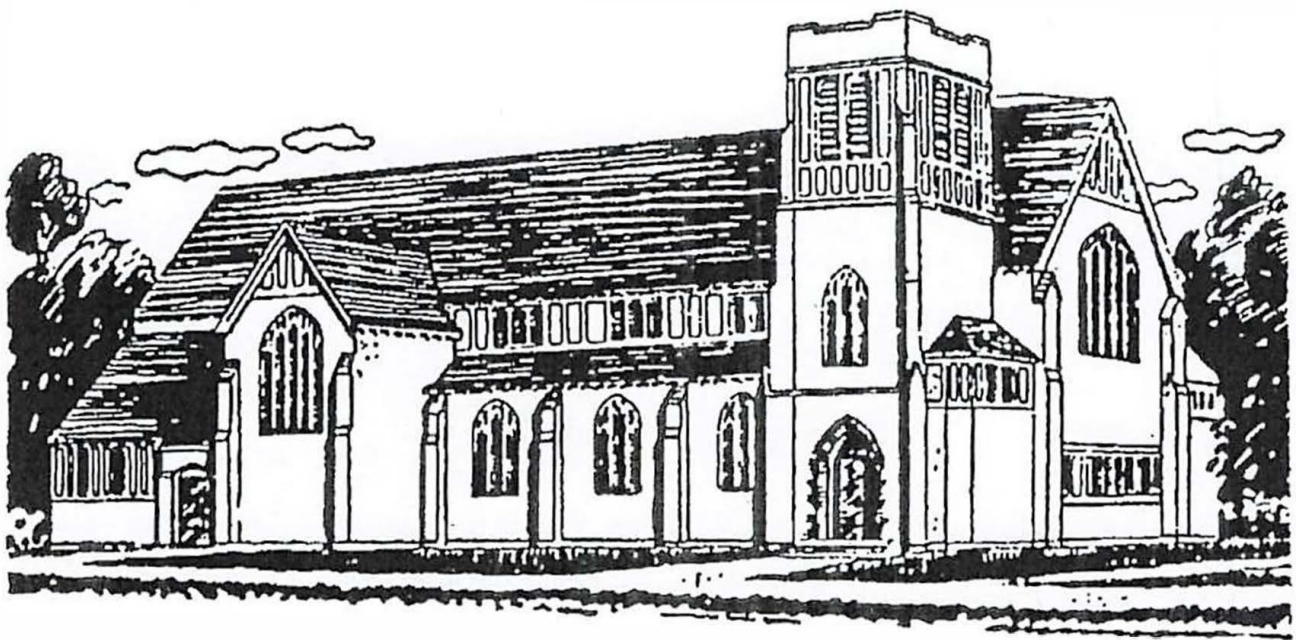


KNOX UNITED CHURCH



2023 ANNUAL REPORTS

TABLE OF CONTENTS

	Page
Knox United Church, Mission and Vision _____	3
Minister's Annual Report _____	5
Message from the Chair of the Board _____	7
Worship Team _____	9
Sunday Fellowship Coffee Hour _____	11
Life Events _____	11
Pastoral Care Team _____	12
Refugee Sponsorship Efforts 2023 _____	13
Web Ministry _____	14
Ecotones Arts Festival _____	16
Ministry and Personnel _____	18
Facilities and Property Maintenance _____	19
Men's Breakfast and Walking Group _____	21
Knox Rip 'N Stitch Group _____	21
Building Committee _____	22
Board of Trustees _____	24
Finance Working Team and Finance Team _____	25
Treasurer's Report _____	26
Investment Portfolio _____	27
Knox Operating Financial Statements, December 31, 2023 _____	28
Past Congregational Meeting Minutes _____	29

KNOX UNITED CHURCH

MISSION:

“We exist to love God and love our neighbours”

(Matthew 22:36-40)

VISION:

**“We aspire to engage our neighbours through the arts,
Building a community without loneliness”**

VISION TAG-LINE:

“engaging neighbours through the arts”

+++

FYI:

What is Mission and Vision?

A Mission Statement describes **why** the organization exists.

A good mission statement is clear, concise and useful.

A Vision Statement describes **where** the organization wants to be in the future.

A motivating vision statement is clear, concise, inspirational and memorable.

What is Church’s Mission and Vision?

Church’s Mission is given by Jesus.

Church’s Vision is unique to its local church (niche), in that, it reflects the yearning of the people in its surrounding neighbourhoods (contextual) and seeks to bring about a sense of well-being to its neighbours (missional).

FAQ:

What do you mean by “the arts”?

- The term , “the arts”, refers to every creative activity and expression, including literature (*drama, poetry, prose, etc.*), performing arts (*dance, music, theatre, etc.*), visual arts (*architecture, ceramics, drawing, painting, photography, filmography, crafts, sewing, sculpting, etc.*), and culinary arts: (*the art of preparing and serving good food, the study of relationship between food and culture*).

Why “the arts”?

- The medium The medium of the arts and arts-making is the most effective way to welcome the people of all backgrounds (race, culture, color, nationality, language, lifestyle, orientations, etc.) in one place to build a sense of well-being for all.
- The doing of the arts and arts-making melts hearts, opens minds and brings neighbours of diverse backgrounds together to build a welcoming neighbourhood.
- The ministry of the arts and arts-making is the most authentic and inclusive way for the church to engage its surrounding neighbourhoods. (In the past, the church was the best patron of the local arts).
- Knox has identified the arts as the main strength and key ministry to grow further.
- By engaging our neighbours through the arts, Knox desires to champion the neighbourhood arts and arts-making.
- Our new building can be a centre for the neighbourhood arts and arts-making.

Why “Loneliness”?

- The issue of Social Isolation and Loneliness has been identified as one of the top social challenges facing the people living in the City of Vancouver, especially those neighbours, mostly seniors, living close to Knox United Church.
- This issue has been identified as the most challenging social issue facing the people of Knox.
- By becoming a radically inclusive church, the Knox U.C. can position itself as a sanctuary for the isolated, marginalized, and lonely ones living near the church to belong and feel a sense of home.
- Knox can partner with other neighbourhood groups and individuals in working toward building a neighbourhood without loneliness.

+++

Minister's Annual Report

2023 Theme: "Called to Renew"

"I am about to do a new thing; now it springs forth, do you not perceive it?" (Isaiah 43:19)

This year, 2023, our journey at Knox has been guided by the spirit of renewal. We have faced our challenges head-on, including demographic shifts, volunteer shortages, and financial pressures, alongside the prolonged wait for our building project. Yet, amidst these trials, we have witnessed the burgeoning of God's new works within our community.

Arts and Community Engagement

The vision-driven arts community programs have been a beacon of innovation, drawing engagement beyond our congregation and touching lives profoundly. Our Fall Ecotones Arts Festival was not well attended in person. However, it has broadened our connection with the wider community engagement in our commitment to combat loneliness and foster community.

Online Ministry Breakthroughs

The pandemic brought unprecedented challenges, yet it also opened a gateway for our online ministry. The surge in virtual engagement has shown a profound hunger for spiritual connection. This transition has enabled us to reach out and touch lives beyond the traditional church walls.

Renewal and Sacrifice

Renewal has been at the core of our evolution, requiring us to leave behind comfortable ways and stretch toward new expressions of faith. We have been called to make sacrifices, contributing our time, talents, and resources to the Kingdom's greater good.

Highlights of the Year

- Welcomed **five new members** into Knox, symbolizing the new life within our community.
- Embraced **renewal** with our minister's sabbatical leave, a time of personal and spiritual preparation for redirection.
- Welcoming of **Rev. Diane Halkett** during Rev. Richard Chung's sabbatical leave has been appreciated by the congregation as she provided a fresh approach from the pulpit.

