
- Bishop Barbara: attention to this is deficient in APCI. This may be a good topic for our next EQUIP. Bishop Barbara has had some preliminary discussion with Bishop Melissa

Skelton of New Westminster about Equip and the issues of stewardship. We need to begin planning for a location, and consider this topic.

- Website Update –Keith Dobyns
The committee of Keith Dobyns, Peter Van der Leelie and Cathy Wozlowski has been unable to meet face to face. This reinforces the conclusion that we need to outsource the website design and management, at least until a suitable person within APCI can be identified, who has the skill and time and organizational talent to manage a web site. Bids will be presented to the Administrative Committee budget meeting in October.

October 30, 2015 – in person meeting

- Motion to authorize Financial Officer to pay outstanding in full MSCC loans
- Motion to authorize creation of a team to apply for Gathering grant,
- Motion to authorize Bishop to initiate incorporation,
- Motion to create a process for wider consultation re naming Territory,
- Motion to authorize Bishop to begin consultation with FBPS regarding care of the APCI property
- Nov 10 – 15 Bishop on leave – Admin requested regular updates on breaks one per month.
- motion to approve TENS membership for 2016,
- Motion to send to Coordinating Council as amended Polices 1.1 – 1.8 – 1.10 (add appendix to define review of financial) – 2.4 – 3.1 – 3.6 – 3.7 - 3.8 – 6.5 – 6.7
- Clergy Housing Allowance review by Dwight Oatway to be undertaken with written request to parishes. Financial Officer to report to Coordinating Council – bring all reviews onto same time line.
- Motion to pay for the WordPress template for Website
- Motion passed to request a report on the Website by Keith Dobyns. Further Admin Committee needs to set web policies, ideally recommendations for this would be included in Keith’s report – Admin would like to view a draft template for APCI and a sample church – with budget details in the report. Admin will consider changes to our web site.
- Motion to approve APCI grants recommendation to go to Coordinating Council,
- Motion to approve Budget 2016 be recommended to go to Coordinating Council.

January 5, 2016 - Email Meeting

Motion: moved by David Durksen/Dwight Oatway

Carried

That the Administration Committee directs the Investment Committee to set up a legacy (endowment) fund in memory of Bishop Jim Cruickshank.

That the 90 per cent of the annual income and realized capital gains would be used to support the work of the Bishop in the Central Interior, through the Bishop’s Discretionary Fund or approved projects by the Administration Committee.

That the focus of these funds be used to support the work of Indigenous peoples for healing and reconciliation, LGBTQ community in the Central Interior, to support youth and youth events,

for people to attend Sorrento Centre, clergy needs at times of illness or family struggles and education for the laity and theology students. Since many of the disbursements from the Bishop Discretionary Fund are done discreetly some discretion needs to be given to the Bishop. Requests for funding should be made to the Bishop and those requests which need Administration Committee support will be placed before them by the Bishop.

March 17, 2016 Meeting – WebEx/Teleconference due to problem with video conference

St Michael's Merritt request for sale of building – (Peter abstained from vote) – request to approve sale by Admin and FBPS – 2nd proceeds help by APCI Investment Committee with 100% of realized income to be transferred to parish for operating and parish may make capital requests on approval parish and Admin – (sub-division of property still pending – cost to come from APCI grant – condition of sale)

Motion: Administration Council approves the process that they take these two motions presented to the APCI Admin Council to a special vestry meeting with the addition of the word “realized” prior to income in the second motion. Additionally, they will include that the sub-division of the property will be a condition of the sale. Suzanne, Cathy – Carried

Notes to FBPS – sale on appraised value – purchaser is a non-profit community based organization – pending renovations may alter the final sale value. Bishop and a member of FBPS will attend the special vestry meeting.

Ecumenical Shared ministry (ESM) conference, Bishop on Planning Team for Anglican, Lutheran and United – happen about once every three years – APCI sponsors – assisted in funding for Ecumenical Shared ministries from APCI. In Sydney on Vancouver Island.

Motion - \$1,000.00 for ESM Conference from the Special Purpose Fund – Cathy – Peter – Carried

Motion – Provide funds travel and accommodations for three members of participating

APCI ministries. Suzanne – Cathy - Carried (Grants from United Church and Anglican Church have been applied for and may reduce our funding needs for this)

Office overcrowded – active files – many archival files – time for us to go through files and move some to Archives –

Motion – Approve Bishop to seek funding from Canada Student Employment Program for a grant for 16 weeks (also to collect files from Parishes in addition to APCI Office Files) and also Dwight – Peter – Carried

Motion - to apply to Ministry Fund to top up the salary for individual hired as an Office Assistant for 16 wks. Keith – Paul – Carried (Provincial Archivist will provide mentoring and Guidance).

I am pleased to report that the **Indigenous Council Grant** application to the Regional Gathering fund for \$50,000 has been approved in principle and now a full application will be prepared and submitted. This is to be a province wide event for Indigenous leadership to be held in Prince George Sept 9 – 11, 2016, Coast Inn in Prince George. Formal application now needs to be submitted by our Indigenous Council. Final approval likely Mid-April.

