**Sunset United Church**

**Board Meeting Minutes**

**DRAFT**

**December 9, 2021**

1. CALL TO ORDER

Using Zoom, the meeting was called to order by Chair, Jean Cameron, at 7:00.

2. ATTENDANCE

Present: Jean Cameron, Tricia Gerhard, Denelle Hansen, Trina Hodgson, Brenda Scarfe, Marion Tudor, Hilary Wallin, Nancy Toppings, Doug Billet, Tim Osborne

Guest: David Gerhard

Regrets:  Michelle McConkey, Barbara Flaten-Orr, Susan Black, Ken Fensom, Bryan Tudor

3. ADOPTION OF AGENDA

Fundraising report added to the agenda under Committees

David Gerhard will join the Zoom call to discuss the sound system at some point during the meeting.

**Moved by Marion/Brenda that the agenda be adopted as amended.  Carried.**

4. DEVOTION

Tricia led us in prayer.

5. MINUTES OF THE PREVIOUS BOARD MEETING

**Moved by Brenda/Nancy that the minutes of the October 28, 2021 board meeting be approved as presented.  Carried.**

6. BUSINESS ARISING FROM THE MINUTES

* Search Process
	+ A group has been created to prepare the Community of Faith Profile: Marina Jeffrey, Trina Hodgson and Nancy McBean. They have already met twice.
	+ A regional liaison has been appointed: June Blau, a member at Wesley UC. She has an advisory role to the group.
* Ladies Fellowship donated $600 to the sound system.
	+ Sharon Frei will continue keeping coffee supplies stocked

7. CORRESPONDENCE

Jean received an email from Nancy Edwards thanking the board for the thank you card and gift card.

8. FINANCIAL REPORT/TREASURER’S REPORT/BUDGET

Denelle led us through the financial reports for the year up to November 30, 2021:

Total income to date: $202,145.72

Total expenses to date: $177,362.84

Net cash flow: $24,782.88

Some highlighted areas of the report:

* Donation from Ladies Fellowship has been put into the Capital Projects Fund which will be used when the remainder of the sound system is paid for.
* CEWS continue to help us keep our financial position very positive.

**Moved by Denelle/Trina that the financial report be accepted as presented. Carried.**

POLICIES & PROCEDURES

None.

10. BUSINESS ARISING FROM COMMITTEES/SUPPORT STAFF

10.1 Affirming Committee - Trina reports that this committee’s work continues to evolve to include advocating for and supporting the large homeless and food insecure population in Regina. There is currently a very significant need in Regina that is not being met by the shelters and other programs and supports. Trina has joined several church groups to discuss how as a church community we can address food insecurity and homelessness. Even more specifically, how can churches that are not located in core communities be of support to churches that are located in those core communities. A specific need that has been identified is that there are many great food programs that only operate through the week, but do not operate over the weekend. Anyone relying on those programs may have no support over the weekend. This past week Trina took part in a meeting of various church representatives from a variety of denominations to discuss this need. They have planned a Saturday bag lunch pilot project. On December 18 they will package and hand out bag lunches from Knox Met UC/First Baptist and also offer a warming centre. They will meet to debrief after the 18th to figure out the cost and the number of volunteers required. Then they will start approaching churches around Regina and ask congregations to volunteer for weekends throughout the year. Knox Met and First Baptist have both volunteered their buildings for this. The hope is to have a second bagged lunch event on January 8, 2022.

An important part of this project is to offer a space to build community. Trina felt this was an important component of Camp Hope and it is something that doesn’t seem to happen in shelters.

Trina will report back next month.

10.2 Fundraising: Fundscrip orders have been completed and distributed. Between the two Fundscrip orders and the Co-op order, $1,325.80 was raised for the church.

11. NEW BUSINESS

 11.1 2022 Budget: Tim presented the draft budget.

**Moved Tim/Doug that the 2022 budget be accepted as presented. Carried.**

 11.2 Livestream volunteers: Discussion around hiring someone, possibly a computer tech student, to run the video live stream. M&P will be asked to look into this. Sunset will still need to have some congregational volunteers who are trained and familiar with the system.

 11.3 Sound System:

* David Gerhard’s report is attached.
* Summary of work completed: video and electrical completed and installed. Audio is mostly completed and installed, we are waiting on a couple items that are backordered.
* Lighting was investigated and quoted but was dropped from the scope of work as the quotes were quite high. Electrical has been installed so lighting can be added later. For now everything looks fine in the video and livestream without additional lighting.
* Additional items:
	+ New operator training - Currently only David and Christa know how to operate the system. It is important to find some more volunteers trained on how to run the system. Is there a possibility for a monetary incentive. David is preparing a document to help volunteers onboard.
	+ Cabinet for hardware - Currently the hardware is on a tea table and something more secure and stable is needed. Several congregational members who are known to do woodworking were suggested and will be contacted to see if they would be willing to help build something.
	+ Computer equipment - David and Christa have been using their personal computers and the old church PC for streaming to youtube and running the Powerpoint display. This is not sustainable as the older church computer is not stable. David suggests a MacMini ($900 plus taxes) to run the livestreaming and an iPad ($430 plus taxes) in order to run the audio system.

**Moved by Brenda/Trina that the board approve and authorize an additional $1700 to purchase a Mac Mini ($899 plus taxes) and iPad ($429 plus taxes) with specifications as proposed by David Gerhard to finalize the hardware portion of the sound system upgrade. Carried.**

12. BOARD OF TRUSTEES REPORT

No report

13. MINISTER’S REPORTS

a) There was an unexpected change in the government policy around proof of vaccination (PoV) for places of worship. Churches had been exempt from PoV up to this point. As of Nov. 27 the mandate changed. Now anything happening in the church building that is not specifically connected to the life and work of the congregation would require PoV. (12 step groups are still exempt from PoV.) Outside organizations or renters using the church are now required to complete a form that states all participants in their event provided PoV. An information letter and form have been created to give to these groups.

b) Advent has started. 50 people attended the first Sunday and 15 people the second Sunday (in a blizzard). Livestream numbers are staying consistent with about 30 joining in on the livestream and several more watching throughout the week. There will be two Christmas Eve services. No service on December 26th. Prerecorded service on Jan 2.

c) Tricia visited Wintergreen on December 9 for the Christmas tea.

d) Polly has been taking over some of the technology from Tricia, like the bulletin and weekly Powerpoint.

e) Tricia has had some members reach out and interact with her on the daily Advent emails.

f) In person worship - Tricia is appreciating having people present on Sunday morning, particularly through the Advent and Christmas season.

14. UPDATE OF CHURCH CALENDAR

December 21 Longest Night service at 7

December 24 Christmas Eve services at 4 and 9

Annual meeting March 6, 2022

15. NEXT CHURCH BOARD MEETINGS

Thursday, January 20, 2022 at 7:00pm at Sunset

16. BENEDICTION

Tricia led us in a benediction.

The meeting was adjourned at 8:pm.