

**West Highland Baptist Church**  
**Annual General Meeting**  
**June 25, 2023**

Attendance: 88

Rob Kapteyn opened in prayer.

1. Kurt Davis, the moderator, called the meeting to order.

2. Approval of agenda - Kurt Davis

**MOTION** to approve the agenda as presented was made by Rick Thompson and seconded by Tom Flack . Carried.

3. Approval of minutes from QBM March 26. 2023 - Kurt Davis.

**MOTION** to approve the minutes from March 26, 2023 QBM was made by Patti Benallick and seconded by Mark Stairs. Carried.

4. Membership and Deletions - Katrina Stairs

**MOTION** to approve the addition of 34 new members to West Highland Baptist Church as approved by the Elder Team was made by Katrina Stairs and seconded by Vicki Jaster. Carried.

|                     |                        |                      |
|---------------------|------------------------|----------------------|
| Rijo Abraham        | Sneetha Abraham        | Leonardo Boyer       |
| Bryan Barrett       | Emmary Prieto de Boyer | Jennifer Dibbley     |
| Randy Dibbley       | Mirella Faiola         | David Edwards        |
| Mary Edwards        | Rachel Leonard         | Karen Lomax          |
| Hailey-Jo Mantel    | Robert Manten          | Janet Manten         |
| Duncan Miles        | Jennifer Miles         | Michael Onuorah      |
| Sophia Chinwe       | Stephen Ouellette      | Sanson Paul          |
| Emily Paul          | Rita Pikkert           | Desiree Ayesha Rehel |
| Lisa Schmidrauter   | Austin Seto            | Liam Thompson        |
| Ruthanne Van Voorst | Noah Van Voorst        | Trisha Walker        |
| Frank Weinhardt     | Judy Weinhardt         | Kevin Westwood       |
| Fang (Nancy) Zhang  |                        |                      |

5. Election of Officers for 2023 -

**MOTION:** Motion to approve the recommendation of Church Officers for the positions of Moderator - Kurt Davis, Church Clerk - Katrina Stairs, and Treasurer - Ed Brink was made by Rob Kapteyn and seconded by Christine Lasebnik. Carried.

6. Report on Dec.31, 2022 Audited Financial Statements - Ed Brink

**PLEASE SEE ATTACHED REPORT**

**MOTION** to approve the Audited Financial Reports as presented was made by Ed Brink and seconded by Corinna Rush. Carried.

Ed Brink wished to thank the Audit committee: Hailey-Jo Mantel, Tom Budge, Christine Lasebnik, and Chito Navarro.

7. Appointment of Auditor for the fiscal year ending December 31, 2023 - Ed Brink **MOTION** to approve Taylor Leibow LLP Accountants and Advisors as the Auditor of the fiscal year ending December 31, 2023 was made by Ed Brink and seconded by Jeff Thiessen. Carried.

8. 2023 Financial Update - Ed Brink  
**PLEASE SEE ATTACHED REPORTS**

**MOTION** to approve the 2023 Financial Update was made by Ed Brink and seconded by Tom Budge. Carried.

9. Elders Team Update - Rob Kapteyn

- Looking at the staffing situation. Transitions are happening. All the staff are taking on extra responsibilities at this time and we thank you for that. Jamie is taking on the ministry team lead position. To assist the whole ministry team, the elders would like to announce that Dave Roberts will take on the role of Associate Pastor of Discipleship. To bridge the gap until the position is filled, Tom Budge is helping with administrative issues in the church office.
- Pastoral Search committee - the team is functioning really well. A great atmosphere and the team is truly committed to do this job. Please fill out the survey. The results of the survey will be helpful but the goal is to please God.
- 3 positions will be available on the board of elders for next year. We need your prayers as we search for the men to serve on the elders team.
- We need to call our church to pray. Please pray for the elders. Rob would like to announce that Sunday, July 23 will be a time for corporate prayer.
- Dorrett James - an update on the refugees: Christmas Gifts for Christ - Sponsorship for refugees. The gentlemen and his 15 year son are in Turkey. A 10 year old daughter has been held in Iran by the Mother. We are working on sponsorship of all three and are praying that the mother releases the daughter to the father who has full custody of the two children. The application was filed on May 1, on June 14 we have gotten through the first stage approval. The next step will be to sent to Turkey where the interview process will take place. It will probably take about 12 months. Please pray for quick responses. A team has been set up to help make this possible. Please pray for this man and his children. Turkey is inhospitable for christians.

