

BALZAC UNITED CHURCH

2016 ANNUAL REPORT

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BALZAC UNITED CHURCH
Annual General Meeting
February 21, 2016

Call the Meeting to Order – Allan Fraser

Opening: Reverend Rita opened the meeting with prayer.

MOTION 2016-01: PETER PROUDLOCK MOVED THAT ALL CONGREGATION MEMBERS PRESENT BE ALLOWED TO VOTE. SECONDED BY KEN ROMPHF. CARRIED.

Agenda Overview

Allan asked for any additional agenda items from the congregation. None were requested.

An error in the minutes of the Annual General Meeting for 2015 was noted for the Budget date which was listed as 2014 instead of 2015.

MOTION 2016-02: NANCY WIGGLESWORTH MOVED TO ACCEPT THE MINUTES OF THE ANNUAL GENERAL MEETING DATED MARCH 8, 2015. SECONDED BY MAJORIE ROCKBURN. CARRIED.

Ministry Reports:

Board members provided a short review of the activities for each of their ministries. Allan Fraser reported on behalf of Clark Spencer who was absent.

Financial Statements 2015 - Allan Fraser and Steven Burford presented the financial statements for 2015 and asked for any questions from the congregation. No questions were presented.

MOTION 2016-03: MOVED BY LARRY BILBEN TO APPROVE THE FINANCIAL STATEMENTS FOR 2015 AS PRESENTED. SECONDED BY KEN ROMPHF. CARRIED.

Budget 2016 – Steven Burford presented the Budget for 2016 and asked for any questions or concerns. Questions were presented by Maurice Mountford and Peter Proudlock regarding the deficit budget and the reason for it. Allan and Steven advised that receipted offerings for the 2015 year did not cover the expenses even with fund raising efforts. Expenses for 2016 were kept in line but the board projected a deficit rather than cut any expenses as the expenses were already cut as much as possible without affecting basic necessities. Nancy Wigglesworth affirmed the board's efforts to keep expenses in line.

MOTION 2016-04: PETER PROUDLOCK MOVED TO APPROVE THE BALZAC UNITED CHURCH BUDGET FOR 2016 AS PRESENTED. SECONDED BY JIM WIGGLESWORTH. CARRIED.

Elections for Board Members:

The board positions for 2016 were presented as follows:

- Chairman of the Board – Allan Fraser – Term completed. Willing to serve an additional year.
- Secretary – Ruth Unser – Term completed. Willing to serve an additional year.
- *Treasurer – Position open, nominations open and election required.*
- Ministry and Personnel – Angela Burford – Term completed. Willing to serve an additional year.
- Internal Affairs – Hazel Mountford – Term completed – Willing to serve for an additional year.
- *Facilities – Clark Spencer – 2 years remaining in term.*

MOTION 2016-05: LIESEL PLUEMECKE MOVED TO ACCEPT THE EXTENDED TERM OF OFFICE FOR ALLAN FRASER AS CHAIRMAN OF THE BOARD. SECONDED BY ANDREW WIGGLESWORTH. CARRIED.

MOTION 2016-06: STEVEN BURFORD MOVED TO ACCEPT THE EXTENDED TERM OF OFFICE FOR RUTH UNSER AS BOARD SECRETARY. SECONDED BY MOYA SUNDQUIST. CARRIED.

MOTION 2016-07: KEVIN WALKES MOVED TO NOMINATE STEVEN BURFORD FOR THE POSITION OF TREASURER. SECONDED BY PAT RALSTON. CANDIDATE AGREED. NO OTHER NOMINATIONS. CARRIED.

MOTION 2016-08: DEBRA JEPSON MOVED TO ACCEPT THE EXTENDED TERM OF OFFICE FOR HAZEL MOUNTFORD AS MINISTER FOR INTERNAL AFFAIRS. SECONDED BY NANCY FRASER. CARRIED.

MOTION 2016-09: JIM WIGGLESWORTH MOVED TO ACCEPT THE EXTENDED TERM OF OFFICE FOR ANGELA BURFORD AS CHAIRPERSON FOR MINISTRY AND PERSONNEL. SECONDED BY LARRY BILBEN. CARRIED.

MOTION 2016-10: BOB SUNDQUIST MOVED TO ACCEPT THE EXTENDED TERM OF OFFICE FOR DEBRA JEPSON AS MINISTERS FOR EXTERNAL AFFAIRS. SECONDED BY ANDREW WIGGLESWORTH. CARRIED.

Other Business –

Farewell to Larry Bilben as Treasurer and Sharon Bilben as Envelope Secretary: Allan expressed his thanks to Larry and Sharon on behalf of the board and the congregation for the

excellent job that both had done in their positions and the contribution that they had each made to the church. Hazel Mountford presented a card and tokens of our appreciation for their hard work in keeping the church finances in order for the last 12 years.

Chairman's Message: Allan Fraser extended thank you's to the congregation for their support of the activities of the church, to the Sunday School and youth leaders for their work with the children, to Lee Dowan and the choir for their music contributions and to all the volunteers who helped out throughout the year . He also asked for a volunteer to work with the Adventurer's group. With the age spread of the children now in the Sunday School program, it would help to have an additional teacher to work with the younger group.

MOTION 2015-11: KEN ROMPHF MOVED TO ADJOURN THE MEETING.

Respectfully submitted,

Ruth Unser, Board Secretary

MINISTER'S REPORT 2016

Eight years ago, I wrote my first Balzac annual report. I had been your minister for less than two months. There is truth in the saying that time flies when you are having fun. I have shared a great deal of fun with you over this past year. When I need a smile, I remember the choral anthem "Drop Kick Me Jesus through the Goal Posts of Life" which had been dedicated to me on Grey Cup Sunday or how I almost won the ginormous gorilla after the October garage sale because my name was on every ticket in the box I was drawing from. I shall not forget how we welcomed 175 music and choral students for a Sunday morning worship service. With barely enough room to stand, let alone sit, you did not hesitate to lend a hand to move (and put back) furniture, have an enjoyable time, and provide enough cookies so that everyone had a taste of Balzac hospitality. Your "can-do attitude" always lifts my spirits!

