



GOVERNANCE BOARD MEETING

Date & Time	Saturday, December 5 th 2020
Location	SMBC
Members	Phil Meulman (Senior Minister), Sue Collier (Vicar's Warden & Secretary), Rochelle Ratnayake (CW), Tony Hickson (CW), Sarah Su, Lynn Pryor, Howard Walker, Jay Ratnasingham (Treasurer), Katherine Canobi, Fiona Dunn
Invited Guests	Ian Nyholm Ilam

MINUTES

Item No.	Agenda Item
1.	Apologies
	Rochelle Ratnayake Ian Nyholm
2.	Opening Reflection/Prayer/Welcome
	Phil read the blessing of Judah from Genesis 49. He pointed out that Jesus is the king. During the season of Advent, it is easy to be complacent and the importance to keep the perspective that Jesus is the King. There was a time of open prayer. Members introduced themselves to each other.
3.	Previous Minutes

	Minutes of the 14 th October 2020 GB meeting were passed as a true and correct record. Moved Howard Walker Seconded Lynn Pryor Passed
4.	Actions Arising
	The policy “Pastoral Guidelines on Same-Sex Relationships, Marriage and Gender” will be discussed at the February 2021 meeting. Phil emphasised the need to be pro-active on this subject following the decision of the Appellate Tribunal to allow same sex blessings of same-sex civil marriages (but not same-sex marriage services) in Anglican Churches. The pastoral sensitivities were acknowledged.
5.	New Matters
5.1	Explanation of LBM: This manual will undergo a full revision in 2021. All members are expected to make themselves familiar with this manual.
p. 3	<ul style="list-style-type: none"> The importance of GB members using the GWAC email was emphasised as this will allow access to GB files within Teams. Training in Office 365 and Teams will be included in the February GB meeting.
p. 5	<ul style="list-style-type: none"> The secretary will be responsible for the storage of GB documents
p. 7-8	<ul style="list-style-type: none"> All GB members were encouraged to understand how the GB works and relates to the staff and wider parish
p. 9	<ul style="list-style-type: none"> Agenda items to be submitted the Thursday prior to the meeting for distribution. It will be assumed that reports have been read by GB members prior to the meeting. The chair is yet to be appointed. Phil has the opportunity to appoint one further person to the GB and is praying about this.
p.53	<ul style="list-style-type: none"> Accountability Principle (AP1.21). Phil reminded the meeting that once a decision had been made by the GB it became a decision of the whole board regardless of an individual’s personal opinion.
p. 85	<ul style="list-style-type: none"> The importance of the new policy of Women and Men in Ministry was emphasised. Phil pointed out that this remained a concern for many.
p. 91	<ul style="list-style-type: none"> The changes to the GWAC Alcohol Policy were pointed out.
p. 165	<ul style="list-style-type: none"> Reconnect 21: Phil emphasised that this document would act as the Mission Action Plan (MAP) for 2021.
5.2	Phil read out a letter to Bre clarifying the arrangements for the Monash church plant. A copy is attached to these minutes.
5.3	Dates for 2021: Commissioning Feb 7 th for all ministry leaders February 10 th GB and staff (and spouses) meal followed by GB meeting Mar 28 th commencement of on-site Mandarin Ministry

5.4	<p>Formal Ratification of Office-Bearers: Warden on Electoral Roll Committee. (Wardens' Appointment) Sue Collier Ratified Secretary Sue Collier Moved Fiona Dunn Seconded Jay Ratnasingham Treasurer Jay Ratnasingham (Wardens' Appointment) Ratified Warden on IC (Wardens' Appointment) Rochelle Ratnayake Ratified Lay assistants at Communion-the distributed list of names was approved. Moved Tony Hickson Seconded Sarah Su Carried</p>
	The meeting adjourned for Morning Tea
5.5	<p>The following documents were distributed and signed by GB members: GWAC Code of Conduct GWAC Conflict of Interest DoM Declarations</p>
5.6	<p>Confirmation of access to safe Access to be given to Sue Collier, Tony Hickson, Rochelle Ratnayake, Jay Ratnasingham, Gordon Paulett, Ashish Roy. A new combination will be created. Moved Lynn Pryor Seconded Katherine Canobi. Carried</p>
5.7	<p>Confirmation of bank signatories See attached minute</p>
5.8	<p>Review of GB delegations: Finance Task Force- Jay Ratnasingham, Diane Craig, Tony Hickson, Phil Meulman. Confirmed. Property Task Force-Membership is to TBC. The Terms of Reference will need to be revised. One task will be to explore a refurbishment of 800A.</p>
5.9	<p>Refurbishment Update:</p> <ul style="list-style-type: none"> • Office refurbishment will commence on Jan 27th, 2021 • Priorities for the next stages of the refurbishment will need to be determined. • The Playground is a high priority • Heating/cooling for the Nook and Chapel as raised at the Annual Meeting will also be explored.
5.10	<p>GBAP 2020/21 The GBAP was distributed. Please note that the February meeting will include a meal with staff and GB members and their partners. Sue Collier will arrange the catering and advise the staff.</p>
5.11	<p>Chairs in Auditorium: Phil led the discussion in place of Ian Nyholm who was unwell. Civic Chairs provided the following information:</p> <ul style="list-style-type: none"> • Chairs used in auditoriums such as ours have to be linked when configured in rows.