**MOTION** to approve the Elder's team report was made by Rob Kapteyn and seconded by Ed Lee. Carried.

10. Pastoral Search Committee Update - Phil Seagrove, Chairman

- We have a great team. We have had a good start with some presentations from various people, which have been very helpful.
- We have established an email. [psc@westhighland.org](mailto:psc@westhighland.org)
- We have implemented a survey - to find out what the church is looking for in a senior pastor. We will start to analyse these results in July.
- We are going to post this position on the FEB website. The posting will be coming soon.
- We have been given about 12 names and they are on a spreadsheet. We will start to discuss actual names going forward.
- There is lots of work for us to do. We are willing and ready to do the work. They want to be sensitive to the leading of the Holy Spirit - we are relying on God and His wisdom. We are praying for God's wisdom and unity in the group. Please pray for us. Pray for wisdom, and leading of God, the survey, and the new pastor of WH.

### **QUESTIONS:**

Q: Will we be appointing an interim pastor? A: The elders will be looking into this.

Q: Are we solely looking for a senior pastor or are we looking for other pastors as well. A: We are concentrating on a lead pastor and then the new lead pastor will assemble the team.

Q: What is natural development? A: A presentation coming at the next business meeting.

Q: How are the other pastors' roles changing, other than Jamie.

A: They are not changing. They are taking more responsibility.

### **11. Ministry Team Lead Report - Jamie Strickland**

- Ministries will continue this summer. Hamilton summer fellowship - every Wednesday night in July and August speaking on the "What is truth"
- Outreach: The car show - 175 cars in attendance. Pastor Chris shared the gospel with them at the breakfast. 66 people requested follow up information with our church. The Kings Community Garden: volunteers are coming in a couple times a week. There are 35 plots - 30 are from the community. A summer BBQ for those people in the community will be held. Summer camps; the staff are excited for this. 556 registered / 93 campers a week. 1/3 from the community and not connected to any church in the city. Please pray for the kids coming to the summer camps and returning kids to renew the seed that was planted last summer. 39 LITs and 26 HIS interns and Adult volunteers (still looking for more adults to be placed) are involved in the summer camps. Every Sunday at the service there will be a weekly element from the week previous and hopefully the families will come to church. Reach to people you do not know on Sunday mornings, there will be a lot of newcomers to the church this summer. Camp Sunday will be on August 20.
- Our staff is doing well. We made plans and we are stretching and we are relying on the lay people in our church. We are grateful for the people stepping up. Pray for us and be willing to help out.

- A great celebration this morning with Pastor John and Andrea. We are thankful and we are excited for the next step in West Highland. Let's be faithful, and be a light.

**QUESTIONS:**

Q: How is Pastor Ken Ingram?

A: He needs to limit stress in his life. He needs to be working at a 50% capacity at this time. He is around and we are encouraging him to take it easy. Please pray for him.

Q: Can we have an update on the youth.

A: The youth meet on Wednesday nights and Sunday mornings. Adam is the interim youth leader at this time.

**12. Adjournment**

**MOTION** to adjourn the AGM was made by Ken Robinson and seconded by Rick Thompson  
. Carried.

Pastor Jamie closed the meeting in prayer.

**West Highland Fellowship Baptist Church**  
**Statement of Revenues and Expenditures**

**General Fund**

**DRAFT**

(Unaudited)

For the 4 Months ended April 30, 2023

|  | 1                           | 2                           | 3                                       | 4                        | 5                           |
|--|-----------------------------|-----------------------------|---|--------------------------|-----------------------------|
|  | Jan - Apr<br>2023<br>Actual | Jan - Apr<br>2023<br>Budget | Jan - Apr 2023<br>Surplus/<br>(Deficit) | 2023<br>Annual<br>Budget | Jan - Apr<br>2022<br>Actual |
| <b>Revenues</b>                          |                             |                             |   |                          |                             |
| Offerings                                | \$ 564,491                  | \$ 655,058                  | \$ (90,567)                             | \$ 1,965,173             | \$ 463,593                  |
| Miscellaneous                            | 16,779                      | -                           | 16,779                                  | -                        | 3,150                       |
| Summer Camp Revenue                      | 83,098                      | 27,900                      | 55,198                                  | 83,700                   | 59,334                      |
|  | <b>664,368</b>              | <b>682,958</b>              | <b>(18,590)</b>                         | <b>2,048,873</b>         | <b>526,077</b>              |
| <b>Expenses</b>                          |                             |                             |   |                          |                             |
| Salaries and Benefits                    | 389,491                     | 453,291                     | 63,800                                  | 1,359,873                | 380,670                     |
| Worship Arts Division                    | 17,121                      | 7,400                       | (9,721)                                 | 22,200                   | 4,980                       |
| Discipleship Division                    |                             |                             |   |                          |                             |
| Discipleship                             | 3,680                       | 6,550                       | 2,870                                   | 19,650                   | 5,709                       |
| Family Ministries                        | 12,688                      | 25,967                      | 13,279                                  | 77,900                   | 2,221                       |
| Outreach Division                        | 62,651                      | 76,633                      | 13,982                                  | 229,900                  | 49,401                      |
| Administration Division                  |                             |                             |   |                          |                             |
| Facilities                               | 53,811                      | 53,667                      | (144)                                   | 161,000                  | 50,390                      |
| Financial and insurance                  | 22,156                      | 9,000                       | (13,156)                                | 27,000                   | 20,120                      |
| Office                                   | 59,559                      | 50,450                      | (9,109)                                 | 151,350                  | 43,629                      |
|  | <b>621,157</b>              | <b>682,958</b>              | <b>61,800</b>                           | <b>2,048,873</b>         | <b>557,120</b>              |
| <b>Surplus (Deficit) from Operations</b> | <b>43,210</b>               | <b>-</b>                    | <b>43,210</b>                           | <b>-</b>                 | <b>(31,043)</b>             |
| COVID 19 Government Assistance           | -                           | -                           | -                                       | -                        | -                           |
| <b>Net Surplus (Deficit)</b>             | <b>\$ 43,210</b>            | <b>\$ -</b>                 | <b>\$ 43,210</b>                        | <b>\$ -</b>              | <b>\$ (31,043)</b>          |