Every now and then I am asked: What Balzac is like? I tell those people that we are a multi-generational church that demonstrates the best of what a church family can be. We take a long time to pass the peace and say good morning to each other during the Sunday morning worship service because we like each other and we miss each other during the week. We want to celebrate with those who are celebrating. Every month, our Blessing Bank is just one of the ways that we rejoice with one another. Sometimes there is a birthday, a wedding anniversary, or some other good news such as the birth of a grandchild, a summer vacation, or a long awaited adoption finalized. Without hesitation, we care for those who are facing tough situations such as a loved one dies, a job is terminated, poor health continues, or even the latest technological challenge with a computer or a smart phone. And we pray. We pray a lot. We pray for people we know and many who we do not know.

What is Balzac like? We are a small church with a big generous heart. In the midst of the hard work of raising money to meet our own church expenses, we chose to set aside some of the money to assist Fort McMurray fire victims from the silent auction at the turkey supper. Once again, we partnered with the Cochrane and Carstairs Grandmothers for Grandmothers and raised money at our annual Breakfast with Santa so that help could be sent to African grandmothers caring for their grandchildren orphaned due to AIDS. We have also supported the Mission and Service Fund, the Food Bank, the Veterans Food Bank, and other outreach projects. Our children and youth have appreciated the willingness to support fundraisers for school and other activities. As well, we have shared our building with the Balzac Artisan Market so that crafters could sell their creations as well as encourage each other in their creative endeavours.

What is Balzac like? We know how to roll up our sleeves and get things done. Mice are chased away. Building repairs are done. Grass is cut and flowers planted. Walls are painted. Snow is

ploughed and shoveled. Raffle tickets are sold. Garage sales and silent auctions are organized. Choir rehearsals happen. Children and youth programs are planned and implemented. Website updates and advertising happens. Cookies and snacks appear every Sunday because worship makes you hunger. Many hands always help out in many ways. We do not take for granted the gift God has given us to be Balzac United Church in the little white church by the rails.

My hope for 2017 is that we will continue to be examples of what it means to be kind, caring, and compassionate in a world where so many people are overlooked and undervalued. May we continue to put our trust in God to guide us to be faithful followers of Jesus Christ.

Yours sincerely,

Rev. Rita Cattell

CHAIRMAN'S LETTER 2016

How great it is see our church family every Sunday! As folks welcome one another they can barely quiet down in time for Rev. Rita to begin the service. Not only are we blessed with an enthusiastic congregation, we are also blessed with Rev. Rita's knowledge, enthusiasm and guidance.

Each year brings its own challenges to BUC. But with so many capable members pitching in to help, we always seem to finish the year with a smile. The ministry teams, the secretarial staff, the board, and the volunteers all work together to make sure everything runs smoothly. So, thank you to all!

As we look back on the past year, we cannot forget the special folks that we have lost in 2016.

Harold Anderson, a humble and sincere man of integrity was a member of the Masons for many years. He was very involved in the community and was a faithful member of BUC.

Doris Evans was a shining light in the congregation for so many years. She had unlimited energy and was always available to volunteer. Doris lovingly shared her inspirational verses and poems at each UCW meeting. The cards she sent out on behalf of the church family were a comfort to many over the years. Of course her cookies and pies were always a treat for everyone too!

Elaine McCurdy was unable to attend BUC for many years due to health reasons. However, we know through the many cards she sent to us, that she always kept this congregation in her thoughts and in her prayers.

These members will remain in our hearts, and will not be forgotten.

As we move into 2017, we look forward to new members joining us, and the challenges and blessings to come.

Respectfully submitted,

Allan Fraser
Chairman, Balzac United Church

WORSHIP COMMITTEE 2016

The Worship Committee is comprised of Rev. Rita Cattell, Lee Dowan, Nancy Fraser, and Hazel Mountford.

The Worship Committee oversees the Children's group and advertizing, that is done by our very own Joyce Covey.

The worship committee oversaw 42 regular services, 46 services in total, Easter Sunday, Good Friday, Blue Christmas Service and Christmas Eve. Our Easter Celebration started with the Shrove Tuesday and Ash Wednesday celebrated together. Palm Sunday is always a lovely, joyous service, followed of course by the reflective Good Friday Service. Easter Sunday is well received as we place daffodils on the Cross. We celebrate all of the women in the church on Mother's Day by giving them a carnation. Father's day is a joyous event, we are very fortunate to have some of the finest men attend Balzac United Church. We had the Praise Team help Lee on a couple of Sundays, always a toe tapping time!! Remembrance Day is a special time for Balzac United Church as we take time to reflect.

Balzac United Church is blessed with our Music Director Lee Dowan, she provides the music each Sunday, directs the choir, organizes Easter music, Advent Special Music, and of course Christmas Eve music. She is always cheerful, and willing to help whenever needed. She is amazing.

Gail Montieth has been helping with the Christmas Decorations, table centre and she is always on the lookout for things that will be "just perfect" for the Balzac United Church. Thank you Gail 😊

Nancy Fraser had surgery this past year and has not been as involved as usual however, I know she will be back in full strength soon.

Communion is overseen by Maurice Mountford and he has a number of people whom he calls on for help. Thank you to all of you 😊

Our greeters are always ready with a smile and a bulletin. Thank you to all the greeters, coffee and tea makers that continue to help us at Balzac United, Susan Thomas thank you for making sure we have supplies in the cupboard, you rock in your quiet, loving way.

2016 has been a difficult, but a satisfying year. I will never be able to thank all the people who should be thanked, however, I feel truly blessed to be a part of Balzac United Church. We are small but mighty, healthy and happy church, my heart is thankful for all the friends I have at Balzac United Church. May we continue to have many more successful years. God Bless.