- Continued to **renew** our church ministry for 2023 and beyond, focusing not on changing our vision but on refocusing and reimagining it.
- Achieved significant **website milestones**, reflecting our vision's expansion under the guidance of our website administrator.
- The addition of **young voices** in our choir has infused our worship with new energy and hope, embodying the emerging shoot from Jesse's root.

Looking Ahead into 2024: Reimagine and Redirect

As we step into 2024, our theme "**Reimagine and Redirect**" calls us to steward God's gifts with innovation and foresight. Inspired by Acts 2, where *young people see visions and the old dream dreams* (Acts 2:17), we aim to further advance our vision by launching new outreach initiatives and community/church partnerships.

Anticipated Initiatives:

- **Enhanced Digital Presence:** Re-evaluating and expanding our website's role, potentially developing it into a multi-congregational and community wide ministry tool.
- **Articulating Local Vision:** Further encouraging the involvement of local talents and voices in shaping our church's direction.
- **Strategic Reimagination:** Continually seeking ways to steward our resources and talents more effectively, ensuring that our mission and vision align with God's calling for Knox.

In conclusion, as we embrace the next stage of our journey, we do so with open hearts and minds, ready to perceive and act upon the new things God is doing among us. With every step, we are committed to nurturing the new growth that is emerging within and around us, for the glory of God and the benefit of our wider community.

Richard Chung

Minister of Knox

Message from the Chair of the Board

2023 was a busy and challenging year – we experienced a significant adjustment that we hadn't anticipated: the reality of church life after a pandemic.

Before and during the pandemic, we launched many successful Vision initiatives and ways to keep the congregation connected. But in 2023, when we found ourselves back to "church as usual", *it wasn't usual anymore*. We'd all gotten older! Friends had moved away, and staff had retired. The Fellowship Building had closed, and the energy was just, well.. different. We made it through the pandemic, but we hadn't truly recovered from it.

Why? Because we became a family-sized church basically overnight. We still have the hopes and dreams of a bigger congregation, but we lack the capacity to live out those dreams. Meanwhile, the cost of operating has skyrocketed, and we have a construction project that has lagged long beyond reason.

So - how can we rebuild programs and connections now, and be resilient in this new time?

As you know, the Knox Board worked throughout 2023 on a Strategic Plan to answer three big emerging questions about life at Knox post-pandemic:

1. Who are we now?
2. What should we do now?
3. How will we do it?

The process for answering these questions kicked off in April 2023 with a joint Trustee, Finance, and Board meeting. In May, a working group was formed to draft a Strategic Plan. In June, it became apparent that the working group couldn't continue (my medical leave played a big role in that). In September, the Board took the planning process back under its wing, and it became a major part of every Board Meeting. In November, we invited the congregation to an after-worship chat, to provide thoughts on what the congregation itself needs from Knox at this time – and in line with the Vision, what do our neighbours need from us at this time?

At the start of January 2024, the Board held a four-hour retreat to continue refining the Strategic Plan, and at the end of January, we met with Kathy Davies and Shauna Getz of Pacific Mountain Region. They provided feedback on the plan, and recommended ways to continue refining.

And now it's February. And while this report is meant to be a retrospective on 2023, I feel it's even more important to focus on the future.

Our themes for this year are ***Reimagine and Redirect*** – i.e. the two things we must do to secure a vibrant future for Knox. The Board has identified areas at Knox where the Spirit is prodding and leading. Key priorities are emerging and becoming clearer.

In February, many of Knox's leaders will participate in many, many meetings to prepare the Strategic Plan for the ACM. One of those meetings is coming up quickly – a Congregational Chat on Feb 4th. By the time you read this message we will have looked at, and talked about, some potential objectives for 2024 and beyond.

As always, please find time to review the full annual report before the ACM. Take a moment of gratitude for the Knox Family – the teams and volunteers, staff and congregation – who give their energy and hearts to God's work, every day.

Respectfully submitted
On behalf of the Knox Board
Susan McAlpine, Chair

Worship Team

2023 was a very interesting and active year for the Worship Team. We started and ended the year with Rev. Richard as our spiritual leader and guide and, when he was on a well-earned sabbatical from September to November, we welcomed and embraced Rev. Diane Halkett into this role. In April, Mary-Ellen Flynn joined our team. She brought us new wisdom and experience from her past congregations and took on the responsibility of communion preparation.

Happenings:

- On January 7th, during our Renewal of Baptism service, we welcomed five new members into the Knox family. A joyous way to begin the year!!
- Daniel Martin, a VST student was our pulpit supply for a Sunday in March.
- In April, Richard invited Tracy-Lynn Chernaske to create an art piece during the service. This was an interesting way to integrate visual arts into a service. Her beautiful work is now framed and waiting to be hung.
- In the spring Colleen conducted a congregational survey asking people to submit their favourite hymns. These hymns are now being sung during our services and are marked with an asterisk in the bulletin.
- May 7th, Rev. Deb Walker from SHUC was our pulpit supply. Also on May 7th, Chants Encounter, the Gregorian chant group led by Colleen, sang during the service. The group returned to sing once more in December. This is a lovely gift of thanks to Knox from the group.
- On Easter Sunday we displayed our beautiful daffodil cross and were very happy to have Derry Byrne as trumpeter at the service.
- At the end of June, we sent Richard and Sue on their way with travel gifts for both of them. Mary Bliss arranged a Strawberry Social following the service.
- During SummerSpirit, Knox hosted the first three services in July and Rev. Richard preached on the last two Sundays of July at SHUC. Thanks to the Knox Worship Team for providing musicians, readers, greeters, ushers, and communion servers when needed, for these services. There were 108 people at Knox for the first SummerSpirit service!! Boots was there as well.
- In September we returned to 10:00 a.m. services. The team hosted a Welcome Lunch and introduced Rev. Diane Halkett to the Knox Family. We are very grateful that Rev. Diane agreed to work with us for three months. As well as preaching each Sunday and presiding at two memorial services, she attended our meetings, offered Pastoral Care, and looked after administrative details for us. At the end of November our parting gifts to her from Knox were an orchid and a candle in an inscribed votive.

- Our Thanksgiving harvest display was once again given to families at the First United Social Housing project.
- At our All Saints service we added six new names to our banners. Several family members came to light the candles for their loved ones.
- On November 5th, we held our annual Remembrance service.
- On November 26th, Reign of Christ Sunday, we were pleased to have John Korsrud as a guest trumpeter.
- Advent marked the return of Rev. Richard. We celebrated with cupcakes!! It was a busy season – the Sanctuary was decorated, and later undecorated, by a wonderful group of volunteers. The team hosted our annual Christmas Sing Along evening with music, games and sweet treats. Because December 24th was a Sunday, the morning service celebrated Advent 4.
- Christmas Eve – the 7:30pm service was our all ages, communion, candlelight service. The weather cooperated and we were able to go outside with our candles to sing Silent Night.

Colleen, Madelene and the choir are always wonderful and deserve our special thanks. Knox is so very fortunate to have such skilled musicians. Whether we are offered an anthem, solo, duet, trio or quartet, it is guaranteed to be a highlight of each Sunday service. As well, thanks go to Brandon Cheong for playing viola one Sunday and violin on another. Both Derry Byrne and John Korsrud on trumpet are always welcome at Knox. Patrick was our pianist throughout the fall when Colleen was injured and unable to play. Patrick even played the organ one Sunday while Kimi played the piano! Thank you all. Huge thanks to team members Dave, Gloria, Mary-Ellen, Colleen, Madelene and Rev. Richard for their thoughtful contributions at our meetings and also for the work they do each week to prepare for Sunday services. And thank you to all the congregants who continue to agree to be ushers, greeters, communion servers and scripture readers time and again throughout the year.