	<ul style="list-style-type: none"> • The single chairs and those with armrests can be linked. The suggestion is that if you put an armchair then a single chair followed by another armchair you effectively have 3 chairs with arms to use for support. • We are restricted to configurations stretching no more than 7.5m without having an aisle. • The chairs have enough flexibility to allow them to be configured in a gentle curve if required. • There is a possibility of at least one church that may be interested in purchasing the current pews at an estimate of \$40 – 50 per seating space. At this price, the current pews are worth something in the vicinity of \$20,000. <p>The decision was made to go ahead with the purchase of the chairs and the sale of the pews. Fiona Dunn offered to assist with the colour choice and develop a communication strategy with the church members. Shivani will also be consulted. The purchase of the chairs will be funded from the money from the sale of Basil Cres. Moved Tony Hickson. Seconded Katherine Canobi. Carried.</p>
5.12	<p>Review of AM Minutes</p> <p>The draft minutes were approved for distribution to the parish and will be passed at the 2021 Annual Meeting.</p>
6.	Financial Matters
6.1	<p>The following report was presented by Jay Ratnasingham.</p> <p><u>GWAC Financial Reports November 2020 November:</u> -</p> <p>Operating Income:</p> <ul style="list-style-type: none"> • Offerings are \$3,377 below budget. • Ministry Income is \$3,831 below budget as programs are not running and Mandarin ministry is just getting started. • Interest income is \$3,051 as the Basil Cres Term deposit matured during the month. <p>Operating Expenses:</p> <ul style="list-style-type: none"> • Employment expenses are over budget due to Job keeper top-up payments and accrued leave. The JobKeeper top-up payments will be offset by JobKeeper credits once they are processed by the Diocese. Accrued leave will reduce when leave is taken in December & January. • Mission Partner payments are under budget as we are still paying at the 19/20 level. • Property expenses were \$5,095 under budget due to the building being closed.

	<p>The operating surplus for the month is \$14,104, which is \$7,071 above budget. This is mainly due to \$20,000 being drawn down from the Bequest Fund.</p> <p>Operating Expenses:</p> <ul style="list-style-type: none"> • A generous donation of \$18,250 was received for the construction of the new sound desk in the auditorium <p>Year to Date: -</p> <p>Operating Income:</p> <ul style="list-style-type: none"> • Offerings are \$7,387 below budget • Ministry Income is \$8,701 below budget • Grant income is from the Covid cash boost <p>Operating Expenses:</p> <ul style="list-style-type: none"> • Employment expenses are over budget. This will be offset by JobKeeper credits. • Mission partner payments are under budget as we are still paying at the 19/20 level. • Property expenses are \$7,324 under budget due to the building being closed <p>The year-to-date operating surplus is \$10,523, which is \$7,071 above budget.</p> <p>The need to encourage regular giving and to ensure that the Annual Appeal raises the budgeted amount of 100k was emphasised.</p>
6.2	<p>Review of Mission Partners</p> <p>The budget for GWAC missions giving is 88k which includes Sent Collective (the name for the Monash Church Plant).</p> <p>The following changes were made to the distributions:</p> <ul style="list-style-type: none"> • Pioneers-reduced to 1 unit • Power to Change-increased to 2 units • Oikos is removed because it is covered in the Monash church plant • Alpha is removed • Ridley remains • Jam money will be paid into church then sent to Anglican Overseas Aid • BCA remains as 2 units • CMS remains as 3 units • OMF remains as 1 unit • Mission of Truth remains. Who <p>Moved Howard Walker Seconded Lynn Pryor</p> <p>Phil informed the meeting that he intends to appoint a new Chair and re-establish the Missions Task Force.</p>
6.3	<p>An explanation of the budget was given:</p> <p>The Operations Budget covers the ministry budget</p>

	The Global Budget includes donations for specific projects and the Basil Cres funds. These funds cannot be used to meet operations budget.
7.	Close of Meeting 12.40pm
8.	Next Meeting Feb 10 th , 2021. 6.30pm Meal with staff