Respectfully Submitted by

Hazel Mountford
Chair of Worship
Ministry of Internal Affairs

MUSIC MINISTRY 2016

2016 started off with the usual flurry of preparing for the year, e.g., exploration and selection of new anthems, choral members absences, schedules, etc. Added to that was the early date of Easter in March, which resulted in a very early Easter Music Workshop in mid-February.

April, May and June hurried by while using older material in the library. This took some of the stress off the members having to learn new and unfamiliar music.

July, with five Sundays, featured two special themes:

- (1) Western Sunday, with the Choir hosting a Pancake Brunch, (which is becoming a yearly event); and
- (2) The 5th Sunday, which was the last service before closing for the month of August, with the Choir presenting a rousing anthem, *I'll Fly Away Medley*.

In August, I attended a two-day choral reading session sponsored by Long & McQuade Music. I also received a package of new anthems from Hope Music as a result of membership in their Choral Club.

The return to services on September 4th was greeted with enthusiasm to learning the music from a cantata that we used for Advent and Christmas. In October, the Church recognized my ten-year anniversary at BUC, which was deeply appreciated by yours truly.

A high-light of the season was the participation in a Christmas music program hosted by Crossfield United. The effort of the Choir, additionally accompanied by Brent Van Dusen on drums, was well received despite the not-so-lovely weather of the evening which prevented many people from attending the event.

Membership of the Choir has remained at 9 for the year.

Respectfully submitted,

*Lee Dowan, B. Mus.
Director of Music Ministry*

SUNDAY SCHOOL REPORT 2016-2017

We are blessed to have such a welcoming community here in Balzac where the kids feel at home and part of God's family!

We are having a wonderful year so far with so much more planned. Last year we had some amazing volunteers working guiding our children. We have had three ladies; Nancy Wigglesworth, Val Longeway, and Islay Griffith in the Adventurers group. This year, we are still blessed with Nancy Wigglesworth and Val Longeway who are again with the Adventurers Group, which is in the hall across the nursery. Angela Wigglesworth is leading our youth in the Choir room, and Victoria Walkes (myself) is leading the Sunday School (Clubhouse) upstairs.

The Adventurers group has 2 regularly attending, the Sunday School 6 attending, and the youth has 4 students. So in total we have 12 children, which come regularly. That is one less than last year, at 13.

Over the summer Angela and I have met to discuss and plan the year ahead and create a schedule. We felt that having the Mission and Service so soon after we started in the fall was a bit much to plan for, so we decided to move it just before Easter. It gave us some time to plan our leaders, groups, and hopefully special events or outings relating to the countries chosen.

We resumed regular classes for Advent through Christmas and Epiphany with some various group activities. Starting at the end of February, the Mission and Service projects will begin. The countries we will research and learn about this year will be; South Korea, Lebanon, and El Salvador. The children will enjoy learning, and sharing. (The food is always a big hit!).

We have of course lots of events coming up including Mothers Day tea and Fathers Day BBQ/Soccer tournament. June 26th will be our last day of Sunday School in which we will hopefully lead the congregation in a children's led service.

Again, thank you to all who help out and thanks to the kids especially, you bring us so much joy!

Victoria Walkes

1. Children are enrolled in nursery/kindergarten classes. 4
2. Children are enrolled in primary/junior classes. 8
3. Children are enrolled in intermediate/seniors classes. 4
4. Teachers are there in total. 4
5. Children are enrolled pre-nursery (under 3 years of age). 0

6. The average number of children attending each Sunday in nursery/kindergarten. 2
7. The average number of children attending each Sunday in primary/junior. 6
8. The average number of children attending each Sunday in intermediate/seniors. 4

YOUTH GROUP MINISTRY 2016

The youth group meets every Sunday morning during Sunday school time to explore Jesus' life and other themes, and to develop leadership skills. We have four regularly attending members and are looking forward to more eligible kids moving up to youth group in September when they enter grade 7.

Our youth group members are very active in other social/recreational activities, and we have been unable to find an evening which would work for all members to attend an evening group, though the interest exists among all members.

Due to my new and less flexible work schedule the youth group is in need of some leadership assistance. I have placed announcements in the bulletin on several occasions requesting additional volunteers to assist with youth group, but have not made any suitable arrangements to this point. It is my continued prayer that we are able to have an evening youth group once or twice per month, in addition to participating in Naked Faith events, sponsored by St. Andrew's Regional Ministry.

We have two youth who will be travelling this summer to participate in United Church sponsored events. Hannah Walkes has been selected as a youth representative for a global exposure tour to Zambia, which will take place in August 2017. Zoe Walkes and I will be attending Rendez-vous 2017, the United Church of Canada youth, young adult and their leaders conference, held every three years. Rendez-vous is being held in Montreal, Quebec during August 2017.

The youth group is actively fundraising for both trips and we would like to extend our sincere gratitude for the generous support of our church family. We request prayers that Hannah, Zoe and I will experience God in new and inspiring ways as we journey.

As always it is a true blessing and a joy to get to lead such great youth. I pray they learn as much from me as I do from them.

Respectfully submitted,

Angela Wigglesworth,

Youth Group Coordinator

ADVERTISING REPORT 2016

The advertising that is done for the events held at the church is done mostly in Airdrie and all of it is done at no cost to the church. For some of the events we also contact the other United Churches in the Airdrie who have graciously agreed to put the information in their bulletin.

The newspapers that have agreed to advertise for us without charge in the Community Events column are the Airdrie Echo, Airdrie City View, The Scoop and the Rocky View weekly. The other newspapers do not allow advertising in that Column for events that charge, such as the Turkey Supper. We also put the information in the Community events column of The Coffee News and Kijiji and Discover Airdrie on line.