Additional thanks to Josie, Chris, Paul, Anne MacK, Kevin, Richard D., Larry and a special thank you this year to Sharon Bliss for taking on both mid-week and Sunday support for our team.

Rev. Richard Chung – we are happy and very blessed to have you back in our midst!!

Respectfully submitted by
Mary Graham, Chair

Sunday Fellowship Coffee Hour

In 2023, the Sunday Morning Fellowship Hour has continued to flourish. The chance to sit with friends, have a warm drink and cookies, and catch up each week has welcomed and benefited everyone. We started with parties of four at card tables. We now gather in two groups of eight or more, increasing opportunities for socialization.

We have now purchased an induction single cooktop making it possible to plan a Hot Dog Day in the Spring.

Last year, a budget was requested, and expenses are now claimed through the Knox Office. To support this ministry, congregation members can submit a tax-deductible donation, designated for the Sunday Morning Fellowship Hour, through the offering box or to the Knox Office.

Respectfully submitted,
Mary Bliss, Chair

Life Events

In 2023, we hosted the Celebration of Life and/or interred the ashes of:

Robert (Bob) Norton (July 13, 2023)

Betsy Morrow (July 27, 2023)

We honour those who have died, but did not have a Celebration of Life at Knox:

Lois Jackson (February 11, 2023)

Beatrice (Betty) Armstrong (June 24, 2023)

David Godin (July 8, 2023)

June Hollands (November 6, 2023)

Pastoral Care Team

As we reflect on the year 2023, the Pastoral Care Team at Knox has diligently worked to provide support and connection within our community during times of ongoing change and challenge. We have maintained the essence of our mission: to offer comfort, celebrate resilience, and foster spiritual well-being among our members. Here are the key highlights that encapsulate our endeavors and the spirit of care that we embody:

- **Visitation:** We've seamlessly integrated phone and in-person visits, respecting health guidelines especially for those in long-term care.
- **Responsive Care:** Our team has been a pillar for many during serious health crises, isolation, and personal loss.
- **Card Ministry:** The personalized touch of Sydney's cards has brought warmth and closeness to those we serve.
- **Prayer Shawl Ministry:** Our knitters have crafted shawls that embody the embrace of our community, inviting new talents to join us.
- **Flower Ministry:** Under Joanne Melville's guidance, flowers have been a symbol of life's beauty, delivered safely and inclusively.
- **Sabbatical Coverage:** Rev. Diane Halkett's leadership ensured continuous care during Rev. Chung's sabbatical.
- **Services and Ceremonies:** We've honored lives and legacies through memorial services and the tender care of our Memorial Garden.
- **Collaboration:** Regular meetings have kept our focus sharp and our intentions clear as we navigate the needs of our congregation.

It is our great honor and privilege to serve within this compassionate community, and we look forward to continuing our ministry in the years to come.

Richard Chung

Drafted on behalf of the

Knox Pastoral Care Team

Refugee Sponsorship Efforts 2023

Throughout 2023, the Knox United Church, together with our Westside Churches Sponsorship colleagues, has continued to actively participate in refugee sponsorship, as a part of Social Justice Ministry, demonstrating our commitment to assisting those in need of refuge and a new start. Here are two major developments in our ongoing sponsorship projects:

- **Afghani Family Sponsorship:** At its February 17th, 2022 meeting the Knox Board passed a motion agreeing to sponsor five adult members of an Afghani family, in co-sponsorship with local members of their family living in Surrey. Sharon Copeman is the signer for this sponsorship. We hope this family will arrive soon, but we have not yet received notice of their arrival date.
- **Rohingya Family Sponsorship:** Amidst growing demands and increasing applications, our sponsorship endeavors extend to a Rohingya family, comprising parents and five children aged between 14 to 24, currently in a Bangladesh refugee camp. This sponsorship is a collaborative effort of the Westside Churches Sponsorship congregations, which include Pacific Spirit UC, Knox UC, University Hill UC, West Point Grey UC, and Point Grey Inter-Mennonite Fellowship. A fundraising campaign is underway to support this family, with detailed updates anticipated as we aim to secure the necessary funds prior to application processing.
- **Leadership and Continuity:** Sharon Copeman has resigned from the Stewardship and Social Justice Team but will continue to be part of this refugee sponsorship work.

This report underscores the ongoing dedication of Knox United Church to humanitarian outreach and the importance of community support in these endeavors.

Sharon Copeman

Web Ministry



Knox has enjoyed a **top ranked website for the last 14 years**. The Web Ministry amplifies the Knox Vision effectively in the digital realm - *engaging neighbours through the arts*.

KnoxVan.com is valuable because it is personal and relevant. It connects a vast pool of individuals in our Vancouver community, making them aware of Knox's presence, message and ministry. Authentic relationships are built (not bought) based on trust and a true value exchange of what our audience is truly interested in.

Millennials are watching the Sunday Worship Services online with an older group (their parents? neighbours? friends?). There is a generational appeal in these watch parties – different devices in different households watching the service at the same time. Our age demographic is moving younger. Between 75 – 86% of those who watch the Sunday Worship Services are 'returners'. Just a few years back that number was around 32%.

The Vodcasts have become extremely popular tapping consistently more visitors than anything else in recent months. People watch riding transit, cooking, during breaks from work or other responsibilities; and often routinely explore other parts of the website after viewing the vodcasts.

The Series *Why Art is Important to the Church* was our most popular to date. We used this theme as a lead up to the Ecotones Arts Festival and it moved the website from 5,000 monthly visitors to just **over 18,000 unique devices per month** for May and June. WOOT!

Our vision is on trend with what our website viewers want. KnoxVan maintained between **25 to 32 PAGE ONE** Goggle searches for more than six months during the year, earning **PILLAR STATUS** ranking. This is when Goggle presents KnoxVan dot com as a search result immediately after the paid/sponsored links.

KnoxVan enjoyed excellent, unprecedented engagement on our request for *Proverbs – Words to the Wise*. Although less than 1% of the submissions came from the Knox congregation, we quantitatively demonstrated with 1,100 responses that there is an interest in outreach from the local community viewers. Feedback through the Contact Us Forms is also way up on the website in general, with around 49 comments/inquiries per month at present, compared to an average of ten previously.

KnoxVan provides a secure way to receive donations online for regular givings, ticketed events, in memorial and other life event contributions, auctioned items and regular purchases. Knox has not tried to monetize the website in other ways but is considering it.

The visual narrative – seeing Knox live and in action connects the cyber visitors to Knox on a personal level and celebrates fostering a sense of familiarity and warmth. What is done inside the building is of genuine interest to those outside the building – be it music, the building project or even the flowers placed in the Sanctuary.

Worship and Sermons showed a downward trend in the latter half of 2023. We would expect some decrease as Richard has a very loyal following and he was not preaching during his sabbatical. Worship and Sermons are influenced by consistency of delivery. After years of dependable delivery, Knox live streaming was cancelled many times from July to December. We did our best to recover by offering recordings, when possible, but the reputation of that part of the website suffered, losing 42% in just three of those months. On the bright side the Homeward Bound Vodcasts that Richard so faithfully provided each and every week during his sabbatical, served us very well overcoming the overall impact on the website. Huge thanks to Rev. Richard for this valued and consistent content.

No new offerings of Instrumental Measures online over the last five months has resulted in a serious website content deficit. You may recall that Instrumental Measures held the most viewed pages ranking for the past three years. The Ecotones Arts Festival, and Curated and Curious time released interviews picked up some of the slack, helped by some of the researched articles based on targeted trend topics - so our numbers have been steady in around 8K-11K per month. Given the recent resignation of the Knox Events Coordinator, the Web Ministry with Rev. Richard in conjunction with The Knox Board are working on how to best offer new content focused on the arts in the coming year.