Announcements:

I am pleased to announce that it is my intention to ordain Angus Muir and Martina Duncan as Deacons in the Church of God on April 25, 2016 4:00 pm in the parish church of St Alban's, Ashcroft.

Finance:

- A. Financial Statement February 29, 2016 – Dwight – P&L – significantly behind on income – Audit is progressing, should be ready for April meeting – most expense numbers are in line with budget – Living Stones should be lower than previous years – Editors Conference only pro-rated for first two months – **Motion** to Accept – Dwight – Paul - Carried
- B. Investment Fund report – Dwight – 2015 up in all funds – COGS may send out a paper on Ethical Investments, we will watch and Investment Committee will report back to us. **Motion** to Accept – Dwight – Paul - Carried
- C. Ministry Fund Review – report from 2013 to date – comments from Allocations Committee – may need review process for grants from this fund – are we using this for the best purposes – consensus Dwight to write to the Ministry Fund Committee and ask them to present ideas back to Administration Committee. Significant report back to us by September so it will be ready for Coordinating Committee in November. If major changes are required they would need be presented to the Assembly in 2017.
- D. **Motion:** Suzanne and Cathy for Dwight and Bishop to negotiate and sign a new lease with St. Paul's not to exceed \$800.00/month. Carried. Signing of new Lease at St. Paul's
- E. Bishop will be presenting Admin with a Sabbatical plan for our next meeting.
- F. Financial Officers from the Ecclesiastical Province are meeting about every six weeks – working on a provincial plan for payroll to be handled by Diocese of British Columbia –

November 18 & 19, 2016

May 16, 2016 – Email Meeting

The Capital Fund grant committee met on May 4 and we now need to have a meeting to deal with their recommendations:

- that the grants be awarded as presented by the Capital Grant Committee. St. Michael 's Merritt \$2,706, St. John Quesnel \$2,000, Grace \$1,000.

June 23, 2016 – Teleconference Meeting

- the policy suggested contained in Website Report be referred to the Policy Committee for assure of alignment with current polices and report back to the September 15, 2016 meeting of Admin Committee.

- the Admin Committee directs the Bishop to write Roland LeBlanc to thank him and ask if he is willing to continue to manage and maintain our current website until a new website is operational and transfer domain to new website managers.
- the Admin Committee authorizes the Website Committee to enter into negotiations with Church OS (Operating Systems) to construct a site for a cost of \$1495.00 plus tax and hosting for \$39.00 per month plus tax. That a review of the website and operation be undertaken before further contracts are renewed. The committee authorizes the Bishop to sign an initial contract following a review of a legal advisor.
- The Admin Committee set the Website Committee as Dean Ken Gray, Cathy Wozlowski and directs the Bishop to appoint a third member to join the committee.
- The Admin Committee grants permission for St Paul's to carry out a roofing project.
- The Bishop be directed to write St Paul's advising them of the timing and process for making an application to the APCI Capital Fund for a potential Grant.
- The Admin Committee approves St Paul's Cathedral making application to the Anglican Foundation for 2016 and directs the Bishop to sign the application when submitted to APCI.
- The Admin Committee approves the request from St Paul's for an exception from Christian Sharing any funds raised for the roofing project.
- The Admin Committee directs the Bishop to write a letter to St Paul's indicating that they may submit an application for bridge financing, if needed. Application will need to include details of project, finance information needed and would be a loan at prime plus ¼ % if approved.
- The Admin Committee appoint a team of Suzanne Jackson, David Durksen, Dwight Oatway and The Bishop to do the work of reviewing and make recommendations on the mandate of awarding grants from the Ministry Fund.
- The Admin Committee receive the report of the Ministry Fund Committee as circulated.

The Admin Committee receive the report of the EQUIP Committee as circulated.

- By consensus decision to transfer funds from the Special Education Fund to cover bursaries used at EQUIP.

Dwight reported that the Capital Fund committee met on June 13 to review the Williams Lake request for clarification. Capital Fund Committee recommended to Admin Committee the approval for a rectory repair grant be awarded in the amount of \$2500.00

- The Admin Committee approve the grant to St Peter's Williams Lake in the amount of \$2500.00 for sidewalk repairs on the Rectory project.

September 15, 2016

Request from the Valemount Anglican United Church for \$5000.00 from their designated trust fund for repair and staining of the church and hall. Bishop Barbara spoke to the request. The church submitted all necessary documentation. It was agreed the work was required urgently, due to weather conditions. The trust fund holds sufficient funds to cover the expenses.

- the Administration Committee approve the request from the Valemount Anglican United Church in the amount of \$5000.00 from their designated trust fund, for repair and staining of the church and hall.

The Administration Committee approve the request from the Lytton Anglican Parish in the amount of \$8000.00 from their designated trust fund for repair, painting, improvements, upgrading and property taxes.

- Request from Lytton Anglican Parish for \$8000.00 from their designated trust fund for repair, painting, improvements, upgrading and property taxes.