Bulletins are placed around Airdrie in the following places: the Airdrie Library, Canadian Tire, Whispering Spruce Campground, Safeway, No Frills, Adesa, Airdrie Laundromat, Airdrie UFA, Good Earth Coffee Shop, Genesis Place, East Side Thrift Store and the Food Bank. It is also placed on Facebook. Some of the events are also put in the Weekly Church bulletins of the following United Churches in the area: Airdrie, Crossfield , Didsbury, Irricana , and Carstairs.

Each week the church service time information is listed in the Church Directory of the City View. As well the information is regularly updated on the Board in the front of the church.

The sandwich boards are only used for the Garage Sale because we cannot leave them up for more than one day. They are placed around Airdrie in the morning of the Garage Sale and removed the same day after the event.

Joyce Covey

BUC WEBSITE REPORT 2016

The year has been a good year for the website. Along with updating the announcements, front page (index page), our minister page and pictures galleries, we added more multimedia this year. This featured:

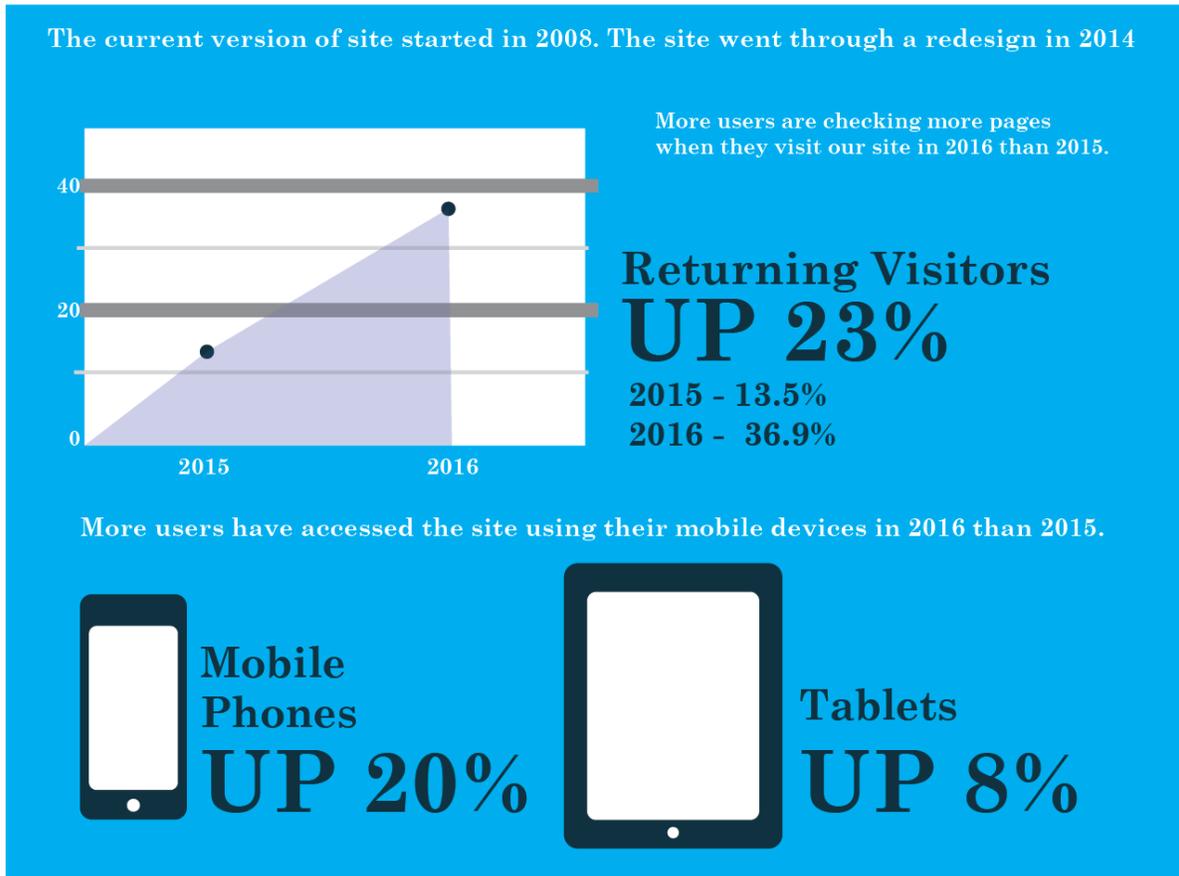
- The visual presentation of Larry Bilben's sermon in February, showing the history of the church from inception to present day through with photos Larry used in his sermon. Larry was very generous to re-record his sermon and I used that as a voiceover.
- With the help of Trevor Page and Ruth Unser this year, we were able to record and upload the audio versions of church services and post them up on the website.
- On Sunday, May 1, Vancouver Technical School chamber chorus and string orchestra joined us for morning worship at Balzac United Church. We were able to record audio video and photos of the service and it was a great experience.
- In October, I changed the sharing page to feature a main photo of an event on top and have supporting photo in a gallery below.
- December I launched the Instagram account for the Church with photos from Breakfast with Santa.

So many events have been documented with photos and it has been my pleasure to post them. I would like to thank everyone who contributed photos over the past year:

- BUC Women's craft days
- Annual General Meeting
- Easter Service
- Bible study
- Reptile Party
- Mother's day tea party
- Father's day service and events
- Calgary Corn Maze
- Artisan Market
- Advent candles
- Christmas Concert at Crossfield United
- Christmas craft day
- Breakfast with Santa
- Christmas eve service

Kevin Walkes

Here are some interesting facts about the website usage:



EXTERNAL AFFAIRS REPORT 2016

Once again, the congregation of Balzac United Church has helped to make 2016 a wonderful year for outreach. I am happy to report that volunteers step forward regularly to help out when needed.

Our cash donations for food bank were up in 2016; however, I did not make as many food deliveries as I did in 2015. This is not necessarily a bad thing because cash donations stretch much further than actual food donations. If you wish to make a regular (or occasional) cash donation to the Airdrie Food Bank please indicate so on your donation envelope. In November of each year Balzac United Church does a food bank drive specifically for the veterans. Thanks to Bob and Moya Sundquist for delivering this donation again this year.