In a time when it is hard to be relevant to a world that is getting its relevance elsewhere, the KnoxVan website is taking root and growing something new as a Community Hub. Community Hubs put communities (outreach) at the heart of their neighbourhood and involve *partners already onboard*, coming together with local people to identify and work on interests that matter the most to them.

Art Forms provide a unique window into human history, culture and evolution. They are the tapestries that chronicle our journey, reminding us of our past while inspiring visions for the future. KnoxVan dot com is bringing people together to worship, to explore self and truth, and to embrace the arts, all while generating engagement that results in less social isolation.

Thanks for standing with our neighbours and supporting the work of the Web Ministry. Your web visits, sharing, encouragement, questions and comments are most welcome. [Let's Talk](#). It is indeed my privilege to serve as your webminder.

Respectfully submitted by,
Debra Danny, Knox Webminder

Web Ministry – Ecotones Arts Festival

This very unique festival took place **November 17th, 18th, and 19th, 2023**

The term Ecotones is about different habitats overlapping. Where the land and ocean meet; or the Sun breaks out of morning clouds, revealing the new horizon.

- In Person Events: **LIVE GALLERY, PERFORMANCES & WORKSHOPS**
- On Line Events: **VIRTUAL AUCTION, WOKSHOPS & ARTIST TALKS**

Ecotones was a special project in that it embraced an age friendly model that brought together all kinds of artistic communities with different age groups to celebrate where artistic habitats overlap. KnoxVan Events partnered with several businesses, guilds, organizations and artists of varying ages, backgrounds, experiences, and mediums. The festival had online, as well as, in person events at the church, to allow patrons of all ages and ability to experience, experiment and exercise creativity in this curated arts hub.

We focused on the arts as a lens to explore the topics we are passionate about including spirituality, culture, community, and expression. Most importantly, the Ecotones Arts Festival was a chance to come together and examine the modern world; as well as where and when it co-exists with the old.

A separate website from KnoxVan.com was designed, developed and maintained for the Ecotones Arts Festival. The work began in May 2023. The site was hosted on the VancouverCreates dot ART domain. The website was to fulfill two roles:

1. From July 1st to November 1st to be a site for the art, performers, and workshop artists.

2. From November 1st forward to be a promotional information source for the community attendees and the eighteen events we staged in addition to a monetary Live Auction kart.

Although the in-person attendance for Ecotones was disappointing with just 80 people over three days (only seven from the Knox congregation), the website aspect of the event was very successful. Different and varied artists found us online and applied to be part of the festival. The online time released events were well attended. We reached a brand-new audience that had never before engaged with Knox.

- Sharing information from KnoxVan to VancouverCreates.Art was very beneficial causing both websites to rank and stay on top in the Search Engines. Vancouver Creates dot Art held **ALL the Page One Searches** – quite a feather in our cap!
- We attracted **sponsors** established in the art community who paid cash for aspects of the festival in addition to donations of goods and services.
- And we applied for and received an **\$1,800 grant** from The United Church of Canada Foundation – another first!

KnoxVan gained a lot of street credibility. So much so, that we already have applications for next year.

Much of the website work was donated. The Vancouver Creates dot ART website will stay up for one year, so that it can be referenced, and Knox will be in good shape to use it for other events of varying sizes and complexities in the future. There is already *talk* of involving other groups or churches as event hosts.

Please visit the dedicated website www.vancouvercreates.art to learn more about all the artists, supporters and organizations that came together for the Ecotones Arts Festival.

Happy Art Exploring!

Debra Danny, Webminder



Ministry and Personnel

2023 was a year with a difference as our staff continued the challenge of operating from a single building...our Sanctuary.

Making the most of our available space and at the same time maintaining our Sanctuary as our "Sacred Space" we were blessed with a staff that brought determination, adaptability, and creativity to the challenge.

It was a year when we said farewell to our longtime friend and Office Manager, Josie Barley, as she began her well-earned retirement, and at the same time welcomed Christopher Cliff to take over the office and administrative duties that would lead us into the future.

Change once again challenged our plans when Christopher Cliff advised us of an unexpected health challenge that would see him on medical leave for some time. Be assured that Christopher will be well taken care of under the protection of the UCC Benefit plan and we will remain in contact with him as he recovers.

With change comes opportunity and we have been blessed by the excellent work of Sharon Bliss who has taken over the office duties with confidence and energy. Sharon has, in the interim, also been our Church Officer, and we thank her for a job very well done under changing circumstances. Going forward: In the short-term Anne MacKenna has stepped forward to be our Acting Church Officer and will work closely with Sharon Bliss to ensure that all Knox needs are met.

During our worship time in the Sanctuary, we have enjoyed the uplifting music and song lead by the excellent direction of Colleen Coulter. Colleen has arranged with one of our talented choir members, Victor Burke, to, in the short term, take over the task of Choir Leader while she recovers from surgery that limits her mobility to play the Piano and physically conduct the choir. Our prayers, and our thanks, are with you Colleen.

Adding to the musical gifts, that mean so much to our worship, we continue to enjoy the wonderful sound of our organ as Madelene's playing brings us peace, hope and celebration. We are blessed Madelene by your music, and we say thank you. Our gratitude to Paul O'Neil who has continued as our Custodian during a year of family health challenges. With Anne MacKenna as his back up when family issues called, they have kept our Sanctuary clean and welcoming to all who share the space.

Thank you, Jeannie Callaway, for your continued services as our bookkeeper you continued undaunted moving from a flooded Office to a safer sanctuary in our Chapel. Your work on our behalf is much appreciated.

We have continued our live Sunday morning broadcast on the Knox website under the management of Debra Danny. The faithful operation of the AV system by Kevin Wong every Sunday provides the expertise required on location. Thank you, Kevin, for your friendly presence and your technical skills.... you are a very welcome member of our Knox Family.

Tracy-Lynn Chernaske has resigned as our Event Coordinator, and we thank her for all her efforts to support our event calendar at Knox. We wish her every success in her future endeavors.

During 2023 we followed our Minister, Reverend Dr. Richard Chung, on his Sabbatical Leave as he enjoyed a time for renewal and revival during a visit to South Korea. We celebrated the return of Richard and his wife Sue in November and once again joined him to accomplish our Vision and Mission. Thank you, Richard, for your shared podcasts and continued connection with Knox on your journey. We are blessed by your presence and the message of hope you bring to the Knox Family.

While you were away, we were equally blessed by the ministry of Reverend Dianne Halkett who we welcomed and will remain a good friend to all of us.

So much change in one year....and yet here we are supporting each other and dreaming of a way forward. In a sense we have all been an extension of our staff as we filled the gaps, kept smiling, enjoyed each other's company and shared special times...thank you one and all!!

Respectfully submitted by The Knox M&P Committee
Alan MacKenna, Sandra Trueman, Adrienne Burton, Judy Langdon, Anne Earthy

Facilities and Property Maintenance

Our committee met only a few times regarding decisions re: washrooms, vestry insulation and security system changes.

The most expensive change to Knox property was the removal of the ancient, massive maple tree that straddled the north property line and threatened the stained-glass north window. The tree was carefully cut down on August 4th by a very skillful team of arborists.

In February, a tall poplar tree was removed with our neighbour's permission.

In March, the south-west washroom, long troubled by stench, was repaired by Leos Plumbing, and a new toilet installed.

April: the annual Fire Safety inspection.

May: Neighbourhood Lawn Care applied Acelepryn to our grass areas, excellent protection from European chafer and Japanese beetles. Early hot weather caused discomfort in the vestry office, so an exterior white blind was added to reduce solar gain.

