**Sunset United Church**

**Board Meeting Minutes**

**FINAL**

**October 15, 2020**

1. CALL TO ORDER

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

Jean thanked Denelle for all the extra work she has done that would normally have been done by Jayne during the past few months. She also announced that Tim has agreed to chair the finance committee.

2. ATTENDANCE

Present: Jean Cameron, Ken Fensom, Barbara Flaten-Orr, Tricia Gerhard, Denelle Hansen, Trina Hodgson, David Millar, Tim Osborne, Brenda Scarfe, Bryan Tudor, Marion Tudor, Hilary Wallin

Regrets: Susan Black, Michelle McConkey

3. ADOPTION OF AGENDA

**Moved by Ken/Trina 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/Hilary that the minutes of the September 1, 2020 board meeting be approved as amended. Carried.**

6. BUSINESS ARISING FROM THE MINUTES

None

7. CORRESPONDENCE

None.

8. FINANCIAL REPORT/TREASURER’S REPORT

Denelle led us through the financial reports for the year up to August 31, 2020:

Total income to date: $121,485.24

Total expenses to date: $114,047.85

Net cash flow: $ 7,437.39

And for the year up to September 30, 2020:

Total income to date: $140,107.58

Total expenses to date: $128,242.24

Net cash flow: $ 11,865.34

Denelle has applied for a CEBA (Canadian Emergency Business Account) loan and is expecting funding for staff from CEWS (Canadian Emergency Wage Subsidy).

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

POLICIES & PROCEDURES

None.

10. BUSINESS ARISING FROM COMMITTEES/SUPPORT STAFF

10.1 Property. Ken reported that shingles are starting to bubble and blister on the flat part of the roof. He will look at repair costs and report back to the board. He also promised that he will not go on the roof again. Ken will sell the tractor/riding mower as it is no longer needed.

**Moved by Ken/Marion that we approve the expenditure of up to $200 to purchase a leaf vacuum. Carried.**

10.2 M&P. Bryan reported that Jayne is back at Sunset working regular hours. Sunset will be used for the election. John Ashley will do a thorough cleaning before and after.

10.3 Community Service. Bryan reported that Rainbow Youth does not need our regular donations of gifts (White Gifts) for their Christmas stockings this year due mainly to a generous donation from an anonymous source. Dave said we will continue to make sandwiches for ISLA (Interdenominational Sunday Lunch Association) and signed us up for the month of April.

11. NEW BUSINESS

 11.1 Stewardship. Jean and Hilary will compose the letter for the annual stewardship campaign this year.

 11.2 2021 Budget. Tim, Denelle and Jean will meet to put together a draft budget.

 11.3 Re-opening Policy. This document will be a guide as to how to conduct activities at Sunset. It is meant to be a fluid document as changes will more than likely occur. Jayne will have a copy and there will be copies at the entrances. Space will not be available for rent until January. When changes are needed to the policy, the Re-opening task group will make revisions and bring them to the board. Jean thanked Tricia for all her work on this document.

**Moved by Marion/Hilary that we adopt the Sunset ReOpening Policy as presented. Carried.**

Jean, Hilary and Jayne acted out how folks will move about the church when it reopens.

**Moved by Hilary/Brenda that we approve the expenditure of up to $1000 to purchase directional signage as per pandemic protocols for the church. Carried.**

12. BOARD OF TRUSTEES REPORT

None.

13. MINISTERS’ REPORTS

Tricia is thankful for the team that gathers every Friday to record services - Michelle, Shirley, Corinne, David, Christa, other guests. The sound is much better on the recordings of the services now. David Gerhard is fine tuning the video quality. Corinne is enthusiastic and creative about getting singing included in the services. The numbers of folks viewing the services is consistent. Services are planned until the end of November. Tricia and Michelle are working on plans for advent. Tricia will let us know the plan for our first in-person service, involving only board members as a trial run. There was a discussion about how to conduct baptisms safely.

**Moved by Dave/Denelle that Tricia be allowed to conduct baptisms in a private setting with a church board member present to represent the entire congregation during the time of the pandemic. Carried.**

14. UPDATE OF THE CHURCH CALENDAR

Nothing to be added at this point.

15. NEXT CHURCH BOARD MEETING

Thursday, November 26, 2020. Location TBD.

16. BENEDICTION

Tricia led us in a benediction.

Meeting adjourned at 9:00pm.