Carla Ehrenrich and Nancy Wigglesworth continue to read Minutes for Missions as requested by Reverend Rita. Carla continues to do the Lioness Hamper Program at Balzac United Church. Thanks ladies for your help. Nancy has also requested that Balzac United Church get familiar with "Soap for Hope", a charity Nancy has an interest in. This group will be asked to deliver a short presentation one Sunday to inform the congregation about this worthy cause.

Balzac United Church continues to do a yearly clean up of the Highway 566 west of the church. Thanks to Alan for arranging and all of the volunteers that step forward to help.

Profits from 2016's Annual Turkey dinner went to help the residents of Ft. McMurray after the devastation caused by the fires. While the meal has been catered for the past few years, many people step forward to help with set up, clean up, the silent auction and dessert service. Thanks to all of you for your support. We don't earn a great deal of money from this venture but the board believes it is meaningful outreach in the Balzac and surrounding areas.

Once again Balzac United Church hosted "Breakfast With Santa", an outreach initiative in support of 2 local Grandmothers for Grandmothers groups, Cochrane and Mountain View (Carstairs). A raffle helped bolster funds gathered and each group received just over \$1,000. Special thanks to Peter Proudlock for his attendance at this great event.

Respectfully Submitted,

Debra Jepson

M&P COMMITTEE REPORT 2016

The role of the M&P Committee is to handle two important components related to the operation of the church. The first part is to manage the human resources duties, dealing with all the aspects related to managing employees. The second component is to act as a moderator with regards to any concerns/ disputes raised by any member of the church and the source of the dispute. Our committee is designed to operate alongside the Board of Directors advising them with regards to Human Resources & Conflict/ Disputes. The key thing to remember is that the M&P Committee does not take direction from the Board of Directors, so that we may act as an impartial party as we are tasked in handling sensitive information.

Human Resources:

2016 was surprisingly a busy year for the Ministry & Personnel Committee. Aside from the annual paperwork with regards to the human resources in updating the information on file, there were a few items I will note:

August of 2016 marks the year that Rita is eligible to be able to draw on her pension contributions she has been making into her plan as set up by the United Church of Canada. To do this however a change of status is required. Effective August 31st, 2016 Rev. Rita Cattell dissolved her agreement with Balzac United Church as outlined in her Call to Pastoral Charge documentation. This document was her official contract of employment with us. On September 1st, 2016 Rev. Rita Cattell was re-hired by Balzac United Church under the same terms of employment as outlined in her previous documentation with the exception that her appointment to Balzac United Church is considered under Retirement Supply. As complicated as these changes sound they simply mean that she can start receiving the pension benefits that she has been paying into over the years leading up to this date. Changes in Rita's status of employment affect the congregation in two ways: 1) paperwork needs to be filed every year to request Rita's continuance at Balzac United Church. This will be done until the time she chooses to officially retire from ministry. 2) It affects the budget. As Rita is now collecting her pension benefits, we are no longer paying matching contributions into her retirement fund. Also, her Benefits plan changes; this is another item in our budget that we will no longer be paying into. Please keep in mind that the financial changes in our budget help ease our numbers, should there be a time when a new minister is hired these costs will be re-instated and feel like a big jump in the financial needs of the M&P annual budget.

2017 marks the third year of our three-year commitment to raising Rita's salary to 5% above the minimum required which is determined by the United Church of Canada (UCC). The UCC is still working on changes to their compensation model in all areas, so because we had been

proactive in the beginning in instituting a gradual increase in compensation, the changes that the UCC have been making have affected us very minimally.

In conclusion, I would like to mention how fortunate we are to have Rev. Rita Cattell guide Balzac United Church; she is someone who offers us spiritual guidance that touches our individual needs in a very personal way. It is because of this I am forever grateful and will continue to do my best working for the best interests of Balzac United Church.

Another area of staffing that we will have considered more thoroughly was that of our housekeeper. Over the past few years since our housekeeper began her work with us, use of the church building has increased. There have been some concerns over their ability in maintaining the cleanliness of the property. A formal report was done, which is attached for your review and reference. In consideration of the increase use of the building and the amount of time required to clean the church as well as our limited budget, I would like to request that we increase the cleaning budget from \$250 a month to \$300 a month to allow for some of the additional work required. Please keep in mind that the housekeeper is paid monthly which includes August. In August, she is able to give the church a much deeper clean simply because the church is closed during this time.

Member Disputes/ Conflict Resolutions:

There have been few items of issue brought to my attention during 2016. As conflict and disputes are kept confidential, I can only say that the concerns brought to my attention have been reviewed by the M&P committee. Items were discussed discretely among the people involved; an action plan was put into place which will be reviewed over to ensure its effectiveness.

If you have any issues or concerns, please contact me. All items brought to my attention are dealt with immediately amongst the parties concerned until they do not require further involvement for resolution. Please remember any disputes, concerns or conflicts presented to me and the M&P Committee stay confidential.

Thank you,

Angela Burford

Chair, M&P Committee

Phone: 403-980-4428 or email: angelaburford@outlook.com

M&P Report for April 2016 - Audit of Cleaning Services

After several concerns were expressed with the current quality of cleaning in the church by our Cleaning Company, I have conducted a fairly extensive look into these concerns.

Clare Andres has been cleaning Balzac United Church for the past 3 years. She takes great pride in her work and has made a personal connection to our building. Over the past 3 years the scope of her job has changed and along with it came increased cleaning needs to the building.

Ms. Andres has her own cleaning business and each week has a team of 3 to 4 girls helping her get the job done. When they arrive at the church each team member goes about their assigned task. A priority is given to cleaning the: Entrance way, the Sanctuary, the Fellowship area along with the washrooms. Then the other areas are cleaned based on most need.