June: Our security system monitoring and maintenance was switched to AlarmMax from Moore Security. A door sensor was added to the Chapel exterior door. Chris Cliff's desk was raised for his comfort. The south-west doors of the church were repaired, strengthened, and painted.

August: The front hedges were trimmed and the yew hedge over the memorial garden was severely trimmed in height to ease future maintenance.

Someone persuaded the local Fire Department to make a surprise inspection of the boiler room, resulting in an unwelcome demand to remove many stored items. With difficulty, space was found for some items. Reinspection was satisfactory!

A major incident was discovered on Dec. 15th when the Vestry, southeast washroom and "flower room" floods were discovered. All drains tested OK, so the cause is mysterious. Proper precautions were immediately begun and capably handled by Sharon Bliss. The Knox insurance deductible is \$2,500! The office has been temporarily moved into the Chapel. Plaster removal revealed a roof or wall water leak. Repairs have been attempted and we are currently awaiting a downpour to confirm the results. When satisfactory, the Vestry exterior walls will be insulated with cellulose, at a cost of \$1,600.

Our thanks to Paul O'Neil for his work both inside and for our grass care.

Special thanks to Joanne Melville, Joanne Tench, John Carr, and Marg Derkson for the garden beauty!

Ed Williams, Don Bliss, Wendy Trant, and Larry Tench, Thank you!

Richard Dunsterville

Men's Breakfast and Walking Group

Men from Knox and Pacific Spirit meet at Pacific Spirit for breakfast at 8 a.m. every third Saturday from September to June. Pacific Spirit prepares the breakfast, and this year has invited a number of other churches to attend. Participants discuss current events and keep in touch with one another - great fellowship.

Men from the two groups and others also go walking year-round on Wednesday mornings. There are two groups. One group meets at the UBC Golf Course parking lot at 9:00 am for a long and rigorous walk, through Pacific Spirit Park, the UBC campus, or north to Spanish Banks. A second, less rigorous group, meets at Spanish Banks, at the foot of Trimble, at 9:30 a.m. and walks at a slower pace along the beach and back. The two groups meet at 10:30 a.m. at the UBC Golf Course Cafe for coffee and socializing.

Submitted by
Charles Hou

Knox Rip 'N Stitch Group

As of December 31, 2023, the Rip 'N Stitch group has disbanded.

Some supplies and equipment are in long-term storage. The remaining supplies and equipment are being held by Sharon Bliss at her apartment.

The joint bank account held by Mary Bliss/Lorraine McCarlie has been closed. Those funds, in the amount of \$105.45 has been donated to Knox.

Should sufficient interest be shown in the future we would hope to initiate a fresh start.

Respectfully submitted,
Mary Bliss



Building Committee

The action we hoped for in 2023 did not occur due to a market that became impacted by the lasting influence of Covid, the rapid rise of inflation on all materials, and the uncertainty of the affordable housing market. However, some things have progressed.

NEIGHBOURS

The effort to secure and successfully file the two Shoring Agreements necessary to allow construction to start were delayed:

- 1) By the unexpected sale of our neighbour's property to the North to a Developer, and later further sold/ flipped to a second Developer within weeks. This required revising the content of the shoring agreement to the satisfaction of all parties and ultimately the Land Title Office.
- 2) The slow activity of finding an agreeable content with the Vancouver School Board, that met our mutual concern for student safety during construction of the planned condo development.
- 3) The positive news is that these activities are very close to a final, and acceptable format which will remove a major obstacle and allow the final issue of a building permit for the Knox Building.

TRAILER

In the very near future, we will have a large trailer parked on site along the front of the Sanctuary facing Balaclava, once Fortis has completed the rerouting of their gas line. This will act as a temporary office and will contain space for the Minister and the Office Manager. This will provide a more effective, and quieter, space for our staff over the next year or so. The trailer will be supplied with electricity, Wi-Fi connection, phone services and air conditioning. All of this will be supplied by the Contractor at no cost to Knox.

CONDO DEVELOPMENT

Due to the nature of the housing market, and pre-sale conditions required to obtain financing, construction of the condo development will likely be delayed until conditions improve.

PROTECTION

During the overall construction Knox will be protected by specific insurance coverage provided by the Contractor and Hon Towers. In addition, every effort will be made to physically protect the sanctuary building itself against any damage.

TRAFFIC CONTROL

The Contractor is in discussion with the City in regard to traffic control for the duration of the overall construction. The City will, following these discussions, issue a traffic control plan.

WORKING HOURS

City by law permits construction on site during weekdays within established policies. Saturdays are limited to half days and Sundays will have no construction. We have established an agreement with Hon Towers that if we need occasional times of day for “no noise on site” this can be negotiated in a positive way.

OVERSIGHT

The anticipated time to complete our new building is estimated to be 14 to 18 months from the start of excavation. During this time representatives of the Building Committee, in the company of our appointed Consultant John Scott, will meet monthly with the construction team to oversee the onsite activity and ensure that the plans are implemented as per our contract.

FORWARD

As you will see from the above, we will be experiencing unexpected delays before we see that new building. The Knox Board and Trustees are planning our way forward under the present circumstances and will be advising the congregation of our way forward as we meet for our ACM on February 24th.

Report submitted by the Building Committee:

With respect, and in appreciation for, the support of the Knox Family.

Bill Goodsir, Larry Tench, Richard Dunsterville, Don Bliss, Ed Williams, Michelle McMaster, Alan MacKenna.

Past Members: Paul Overgaard, Doug Graham, David Boyd

Board of Trustees

In 2023, the Board of Trustees of Knox United Church in Vancouver has steadfastly carried out its duties as the legal custodians of the church's properties, working for the congregation's benefit within the framework set by the United Church of Canada. The year's activities, structured through regular and special meetings, reflect our commitment to prudent and faithful stewardship. Here is a summary of our actions and deliberations:

- **New Appointments:** The board welcomed Richard Dunsterville and Mike Flynn as new trustees, expanding our collective expertise and oversight capabilities.
- **Insurance Transition:** We oversaw the transition of our building insurance from a local to a national broker, ensuring continuity and aligning with our renewal cycle from December to December.
- **Investment Review:** Collaborating with Leith Wheeler, our Investment Portfolio Managers, we examined the investment mix, contemplating a strategic shift towards investment-grade bonds in accordance with the UCC investment policy.
- **Policy Amendment:** An edited investment policy, which includes an addendum for efficiently transferring surplus funds over \$4 million to the Trustees account, was proposed for Board approval.
- **Leadership During Sabbatical:** In Rev. Richard Chung's sabbatical absence, Rev. Diane Halkett provided representation at our meetings, with Bruce Herzer and Mike Flynn serving as co-chairs.
- **Strategic Outlook:** The Knox Board of Trustees encourages the Knox Board to look broadly at realistic options for the next two-year timeframe given significant dwindling human resources and a growing financial shortfall. Time is of the essence; there are multiple options and the sooner a plan is arrived upon then the greater control the Knox stakeholders will have in shaping a positive outcome and legacy.
- **Elections for ACM:** A motion has been set forth for the 2024 Trustees election, nominating Lori Marzin, Bryan Atkins, Bruce Herzer, Mike Flynn, Richard Dunsterville, and Richard Chung.

This report, drafted by Richard Chung, encapsulates a year marked by diligent management and forward-looking governance, ensuring the church's assets are well-maintained and responsibly leveraged for our mission.

Report prepared on behalf of the Board of Trustees

Finance Working Team and Finance Team

In 2023, there were great hopes of continuing the work to improve Knox's financial processes, simplifying, and standardising processes, improving accuracy, and building redundancy. However, for much of the year, we had to focus on meeting operational needs as opposed to further improvements to our financial system.