**General Fund Statement**

(Unaudited)

For the 4 Months ended April 30, 2023

|                                      | Year to<br>Date<br>Actual |
|--------------------------------------|---------------------------|
| Beginning balance                    | \$ 7,587,690              |
| Net surplus (deficit) - general fund | 43,210                    |
| Ending balance                       | <u>\$ 7,630,900</u>       |

**West Highland Fellowship Baptist Church****Statement of Changes in Fund Balances****Other Funds****DRAFT**

(Unaudited)

For the 4 Months ended April 30, 2023

|                   | 1                | 2                | 3    | 4                  |
|-------------------|------------------|------------------|------|--------------------|
|                   | Building<br>Fund | Missions<br>Fund |      | Benevolent<br>Fund |
| Opening Balance   | \$ -             | \$ 89,023        | \$ - | \$ 11,667          |
| Revenue           |                  |                  |      |                    |
| Offerings         | 46,906           | -                | -    | 1,583              |
| Interest          | -                | -                | -    | -                  |
|                   | 46,906           | -                | -    | 1,583              |
| Expenditures      |                  |                  |      |                    |
| Expenses          | -                | -                | -    | 2,555              |
| Mortgage interest | 10,635           | -                | -    | -                  |
|                   | 10,635           | -                | -    | 2,555              |
| Closing Balance   | \$ 36,271        | \$ 89,023        | \$ - | \$ 10,695          |

|                   | Memorial<br>Fund | Other<br>Designated | WHAM      | Total      |
|-------------------|------------------|---------------------|-----------|------------|
| Opening Balance   | \$ 173,030       | \$ 89,631           | \$ 12,660 | \$ 376,011 |
| Revenue           |                  |                     |           |            |
| Offerings         | 10,150           | 54,769              | -         | 113,408    |
| Fees              | -                | -                   | 16,977    | 16,977     |
| Interest          | 1,323            | -                   | -         | 1,323      |
|                   | 11,473           | 54,769              | 16,977    | 131,708    |
| Expenditures      |                  |                     |           |            |
| Expenses          | -                | 4,772               | 13,277    | 20,604     |
| Mortgage interest | -                | -                   | -         | 10,635     |
| Transfer out      | -                | -                   | -         | -          |
|                   | -                | 4,772               | 13,277    | 31,239     |
| Closing Balance   | \$ 184,503       | \$ 139,628          | \$ 16,360 | \$ 476,480 |

---

**West Highland Fellowship Baptist Church****Consolidated Balance Sheet**

(Unaudited)

**DRAFT**April 30, 2023

---

**Assets**

## Current

|                    |    |              |
|--------------------|----|--------------|
| Cash, general fund | \$ | 37,029       |
| Receivables        |    | 14,204       |
| Prepaid expenses   |    | 20,912       |
|                    |    | <hr/> 72,145 |

|                              |  |                 |
|------------------------------|--|-----------------|
| Land, building and equipment |  | 8,202,572       |
|                              |  | <hr/> 8,274,717 |

**Other funds**

|                      |  |               |
|----------------------|--|---------------|
| Cash and investments |  | <hr/> 391,579 |
|----------------------|--|---------------|

---

**\$ 8,666,296**

---

**Liabilities**

## Current

|                       |    |               |
|-----------------------|----|---------------|
| Payables and accruals | \$ | 21,224        |
| Mortgage facility     |    | 507,692       |
| CEBA loan             |    | 30,000        |
|                       |    | <hr/> 558,916 |

**Fund Balances**

|                       |  |               |
|-----------------------|--|---------------|
| General fund (page 1) |  | 7,630,900     |
| Other funds           |  | <hr/> 476,480 |

---

**8,107,380**

---

---

**\$ 8,666,296**

---