Website Report submitted by Ken Gray. Thanks were expressed for the good work. Parishes are encouraged to submit content and continue to support the website. Positive comments are already coming in.

Suzanne Jackson reported that the official name of the territory has been registered as “Territory of the People Anglican Church”. The wording is required by the BC Society Act. The formal name must be used for legal documents.

November 5, 2016

- a. St. Hilda’s, Savona – roof repairs – Admin may need to take over the process only two wardens – lead a process – Motion: Repair roof and ceiling to a maximum of \$15,000.00 funds to be taken from the principle of the Capital Fund, to be paid back with interest at prime +1/4 on the sale of the church. Dwight/Cathy - Carried
- b. St. Peter’s, Monte Creek Cemetery – Suzanne to investigate and/or draw up letter to new owner of neighboring property to allow access via his driveway – on sale of his property he will remove berm on easement for access. By Consensus.

January 26, 2017 – WebEex Meeting

- the Bishop be empowered to apply for a grant from Council of the North for education and training costs for the period 2017 and 2018
- the Bishop be authorized to apply for a B.C. Museum Grant to a maximum amount of \$50,000 to cover the costs of, inter alia, a new stove at St. Saviour’s, Barkerville and a showcase and cabinets at St. Paul’s Cathedral.

- the Bishop's Sabbatical is approved and will be taken from September to December 2017.
- that the Bishop be authorized to apply for a Canada Student Grant and a Ministry Fund Grant to hire an archival student to continue the archival work started for the Territory and the parishes.
- Suzanne Jackson to draft a letter regarding St Peter's Monte Creek Cemetery right of way issues and report to the Committee. Action item: two week time frame.
- Dwight Oatway reported that the St Hilda's Savona roof was replaced at an approximate cost of \$13,100. He and Stan Morrison repaired the hall ceiling for a \$900.00 cost.

February 6, 2017 – email meeting

- That the Administration Committee approve the criteria for the Ministry Fund as set out below. Once approved this criteria to be forwarded to the Ministry Fund Grant Allocation Committee for review and feedback. Once the Ministry Fund Grant Allocation Committee approves this criteria that it be circulated by February 17, 2017 to all parishes for the March 30, 2017 deadline for submitting applications.

March 23, 2017 – WebEx Meeting

- The Territory donate \$300.00 in support of the Lillooet Tribal Council healing walk taking place March 26-29, 2017.
- Episcopal Network for Stewardship Membership - David reported that although it is a good resource, and that a number of people have used some parts of it, it is not a vital resource and we cannot justify a \$1000. Invoice at this time.
- Camp Panchesakut: The Boy Scouts of Canada currently rent the Camp. At our request they prepared a thorough report (complete with photographs) on the history, facilities, current condition and 2017 work plan of the Camp. The current scoutmaster, Rick Raynor, will now provide us with yearly reports. We insure the property and will inform our insurer of all changes and improvements. The renter performs improvements, which by law, become part of the Camp. The renter is doing an excellent job of maintaining and using the property.
- Anglican Foundation - The Territory is a member. A memo will be sent to all the Parishes to inform them of the Foundation's new policy. "Beginning in September 2017 parishes that apply for funding must be current donors to the Foundation".

- Suzanne Jackson to draft a letter regarding right of way issues of the Monte Creek Cemetery and report to the Committee.
- Cathy reported on items regarding the shutting down of the publication LINK. We received our last Anglican Appeal cheque. The issue regarding the circulation of the Journal was raised, as of the end of April, we will not be responsible for postage. Although there are ongoing discussions at COGS, there are no current plans for further circulation of the Journal to areas without newspapers. A huge thank you was given to Cathy for her editor/publishing work on a wonderful newspaper. Cathy replied that it had been an honour to work on the publication and she thanked all the contributors.
- It was reported that an Annual Vestry Meeting was held March 22, 2017 at 7 p.m. for St Hilda's Savona. Fifteen people attended, with 12 voting members. At the same time a special vestry meeting was held with respect to the future of the parish. The official minutes were received at the Bishop's office on March 23rd. The minutes reflect the following motions:
 1. The congregation of St. Hilda's Savona directing the Bishop, APCI Admin. Cttee and FBPS to authorize the sale of St. Hilda's land and buildings.
 2. The congregation authorizes the Admin. Cttee to oversee the sale in consultation with the Wardens.
 3. The congregation authorizes the Admin. Cttee to appoint a person to select and engage a realtor, that person being the contact person regarding any communication on the sale.
 4. The congregation directs the Admin. Cttee to pay off the APCI roof loan from the proceeds of sale.
 5. The proceeds of the sale will be managed by the APCI Investment Cttee. The congregation directs that the proceeds of sale be placed in the APCI Ministry Fund.
 6. The congregation requests that the Bishop begin the process of closing the Parish once the building has been sold and to make arrangements for pastoral oversight of the Anglicans in Savona.
- The Administration Committee appoints Dwight Oatway as the person who will select and engage a realtor for the sale of St. Hilda's land and buildings and that Dwight Oatway will be the contact person regarding any communication on the sale.

Respectfully Submitted,

Barbara Andrews, Chair