The year started with no replacement for Josie Barley, our Administrative Secretary, who officially retired in September 2022. Fortunately, Jeannie Callaway, our bookkeeper, was willing to expand her work to include Josie's financial work and was orientated by Josie in the fall of 2022. Early in February our new Office Manager joined Knox. With four people familiar with Knox's financial operation, it appeared that Knox had the redundancy needed for emergencies.

However, throughout the year, our human resources were severely challenged, with two members of the team developing serious and prolonged health problems. The Treasurer and our Office Manager both needed to take prolonged health breaks. In addition, our bookkeeper sustained a bad fracture of her leg, requiring bone grafts early in the spring. Amazingly, within two weeks, she was able to undertake the critical financial tasks and over the subsequent months slowly able to return to her expanded "bookkeeper" activities. Knox is extremely grateful to Jeannie for her commitment and dedication to Knox this year.

Thank you to everyone, staff, congregation and others for their patience and support as we worked through the year to meet financial needs and expectations.

There were no formal Finance Meetings during the year, but the Finance Team was updated from time to time.

With gratitude to the Finance Working Team for your conscientious work, when able, throughout the year: our Bookkeeper, Jeannie Callaway; Office Manager, Christopher Cliff and Treasurer, Larry Tench as well as our Finance Team members whose support was appreciated: Bruce Herzer, Chris Lay and Larry Tench.

Respectfully submitted by
Margaret Pendray

Treasurer's Report

This year has been very eventful for the treasurer's activities. We have essentially completed the coding of all our Knox data in QuickBooks. Now preparing our Operating Reports and Budgets, the data is easily accessible using QuickBooks. They are simpler to prepare because, all items of importance, now have a designated code. Therefore, anyone interested in only some of the information, will now be able to keep track and focus only on their own projects.

This is key since our pledges, offerings, special appeals, events income, and rental income have not kept up with the expenses incurred with personnel and maintenance of the church. It was important we had an accurate monthly report, to track our balance sheet, and this allowed us to quickly determine if our operations need an influx of money from the Knox Trustees. Fortunately, we have been able to access any growth in our investments, as well as dividends throughout the year. This is not sufficient over the long term though; we need other sources of income.

The use of our facilities, as with 2022, has been reduced, even with special events. Some of our renters have stuck with us and we are thankful to them. Our parking lot is still here, but the Fellowship Center, although it was slated to be demolished a couple years ago, is still standing.

"Virtual" service is still ongoing, and the team producing it are now quite proficient in adapting our modern audio/visual system to meet their needs. Some special events were produced throughout the year, including "Instrumental Measures" and workshops. Hopefully in 2024 we can increase this type of activity with your congregational support. Most of the productions were very well attended, and only a few were disappointing. Our Events Coordinator unfortunately decided to resign at the end of 2023. The Board is now determining how to continue the programs developed and hiring a new coordinator.

Another impact has been Chris Cliff, our Office Manager, having to take medical leave. This has put a larger strain on how we handle the office needs of the church. Fortunately, Sharon Bliss, our Church Officer, stepped in and has successfully and quickly learned what was needed to continue operating.

Although our pledges and unpledged offerings were a bit lower than we had budgeted at the beginning of the year, it was heartening to receive some unexpected gifts in December. Online giving via our website and Tithely has been slow to attract donations, but it is still a simple and direct way for the congregation to support Knox.

With the new Fellowship Building not starting and the existing building unavailable, Hon Towers continues to re-imburse Knox for "loss of rental income" and "storage costs" for our excess furniture and files. We have been struggling to operate the Knox office, as well as maintain the church operations in the one Sanctuary building. A recent flood in

the Vestry has required the Chapel be used as the office. Hon Towers have agreed to supply an on-site trailer for office space until the new building is available. We are just waiting for the new gas meter's location to be determined. This will allow us to have a Sanctuary that can be fully used as a church again.

The deficit in 2023 was \$257,000, which was covered, as in previous years, by the Capital Funds, and other funds, the Trustees administer for Knox. The Trustees transferred to Knox operations a combination of dividends, capital gains, and some Capital Trust money, to make-up this deficit. Even though the donations were lower in 2023, the Board still appreciates the congregation's help. But we need to devise new ideas on how to increase our revenues, especially with our programs that involve the community.

This report also accompanies the 2024 Budget, with 2023 year-end operating data, showing how the funds were raised as income and spent on expenses.

I would like to thank Margaret Pendray for stepping in when I had my own medical needs and couldn't continue with my treasurer duties. Jeannie Callaway and Sharon Bliss were instrumental in keeping the office finances in order, thank you ladies!

Even though the buildings have been much quieter, work still must get done, services continue, maintenance continues, and bills are paid.

As I have said before: with enthusiasm and commitment by us, the congregation, good investments by the Trustees and team support, we will prevail and hopefully thrive.

Submitted by
Larry Tench, Treasurer

Investment Portfolio Performance

It has been another interesting year for the world equity markets. The main item affecting markets has been the actions of global Central Banks in raising interest rates to combat inflation. The year, however, ended up by being a strong one for markets as evidence of easing inflationary pressures emerged in the fourth quarter. Other factors influencing markets include the continuing conflict in Ukraine and the new fighting in the Middle East.

Despite the above, the investment portfolio performed well and had a total return of 10.7% for the year, and finished with a value of \$4,039m. This is despite our monthly income withdrawals as well as an amount extracted at year end to assist in decreasing the operating deficit at Knox.

Knox Operating Financial Statements, December 31, 2023

Knox United Church Year End Operating Statement - 2023				
	2022		2023	
	Actual	Budget	Actual	Budget
INCOME				
Pledges and Offerings				
Total Pledges	87,105	104,770	84,933	92,000
Total Unpledged	66,800	44,000	56,298	64,000
Total Offerings	153,905	148,770	141,231	156,000
Community/Congregational - Knox Sponsored	2,181	2,167	4,926	5,000
Other	500			
Use of Facilities	4,490	7,000	9,657	5,000
New Building Transition (Hon Towers)				
Loss of Rental	39,000	39,000	39,000	39,000
For Storage	31,152	31,152	31,152	31,152
Total New Building (Hon Towers)	70,152	70,152	70,152	70,152
Dividend from Capital Fund ²	108,000	108,000	108,000	108,000
Total Income	339,228	336,089	333,966	344,152
EXPENSES				
UCC Assessment	18,291	13,650	24,013	24,200
Total Personnel Compensation	287,815	323,991	330,703	349,944
Facilities and Property Management ³	64,484	70,983	62,574	70,083
Congregational Life				
Worship Music Families	15,342	11,100	23,085	13,500
Congregation Development	971	1,300	4,280	1,800
Congregation Miscellaneous	255	1,000	869	500
Total Congregational Life	16,568	13,800	28,234	15,800
Community Development				
Web Ministry	4,984	4,659	4,363	3,900
Performing Arts	2,710	7,100	2,174	8,000
Partnerships and Networking			0	600
Total Community Development	7,694	12,259	6,537	12,500
Administration	24,593	17,083	30,974	24,500
Total Operating Expenses	417,948	454,619	483,035	497,027
Knox Income - Expenses	-78,720	-118,530	-149,069	-152,875

Transferred from Trustees	78,720		149,069	
Balance	0		0	

1. QuickBooks Restructuring completed in 2022

2. In 2023 Statement \$108,000 Dividend from Capital Fund added to income (2022 adjusted in 2023 Report)

1. Rental expenses reimbursed by Hon Towers



Knox United Church 2021 Annual Congregational Meeting Minutes – DRAFT rev

Date: March 19, 2023, 12:00 PM – 2:00 PM

Location: Knox Sanctuary and using Zoom virtual meeting

Present: Margaret Pendray Congregational Meeting Chair, Michelle McMaster Congregational Meeting Secretary, Rev. Richard Chung, and congregation - a total of **30** Full Members and **10** Adherents.