In the beginning we had discussed that Ms. Andres could fit the cleaning of the church in around her other clients as the building is empty most nights with the exception of Tuesdays because at the time the Scouts were meeting. Appreciating the flexibility that we are able to allow to her schedule, the building would be cleaned anywhere between Wednesday and Saturday afternoon as it sat empty until Sunday services. Over the past 3 years, the Scouts have since dis-banded and no longer meet however other activities began happening within our congregation including: Bible study, Family Movie night, Youth group and various Sunday School activities, Choir Workshops, Women's Days to name a few. There have been a few more "rentals" over the years as well – weddings, funerals. Wanting to ensure that the church was at its cleanest, Ms. Andres then began to clean around the buildings schedule. There had been a number of occasions where her and her team would show up to clean and the building was in use. Without a word they moved onto their next job and returned to the church at another time before Sunday, on a few occasions it ended up being Saturday night and she and her team would be there to work their magic. This situation has been addressed and we have become more diligent to let her know of any extra events happening as not to waste her time to come out only to leave and return to finally complete the job.

As we have been revamping the building including: new lights, new flooring, new paint as well as cleaning out old storage and rearranging rooms and such, the tasks of cleaning have changed. The church was once a simple clean, Ms. Andres could come in with her team and easily vacuum the floors, complete all the dusting and give each room the attention it requires. Now with the new flooring not only is it vacuumed, the vinyl planking requires a mopping as well. There were several places on the new flooring that the installers left glue residue on the planking and tracked it over several pieces. Special care has been given to remove the glue as it is unsightly as pointed out in a few mentions about the 'footprints' outside the office. These footprints were not mud or dirt but glue that needed to be given extra attention to carefully remove as not to damage the flooring. So a task that was once a one-part job just became doubled as the flooring required to be gone over twice to ensure its cleanliness. Additional mess was also made increasing the cleaning needs above regular use during all the "up-grading" projects. In the activity of the cleaning out of closets and purging of rooms, the people doing these tasks simply piled the unwanted items in the garbage cans, increasing the amount of time to remove the

garbage from the building and carry it out to the dumpster. A few occasions several trips had to be made by the cleaners.

I go into all this detail to try to explain how the task of cleaning our little church has changed over the past 3 years. We pay Ms. Andres \$250 month for her services, this amount has not increased since she has been hired. For her to cover her expenses as a small business owner she is able to allot 2 ½ hours to cleaning the church. Three years ago she had been able to get the building to shine in this amount of time, now with the changes as subtle as they might be she is doing the best she can to maintain her level of cleanliness. She has not asked for an increase in payment and is happy doing the job at the rate we are paying her, however she has admitted that some concessions had to be made.

In my discussion with Ms. Andres the following items were brought up that I thought I would pass along:

1. As we do not have recycling services at the church, Ms. Andres removes any recyclable materials taking it to her place of residence and including it into her personal weekly pick up in Calgary.
 - I see this as an above and beyond task that we have taken for granted.
 - Also note, some members of the congregation use the bins labelled as recycling as a garbage contained so there is sometimes food and other items found in the bag. This then turns everything into garbage.
2. There was a period of 6 weeks last summer (I believe) where the garbage dumpster was not emptied and it sat full. I was told that some purging had been done to fill the dumpster so it ended up full due to circumstances beyond regular use. While waiting for the dumpster to be emptied, Ms. Andres would take the bags of garbage home with her because she did not want them to sit on top of the dumpster or beside the dumpster causing an unsightly view of the bin as well as to discourage others from seeing bags sitting there thinking they too can add to the pile. She would bring the bags back each week until the dumpster was finally emptied. She would have included them in her personal garbage however she is limited in Calgary on the amount they are allowed each week and it would have put her over her personal household amount.
 - Again this is an above and beyond task that she took on herself which she never informed me of other than to let me know that the dumpster was full and required emptying.
 - The example above is only one incident as she had done this on other occasions over her 3 years with us.
3. There have been concerns regarding the vacu-flow. Ms. Andres uses all her own equipment and products to clean the church. When the plank flooring was installed it became quicker to use the vacu-flow in the Fellowship area only. The outlet they were using stopped working, so an inquiry was made as to the outlet's need for maintenance. From what I can determine this inquiry was misinterpreted and nothing has been done regarding the outlet. Because the outlet was not working her email of inquiry suggested reasons for it not to be operating properly. This includes the possibility of the vacu-flow until being full, a clog somewhere in the pile or a possible electrical/ wiring issue on the socket.
 - I am unsure of the status of this item, whether it has been looked into further or not.

- I will note that this item of concern has appeared to be a sore spot and a source of frustration for both parties involved.
4. There has been an issue over the years where the cleaners have found food stashed in strange places. Behind the door in the nursery is a favorite place, coffee cups filled with rancid concoctions under the pews is another.
- There had been concerns expressed as to there has been evidence of mice coming into the building. If food is left out and stashed in hidden areas this can cause a problem for us. I have asked Ms. Andres to keep us informed if this continues to be a problem.

Recommendations regarding our cleaning services moving forward:

