Board business conducted via email since the last board meeting: 1. June 25, 2021

Sunset United Church donated $751 to the United Church of Canada’s Healing Fund in honour of the Cowessess First Nation’s discovery of 751 unmarked graves around the Marieval Residential School in Saskatchewan.

2. July 8, 2021

Rental agreement and policy was changed. See appendix A.

3. July 24, 2021

The board approved the hiring of our new Office Coordinator, Polly Williams-Olesen. She will start on September 1 and will be working 20 hours a week. Thanks to the M&P Committee.

4. August 27, 2021

The board decided to support Waterston House by making sandwiches. David wrote it will likely be in April, 2022.

**Sunset United Church**

**Board Meeting Minutes**

**DRAFT**

**September 9, 2021**

1. CALL TO ORDER

Chair, Jean Cameron, called the meeting to order at 7:00 at Sunset Church - for the first in person board meeting since February, 2020!

2. ATTENDANCE

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

3. ADOPTION OF AGENDA

Marion added Fundraising to New Business.

Bryan added Special Appeals to New Business.

**Moved by Trina/Nancy that the agenda be adopted as amended. Carried.**

4. DEVOTION

Tricia led us in prayer.

5. MINUTES OF THE PREVIOUS BOARD MEETING

**Moved by Marion/Denelle that the minutes of the June 3, 2021 board meeting be approved as amended. Carried.**

6. BUSINESS ARISING FROM THE MINUTES

The fall clothing sale has been cancelled due to Covid-19.

7. CORRESPONDENCE

None

8. FINANCIAL REPORT/TREASURER’S REPORT/BUDGET

Denelle led us through the financial reports for the year up to August 31, 2021: Total income to date: $145,240

Total expenses to date: $122,131

Net cash flow: $ 23,109

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

9. POLICIES & PROCEDURES

None.

10. BUSINESS ARISING FROM COMMITTEES/SUPPORT STAFF

10.1 Property

Ken’s report noted that the following work has been done recently:

- new metal eavestroughing installed on the north and south sides

- new smart meter installed in the east furnace room

- piano lid hinges repaired

- John painted the west washrooms and polished the floors

- John will paint the window frames in the west entrance

- new sound system being installed

- Three Star Plumbing & Flynn Roofing will work on the furnace stacks on our flat roof in order to meet code requirements.

11. NEW BUSINESS

11.1 Reopening Committee - September 19th will be the first in-person service. Tricia will inform the congregation in the next weekly update about mandatory masking, vaccination recommendations, sanitizing, no coffee, no handshaking or hugs, no Sunday School, and other protocols around Covid. Thanks to the committee which includes Tricia, Jean, Brenda, Hilary, Susan.

11.2 Thank you for Jayne. A small group took Jayne for lunch at The Cottage and gave her a painting by Doreen Killoh. Jayne worked with Polly for 1½ days to help prepare her for the job. Tricia will add to the weekly update about coming into the church to sign the card for Jayne. We will give her a $100 gift card from the upcoming fundraiser (exact one tbd). **Moved by Trina/Hilary that we purchase a $100 gift card for Jayne as a thank you gift from the church. Carried.**

11.3 Federal election. Elections Canada will be using the building from September 10-13th and 20th.

11.4 Fundraising - Marion reported that the gift card fundraiser will be very similar to last year’s.

11.5 Special Appeals - Bryan asked about the timing for the Special Appeals. It was decided donations will be encouraged in January or February.

11.6 Sound System - Tricia gave an update - 3 TVs are now in different locations, the swivel cameras are installed, some of the speakers have been moved, the sound board is coming and will be replaced by a loaner on the 19th if needed, the choir will sit in the congregation before and after the anthem. Thank you to the Sound System task force.

12. BOARD OF TRUSTEES REPORT

none

13. MINISTER’S REPORT

a) Tricia distributed a worship plan for Sept - Dec. Advent will start on Nov. 28. How communion will be distributed will be determined after we see how many folks come for in person services.

SWELL had some issues and will be evaluated for next year’s planning

Tricia will look into having a confirmation class.

Tricia distributed a letter informing us that she, David and their family are moving to Winnipeg in July, 2022. See Appendix B. Tricia will tell the congregation on September 19th. **Moved by Trina/Hilary that we reluctantly accept Tricia’s request for a change in Pastoral Relations between herself and Sunset United Church. Carried.**

14. UPDATE OF CHURCH CALENDAR

September 19 - return to in-person worship

October 3 - World Communion Sunday

15. NEXT CHURCH BOARD MEETINGS

Thursday, October 28

Thursday, December 9

16. BENEDICTION

Tricia led us in a benediction.

The meeting was adjourned at 8:40pm.

APPENDIX A

July 6, 2021

**Revised Space Rental Policy and revised Rental Agreement.**

Attached:

- the Space Rental Policy

- the old Rental Agreement

- the new Rental Agreement

- a document that indicates where the changes were made on the agreement

The main differences you will find include:

- a definition of the discount available to reoccurring renters (see #5 of the policy). We settled on the definition of a regular renter as a group that rents 8 or more sessions over a 4 month period. We feel that this is the most inclusive to weekly/biweekly groups as well as groups that might rent for a full day once or twice a month (a full day would be 2 sessions - so over a 4 month period it would be 8 sessions).

- an increase to $20/hour on the rental fee for meeting rooms. This means that the support/anonymous groups who previously rented from us on a weekly basis will not see an increase to their fees once the newly defined 50% discount is applied.

- the office administrator will have discretion to handle most rentals with support from the Rental Task Group, and the board if necessary, when needed.

- more clarity around rental fees and general simplification of the rental agreement

There is no rental fee as of yet for the sound system as that will wait to be decided once we know how user-friendly the new sound/video system is.

Submitted by Hilary Wallin, Jayne Strinholm, Barbara Flaten-Orr

**Moved by Hilary/Barbara that the new Space Rental Policy and revised Rental Agreement be accepted and approved by the Board as presented. Carried.**

[note] To be added:

- the Space Rental Policy

- the old Rental Agreement

- the new Rental Agreement

- a document that indicates where the changes were made on the agreement