Item #	Opening & Preparation
1.	Call to Order and Opening Prayer at 12:00 pm. <i>Rev Richard Chung</i>
2.	<p>Quorum, Attendance and voting practise:</p> <p>Attendance is recorded using Sign-in Sheets for those physically present, and using the Zoom participants names and faces / voices. Votes are counted by show of hands For, Against, and then Abstain for each vote. Zoom attendees are included in show of hands or asked to verbalize their vote individually.</p> <p>Quorum confirmed: over 20 full members (20 or more full members required for quorum). Upon review after meeting the following count is made: Total attendees: 40. 30 full members, 10 adherents. 2 of the total are attending via zoom.</p>
3.	<p>MOTION: Marg King moves and Susan McAlpine seconds to elect Margaret Pendray as Congregational Meeting Chair. CARRIED unanimously.</p> <p>MOTION: Susan McAlpine moves Sharon Bliss seconds to elect Michelle McMaster as Congregational Meeting Secretary for congregational meetings during 2023. CARRIED unanimously.</p>
4.	MOTION: Helena Ho moves and Charles Hou seconds that Adherents be allowed voting privileges. CARRIED unanimously.
5.	MOTION: Phil King moves and Adrienne Burton seconds to approve Annual Congregational Meeting Minutes of February 27, 2022. CARRIED unanimously.
6.	Reports
a.	<p>Minister's report – <i>Richard Chung</i> <i>pg. 6 Annual Report</i></p> <ul style="list-style-type: none"> ▪ Last year's theme was Resilience. We were more than resilient last year – thanks for faithfulness and support since we reopened. Consistent number of attenders around 50, similar to before covid shut down. ▪ Lots of initiatives last year – choir has section leaders and soloists whose presence engenders enthusiasm and enlivens our services. Thanks to choir and choir director. ▪ Website – It is quite active. Last year Richard Chung challenged the congregation to visit website once a week, and we've had more viewership than last year. Think of virtual congregation as part of our Knox family – hard to do because we don't see them, but it is being done.

	<ul style="list-style-type: none"> See other reports for what else is going on. This year our theme is Renewal – restoring our spirit in Christ Jesus. Spiritual renewal. Sabbatical plan next fall is focussing on renewal. Richard will be visiting a church retreat in Korea. With prayer and silent retreat, and some physical work. Hope to share what learned with you when comes back. <p>Questions: Alan MacKenna - What kind of labour will you be doing? Farming</p>
b.	<p>Board of Trustees report – <i>Richard Chung</i> <i>pg. 24</i></p> <ul style="list-style-type: none"> Trustees review Knox finances on quarterly basis. Trustees are diligent and hard working to make things effective and smooth running. New investment policy was developed last year. Insurance has gone up quite a bit in last year for everyone. We are due to renew this June, so Chris Cliff is investigating different insurance companies' policies. We've been running a deficit budget. The Board will be doing some strategic planning this year, and will sit with Trustees and Finance to look at the bigger picture and as it relates to finances. Discuss bigger picture together in April. Grateful to have two new trustees nominated this year – Mike Flynn and Richard Dunsterville. <p>Investment Report – <i>Chris Lay</i> <i>pg. 25</i></p> <ul style="list-style-type: none"> Written report submitted. Portfolio performed quite well given turbulent market last year. 3.82 million right now, down from just over \$4 million at the end of the year. Ours is less bad than the rest of the market – we are outperforming on the downside that is the market right now. Unique portfolio – we can only draw capital gains if the portfolio is over \$4 million, although if under we can still draw the interest which is \$108,000 per year. So we have to be careful when the market goes down – we have to keep a close eye on it. Thanks to Chris and Trustees. <p>Questions: none</p> <p>MOTION: Sandra Trueman moves and Chris Lay seconds that Bruce Herzer, Lori Marzin, Bryan Atkins, Mike Flynn, Richard Dunsterville and Richard Chung be elected to the Knox UC Board of Trustees 2023. CARRIED unanimously.</p>
c.	<p>Building Committee report – <i>Alan MacKenna</i> <i>pg. 22</i></p> <p>Pre-construction preparations continue. Agreements with neighbours are close for the shoring, which will permit excavation to begin. The north neighbour has also given permission to remove hazardous tree just north of the sanctuary. We are applying to city for its removal, on behalf of our north neighbour.</p> <p>Questions:</p>

	Sharon Bliss - Can we rent next door house to use as office during construction? We have not explored that idea. He had an offer from a developer, but now there none at this time.
d.	<p>Ministry & Personnel report– <i>Alan MacKenna</i> <i>pg. 16</i></p> <p>Staff - A big thanks to staff, contractors and suppliers who keep us alive in 2022. You have all done a magnificent job. Gift plants given (hellebores).</p> <p>We stand and applaud the staff: Richard Chung, Chris Cliff, Colleen Coulter, Madeline Klassen, Sharon Bliss, Paul O’Neil, Kevin Wong, Anne MaKenna, Debra Danny, Tracy Chernasky, Jeannie Calloway. Thanks also to Josie Barley who retired this past year.</p>
e.	<p>Nominations Team report – <i>Susan McAlpine</i> <i>handout supplied at meeting</i></p> <p>A revised Nominations slate was circulated at the meeting.</p> <ol style="list-style-type: none"> i. The following teams will remain fallow in 2023: COMMUNICATIONS & WELCOMING: <i>fallow</i> FAITH FORMATION: <i>fallow</i> – Richard Chung will continue to lead these initiatives. ii. Outgoings: <ul style="list-style-type: none"> ▪ Facilities & Property Maintenance: Berkeley Scott (not on list - to be confirmed) ▪ Worship: Joanne Melville, Anne MacKenna (ex officio) iii. Incomings: <ul style="list-style-type: none"> ▪ Trustees: Mike Flynn, Richard Dunsterville ▪ Board: Mike Flynn, Robin O’Brien, Chris Cliff (ex officio) ▪ Worship: Mary-Ellen Flynn ▪ Finance: Chris Cliff (ex officio) iv. Nominees from the floor? None. v. Presentation of the slate of nominees: <p>BOARD: Susan McAlpine Chair, Michelle McMaster Secretary, Larry Tench Treasurer, Rev. Dr. Richard Chung, Richard Dunsterville, Berkeley Scott, <i>Mike Flynn, Robin O’Brien, Chris Cliff (ex officio)</i></p> <p>BOARD OF TRUSTEES: Rev. Dr. Richard Chung, Lori Marzin, Bryan Atkins, Bruce Herzer, <i>Mike Flynn, Richard Dunsterville</i></p> <p>MINISTRY & PERSONNEL: Alan MacKenna Chair, Adrienne Burton, Anne Earthy, Judy Langdon, Sandra Trueman</p> <p>FINANCE: Margaret Pendray Chair, Larry Tench Treasurer, Bruce Herzer Secretary, Chris Lay, <i>Chris Cliff (ex officio)</i></p> <p>WORSHIP TEAM: Mary Graham Chair, Rev. Dr. Richard Chung, Gloria Bender, David Cass, <i>Mary-Ellen Flynn, Colleen Coulter (ex officio), Madelene Klassen (ex officio)</i></p>

STEWARDSHIP & SOCIAL JUSTICE: Sharon Copeman Chair, Adrienne Burton, John Carr, Richard Dunsterville, Francis Herzer

PASTORAL CARE: Rev. Dr. Richard Chung, Rev. Sharon Copeman, Sydney MacKenna, Catherine Shen, John Carr, Joanne Melville, Marg Derkson.