1. In part of my discussions with Ms. Andres in order for her to do a full clean each week and to once again show the attention to detail that she was once able to provide it would take her team on average 4 hours each week.
 - Once again, I firmly state that Ms. Andres has not asked for an increase of payment and she is sympathetic to the most cleaning budget we are able to maintain.
 - I have been in contact with a few other cleaning people who operate small business similar to Ms. Andres. On average their quotes for a build our size to do a full weekly clean was estimated at 4 hours of time with the average cost of \$150 per week (approximately \$600/ month)
 - ❖ Taking this all into consideration, we need to be prepared to increase our housekeeping budget going forward for the next calendar year. I'm sure a modest increase would be welcomed by Ms. Andres.
 - ❖ Please note that Ms. Andres has expressed disappointment that she is no longer able to provide the full services that she was once able. She does take advantage of being able to give the church a top to bottom full cleaning during the month of August while the building is empty and not in use.
2. Before Ms. Andres took over the housekeeping duties in the church, the Property Chair would organize a spring/ fall cleaning day where the congregation would come together and do the tasks that were lacking by our previous cleaners. Our previous cleaners were active members of the congregation and despite the poor cleaning job done each week, no one would mention to them areas that required more attention. The previous cleaners were being paid on an hourly basis, with some months the invoices were much higher than other with little to no indication to an improvement in the quality of work. When Ms. Andres was hired, it was done so on a monthly flat fee which was mutually acceptable between her and us.
 - ❖ I would like to recommend that an annual spring clean be once again instituted to take care of the high dusting and areas that the cleaners are simply unable to give attention to.
3. With the issue of the recycling and Ms. Andres taking it home with her to include with her personal pick up.
 - ❖ I would like to recommend that we have a congregational volunteer to take out the recycling each week. This is something that the Property Chair should organize.

4. With regards to the dealing with the extra garbage.
 - Ms. Andres will keep a half bag tucked away in the storage closet to conserve the use of bags. At no time any half bag of garbage not taken out will contain food products that would attract unwanted visitors.
 - ❖ My recommendation with regards to times when extra garbage is created during special events or purging incident is that the organizer of activity be responsible to take the garbage out to the dumpsters at the conclusion of said event. This would eliminate the extra time it would take the cleaners to haul out the garbage leaving them more time for other areas in the building.
5. With regards to the mystery food left throughout the building.
 - ❖ It is my recommendation that it be discouraged to take food into other areas of the building outside the fellowship area.
 - I understand this item would make it confusing with regards to the youth program as food is sometimes part of the weekly program. My recommendation is that if this is the case it would be up to the supervisor of each event recruit a few of the youth to clean up any food and drink afterwards. This would be a good lesson for the youth to get the point across as to why food should not be left about.
 - There was one week where over a dozen cookies/ chocolates, some with only a small bite taken out where hidden throughout the nursery room. This room for the most part is now mainly being used by the children before and after services. There should be no need for food in this room at all.
6. Other areas where we as a congregation can make the cleaning process easier:
 - Right now the Choir has a small checklist of things they do to currently help out. This includes ensuring that the toilets are flushed, communion cups are picked up, bulletins and any garbage is removed from the sanctuary.
 - ❖ A personal issue of mine is the use of the Nursery. Because this room is mainly used by the children before and after services, I would strongly like to recommend that those who use it leave it in a neat and tidy condition. Just like at home children are encouraged to pick up their toys and this should be happening here as well. This would alleviate the extra time required by the cleaners to tidy up the room so they could check it for food and give it a quick clean.

Final items to note:

1. For ease, Ms. Andres does source out and acquire items such as paper towel, soap, toilet paper on an as needed basis. This simplified the process of her informing us it was getting low and we needed to provide more. She does this on her personal time outside of cleaning. It is a task she does not mind doing on our behalf. She is often able to get items at her suppliers cost and simply invoices that amount straight across to us.
2. Currently to avoid all future misunderstanding in communications, Ms. Andres is now notifying me directly with any issues or concerns regarding the church. For example, should the septic alarm go off, she will silence it and send me an email. I will then notify Property regarding this.

At this time due to the extensiveness of this report I would like to request that further discussion be tabled until the May 2016 meeting to allow all parties involved to be able to fully read and then comment so that we as a board may jointly formulate a plan going forward as to some of the recommendations made.

Thank you,

Angela Burford

Chair, M&P Committee

MINISTRY OF PROPERTY REPORT 2016

Balzac United Church survived a particularly challenging year with the economic downturn affecting every decision and expenditure addressed by the BUC board. While no significant capital upgrades were planned for during 2016, the church building continues to receive the attention warranted by a faithful group of volunteers. Of specific note, the church enjoyed a welcome facelift with a fresh coat of paint.

The Flooring Replacement Project that began in July of 2015 finally closed out with the delivery of one full box of matching carpet tiles for back up-replacements. The final payment amount had been withheld until the carpet tiles have been received in the amount of approx. \$1,900 and is no longer outstanding. Timing was critical as the flooring company closed their doors shortly afterwards, another casualty of a difficult financial year.

A new project for the church was purchased via the Memorial Fund and provides BUC with an updated headset for Rita. A borrowed recording device is being used so that Sunday services can be recorded and posted to the BUC website. Upgrades to the sound system including low cost recording equipment will be looked at carefully over the next few months to complete a revitalized sound system from top to bottom.

BUC was the recipient of a Defibrillator through a generous donation from Nexen. The new Defibrillator has been installed on the wall outside of Rev. Rita's office and a new Safety Kit mounted in the kitchen area.

Other minor upgrades to the BUC church to note are the installation of new smoke detectors in all isolated areas and the addition of Co2 detectors. While seemingly insignificant additions, these devices combined with the donation from Nexen are providing the best protection possible to the worshipers and external users of our wonderful and treasured Balzac United Church.

Regards

Clark A. Spencer
Minister of Property

TREASURER'S REPORT 2016

For the year ending December 31, 2016 to the Annual General Meeting of the Balzac United Church on February 12, 2016

All revenue and expenses are recorded as they are received and paid except for insurance costs and presbytery dues. These two items are paid in the early part of the year but one-twelfth of the cost of each of them is recorded as an expense on a monthly basis. We do this so that the months that these are paid do not show an unusually large deficit. All capital expenditures are expensed in the current year however for 2016 there were no capital expenditures.

During 2016, we spent 100.6% of what we had budgeted for expenses and received 108.1% of our budgeted revenue giving us a surplus of \$1,279.54. We had a Guaranteed Investment Certificate come due during the year which was not renewed for cash flow reasons.

We currently have \$109,609.19 invested in Guaranteed Investment Certificates (GIC's) at the Alberta Treasury Branch in Airdrie. My goal is to eventually have our GIC's staggered such that one comes due every 6 months and a decision can be made by the board as to its renewal.