FACILITIES & PROPERTY MAINTENANCE: Richard Dunsterville Chair, Larry Tench, Wendy Trant, Ed Williams, Don Bliss

BUILDING COMMITTEE: Alan MacKenna Chair, Rev. Dr. Richard Chung, Bill Goodsir, Don Bliss, Richard Dunsterville, Larry Tench, Ed Williams, Michelle McMaster

PACIFIC MOUNTAIN REGIONAL COUNCIL REP: vacant

vi. Nominations from the Floor: none.

MOTION: Sharon Bliss moves and Sandra Trueman seconds to approve the slate of Nominees. CARRIED unanimously. Susan McAlpine will verify if Berkeley Scott remains on the F&PM team.

f. Finance Team report and Treasurer's report – *Margaret Pendray pgs. 26 - 30*

i. Finance Team Highlights:

- Congregation increased givings in 2022. Much appreciated.
- Finance working group was established September 2021 to improve finance systems and accuracy with less costs and duplicating by moving to electronic systems. Now all our banking is done electronically. Now all done with one bank. Thanks for the hard work: Jeannie Calloway bookkeeper & QuickBooks expert, Larry Tench, Josie Barley, and Margret Pendray.
- We received \$5000 donation revenue online through Tithe.ly which goes into general donations, special appeals, performing arts and workshops categories. Payments go through Tilthe.ly in US and then straight into our bank account. They charge 3.2% for the service. Some donors also pay the fees associated with their donation, otherwise the fees are subtracted from their donation.
- Larry Tench prepared the Treasurer's report and Budget, although he is not presenting it today. So thank you very much, Larry.

ii. 2022 Operating Statement, Dec 31, 2022: *pg. 28*

a) Income – Total Actual \$231,200, was \$3100 over budget:

- 2022 Actual pledges and offerings were \$153,900, which was \$5000 over 2022 budget.
- Use of facilities was minimal.
- Formatting of statement now includes Hon Tower income and expenses which cover loss of rental and storage rental costs.
- Covid federal subsidies did not persist into 2022 but we had advantage of them in 2020 and 2021.

b) Expenses – Total Actual \$417,900, was under budget by \$36,600:

- Pacific Mountain Regional Council and UCC Assessment increased by \$4000 from 2021.
 - Personnel compensation is the biggest expense – at \$287,800 it was \$36,000 lower than budgeted due to actual vs. expected hiring of new office manager.
 - F&PM was \$4000 less than budgeted. Rental storage expenses will go here.
 - Congregational Life: At \$16,500 was over budget by \$2700. Worship and music budget was over by \$4000 to allow exploration with paid section leaders and soloists. Congregational Life Misc is the bundled budgets for many of our teams, and was under budget.
 - Community Development: Actual \$7694 was below budget by \$4500 due to less performing arts expenses.
 - Review engagement - was higher than anticipated because we skipped a year so had to do some review for 2021 as well as 2022.
- c) Total Income to Expenses put us in deficit by \$186,720 actual, which was better than the budgeted \$226,500. Trustees transferred funds into operating to cover deficit.
- d) Special purpose fund – relates only to donations given for special purposes like Mission and Service (to United Church of Canada), and special appeals. It also includes Knox donations for healing touch and memorial garden, and the Atkins fund for trumpeter music.

iii. Budget 2023: *attached to front of 2022 Annual Report*

- Budget income - total \$344,600
 - Pledges and offerings \$156,000, up \$3000 from last year actual.
 - Use of facilities is assumed minimal. Ho Towers compensation \$70,000
 - \$108,000 from Leith Wheeler investment income (Trustees transfer) now included.
- b) Budget operating expenses – total \$496,000, up \$41,000 from last years budget
- UCC assessment for 2023 has unexpectedly increased by \$8000, to \$24,000.
 - Personnel Compensation increasing by \$23,000 due to expansion of new office manager role (more responsibility). Also, in fall Jeanne Calloway was trained to do financial work Josie was no longer doing. She will continue to do this, releasing Chris Cliff to do other work.
 - F&PM about the same – office will be on front lawn when construction starts.
 - Congregational Life: \$16,300, up from last year. Worship and Music budget increased from last year but not as much as actuals were. Team budgets are bundled under Congregation Misc, same.
 - Community Development - \$14,350, up from last year.

- c) Total Income to Expenses put us in deficit by \$151,500 over and above the \$108,000 investment income to be transferred. Last year the actual deficit was \$75,574, transferred from the Trustees, over and above the \$108,000 investment income transferred.

iv. *Susan McAlpine* -

- No one is thrilled about size of operating deficit. The Budget is an accurate reflection of what we need to keep Knox going as we have done in the past. Continuing on this path is not sustainable.
- Board will be doing a review about how we are organized, investigating events, fundraising, other income sources. Goal: to develop a 5 year plan and supporting financial plan.

Questions:

- Wendy Trent – Last year’s minutes say we were owed \$55,000 by Hon Towers. Did it get paid? where included? Margaret Pendray – Yes, it was paid. \$10,000 of the \$55,000 Hon Towers owed at the end of last year went to Preschool and is not noted in the Operations Report. (It is noted in the overall Knox financial data). The funds owed for loss of rentals and storage fees are shown in the Operations Statement and Budget. Hon Towers pays Knox quarterly. Their payment is noted retrospectively on a monthly basis in the Statement/Budget and documented in the year end Statement.
- Wendy Trent – capital fund how much? – Chris Lay - It is \$3,829,000. Revenue receive about &9000/month
- Judy Langdon – trailer costs covered by new building transition? – Alan McKenna - Hon Towers pays for trailer, furniture and electrical for it.
- Chris Lay – Margaret Pendray said Personnel Compensation budget increase is \$23,000, but it looks like a \$60,000. Explain? Margaret - increase is closer to \$60,000 when comparing actual 2022 to 2023 budget, rather than budget to budget.

MOTION: Sharon Bliss moves and Anne Earthy seconds to approve the 2023 Budget. CARRIED unanimously.

g. Knox Board report – *Susan McAlpine*
pg. 7

- Remember those we lost this past year- Mildred Dudlets, Joyce Krueger, Joan McLagan, and in 2021: Jean Bishop, Dorothy Pollock.
- Thanks to staff. Anne McKenna’s role has evolved in the past year. Thanks for accommodating all the weird work we asked of you. Welcome to Sharon Bliss to Church Officer role – thanks for your organizational skills and enthusiasm.
- Next: Strategic Planning for the future.. 2027. We anticipate more virtual and in-person events and worship, fewer volunteers and more paid roles, more community integration, a new building and new neighbours. We’ve had a pandemic roller coaster which is hopefully over.

7.	<p>MOTION: Alan McKenna moves and Sandra Trueman seconds to accept the 2022 Annual Report including attachments. CARRIED unanimously.</p> <p>Thanks to Susan McAlpine, Chris Cliff, Sharon Bliss, Michelle McMaster and all who contributed to annual report and preparation for this meeting, including Rev Richard who helped to steer the boat.</p> <p>Question:</p> <ul style="list-style-type: none"> - John Carr – could construction fencing give a little more room to get to memorial garden? Talk to Alan MacKenna.
8.	<p>Closing prayer - <i>Richard Chung</i></p> <p>Thanks to Susan McAlpine - our young, smart, courageous and strong person who chairs board. Thank you Susan for all your work.</p> <p>Thanks God for the past year. Be with us as we work to renew your ministry in the spirit of love, truth, and generosity, to courageously venture forward.</p>
9.	<p>MOTION: Chris Lay moves to adjourn at 1:14 pm.</p>

Margaret Pendray, ACM Chair

Michelle McMaster, ACM Secretary