We exceeded our Mission and Service goal of \$8,500 by \$756.85 which speaks well of the congregation's concern for others who are not as fortunate as we are.

This has been an educational year for myself with regards to the Balzac United Church's finances and I am comforted by how seriously the board takes distributing the congregations contributions.

Sincerely,

Steven Burford

Treasurer

BALZAC UNITED CHURCH
Comparative Income Statement
For the Calendar Years ending December 31, 2015 and 2016

	Actual	Actual	Difference
	2016	2015	2016 - 2015
CASH AND IN KIND DONATIONS			
Total Cash and In Kind Donations	133,919	123,579	10,340
Ministry of Ministry & Personnel	89,496	90,705	- 1,209
Ministry of Property	16,632	14,239	2,393
Ministry of Internal Affairs	3,780	5,431	- 1,651
Ministry of External Affairs	22,732	17,308	5,424
Total Cash and In Kind Expenses	132,640	127,683	- 4,957
Cash and In Kind Surplus/(Loss)	1,280	- 4,104	- 5,384

BALZAC UNITED CHURCH
Statement of Financial Position
as of 31 Dec 16

ASSETS	December 31, 2016	December 31, 2015
Current Assets		
Cash	15,797.92	10,137
Memorial Fund Balance	7,959.40	4,792
GST Receivable	1,204.76	1,212
Yard Light Receivable		138
Prepaid Presbytery	270.76	194
Prepaid Insurance	1,263.83	1,233
Total Current Assets	26,496.67	17,706
Investments		
ATB GIC 417900 Matures 12 Mar 18	11,274.68	11,275
ATB GIC 421700 Matures 17 Mar 18	15,003.98	14,774
ATB/GIC 424100		16,148
ATB GIC 86700 Matures 19 Nov 17	35,127.52	34,488
ATB/GIC 164100		10,679
ATB GIC 567600 Matures 4 Oct 16		11,285
ATB GIC 49500 Matures 17 Jan 18	20,706.13	0
ATB GIC 22400 Matures 20 Jan 17	16,551.29	0
ATB GIC 49800 Matures 27 Jan 17	10,945.59	0
ATB/GIC 104700		20,350
Total Investments	109,609.19	118,998
Long Term Assets		
Church Floor Covering	29,350.49	29,350
Audio Visual Equipment	1,236.50	1,237
Total Long Term Assets	30,586.99	30,587
Total Assets	166,692.85	167,291
Liabilities and Equity		
Short Term Liabilities		
Various Deductions Payable	0.00	1,878
Total Short Term Liabilities	0.00	1,878
EQUITY		
Retained Earnings - Beginning	165,413.31	169,517
Add: Accumulated Net Income	1,279.54	(4,104)
Retained Earnings - Ending	166,692.85	165,413
Total Liabilities and Equity	166,692.85	167,291

SCHEDULE OF GIC MATURITY

2017

ATB GIC 22400	20 Jan 17	\$16,551.29
ATB GIC 49800	27 Jan 17	\$10,945.59
ATB GIC 86700	19 Nov 17	\$35,127.52

2018

ATB GIC 49500	17 Jan 18	\$20,706.13
ATB GIC 417900	12 Mar 18	\$11,274.68
ATB GIC 421700	17 Mar 18	\$15,003.98

Balzac United Church Fundraising Activities 2016

The fundraising activities and the net amount raised by each activity are as follows:

Turkey Supper	\$1,086.00
Silent Auction	\$1,154.50
Raffle	\$1,756.66
Garage Sale	\$3,673.06
G for G	\$2,145.15
Miscellaneous	\$ 343.17
Total Fundraising Activities	\$10,158.54

Memorial Fund Report 2016

Memorial Fund Balance – December 31, 2015	\$4,792.32
Add: Donations to the Fund	6,253.72
Less: Uses of the Fund	3,086.64
Memorial Fund Balance – December 31, 2016	\$7,959.40

BLESSING BANK REPORT 2016

Total Receipts were \$231.85 which was given to the M & S Fund.

Balzac United Church	2014 Actual	2015 Actual	2016 Budget	2016 Actual	2017 Budget
Revenue	123,098	123,579	123,833	133,919	123,474
Personnel	90,744	90,705	95,292	89,496	86,479
Property	15,087	12,923	15,025	15,912	16,775
Internal	5,985	6,747	7,116	4,500	5,270
External	12,846	17,308	14,400	22,732	22,950
Total Expenses	124,662	127,683	131,833	132,640	131,474
Surplus (Loss)	(1,564)	(4,104)	(8,000)	1,280	(8,000)

2017 Budget Proposal

Commentary

A deficit is budgeted for 2017 that matches the 2016 budgeted deficit. Although this is not the best of situations solace can be taken in that we have the cash reserves to fund the church operating at a deficit. Both our bank account and GIC balance remain healthy and provide a buffer during difficult economic times.

Significant savings are gained in the Ministry of Personnel due to the change in status of the Minister. These savings will remain for as long as our personnel stay the same. Slight increases in the Caretaking budget line and Minister salary line (1% pay increase) are included.

The savings in the Ministry of Personnel are essentially offset by increased spending in the Ministry of External Affairs which are directly related to an error in the 2016 Budget - Fundraising Expenses were not budgeted. All other budget lines in this Ministry remain relatively equivalent to the 2016 budget.

The Ministry of Internal Affairs expenses have decreased slightly due to smaller budgets for Worship and Youth Group (it should be noted that the actuals expenses for these budget lines could be misstated due to allocating errors in 2016). Likewise the office supply budget line (new to this Ministry) has decreased slightly however this should be achievable as it is being more closely monitored.

The Ministry of Property expenses have increased slightly due to situations beyond our control including the new Carbon Tax and changes to the electrical balancing pool and rate riders. Additional expenses have been also budgeted for Internet as we now have our own church connection.