

**Sunset United Church Board Minutes – amended and approved**  
Jan 26, 2023

Attendance: Brenda Scarfe (chair), Bryan Tudor, Marion Tudor, Trina Hodgson, Jim Tenford, Dave Towers, Doug Billet, Ken Fensom, Jean Cameron, Lenore Bewcyk (Wesley), Denelle Hansen, Tim Osborne, Susan Black

**1. Call to order and land acknowledgement**

- Brenda Scarfe called the meeting to order at 7:00 pm.
- Trina Hodgson offered a land acknowledgement.

**2. Adoption of the agenda**

- Additions: name tags – Bryan Tudor
- **Motion:** Dave Towers/Denelle Hansen to adopt the agenda as amended.

**3. Devotion**

- Rev. Jim Tenford led a devotion.

**4. Adoption of minutes from Dec 1, 2022**

- Amendments/corrections
  - Minutes not agenda
  - Tim Osborne not Tim Meadows (attendance and Budget motion)
  - Michelle McConkey (attendance)
  - **Motion:** Ken Fensom/Susan Black to adopt the minutes as amended.  
Carried.

**5. Review of action items from Dec 1, 2022 minutes**

- Rummage sale - ongoing
- Drone video – ongoing
- Rental policy – complete – Polly will revise as needed
- Resources for change/transition leadership – Complete. Marina Jeffery will help facilitate change management

**6. Correspondence**

- The board regretfully accepts Christa's resignation as secretary and thanks her for her expert management of the minutes and correspondence.
- **Action item:** Jean Cameron will write a thank you letter to Christa.

**7. Financial update**

- Denelle provided a financial update for Dec 2022 (see attached).
- **Motion:** Denelle Hansen/Tim Osborne that the financial update of 2022 be accepted as presented. Carried.

**8. Policies and procedures**

- None

## 9. Committee reports

- Property
  - Ken Fensom presented a summary of a proposal for IRC Building Sciences Group to complete a building envelope review and leak investigation (see attached proposal for details).
  - **Motion:** Ken Fensom/Dave Towers to accept phase 1 of the proposal with money to come from the Capital Projects Fund. Carried.
  - Ken presented the property report for 2022.
  - The Board acknowledged Ken's dedication to Sunset and thanked him for his diligence.
  
- Community Service
  - Bryan Tudor provided an update about the Sunset Special Appeal. Lumsden Beach Camp, Regina Anti-Poverty Ministry and Carmichael Outreach have been selected.
  - We will hold Camp Sunday on April 16, 2023 in support of Lumsden Beach Camp.
  - Peter Gilmore from the Regina Anti-Poverty Ministry will attend worship on April 23 or 30, 2023. (TBD)
  - Someone from the Carmichael Outreach Board will Attend worship on April 23 or 30, 2023. (TBD)
  - **Action Item:** Community Service Committee members will contact Peter Gilmer and organize representative from Carmichael Outreach to finalize dates.
  
- Affirming Circle
  - Trina Hodgson reported PIE (Public Intentional Explicit) will be observed on Mar 14, 2023 in support of the LGBTQ2S+ community.
  - **Action Item:** Trina will schedule Sunset in May 2023 for the Interfaith Saturday Lunch.
  
- Board of Trustees
  - Doug Billet presented the Board of Trustees report (see attached).
  
- Wesley-Sunset Collaboration team
  - Susan Black led the debrief and review of the congregational meeting held Jan 22, 2023 to discuss our options for responding to Wesley United Church's proposal to amalgamate.
  - Susan Black facilitated the congregational meeting.
  - The minutes of the congregational meeting were compiled and circulated by Marion Tudor.
  - The response options discussed at the congregational meeting included:
    - Option 1 – amalgamation
    - Option 2 – no
    - Option 3 – merger (Wesley joins Sunset)
    - Option 4 – amalgamation
  - The Congregational meeting was attended by 68 people with 10 people joining by the live stream. The meeting was positive. People accepted the idea of amalgamation. There was some hesitancy because of the unknown and the amount of work this will require.

- Marion and Bryan Tudor submitted a draft of a motion for the AGM on March 5, 2023. After some discussion, the motion was amended slightly.
- Motions: Bryan Tudor/Dave Towers: the following motions be presented at the Annual Congregational Meeting on March 5, 2023. Carried.
  - Motion 1: Be it resolved that we, the Sunset Community of Faith, welcome the Wesley Community of Faith to join us after tri-church 2023 with the intent of future amalgamation.
  - Motion 2: Be it resolved that we work with representatives of the Wesley Community of Faith to develop a memorandum of understanding and a partnership plan detailing how Sunset and Wesley will share resources until amalgamation is finalized.
- Doug Billet suggested a FAQ be prepared and the congregation be asked to submit questions prior to the AGM.
- Sunset will nominate four people to serve on the Sunset-Wesley Partnership team (committee name still pending). Marina Jeffery, Dave Towers, Laura Sundberg, Aaron Orban and Ross McNabb were suggested.
- **Action items:** The Collaboration Team will develop some parameters for the partnership team to aid in recruitment, develop FAQ and plan for the annual meeting presentation.
- **Action Item:** Brenda Scarfe to include notice of motion on the AGM agenda

#### 10. Annual meeting planning

- The Annual Congregational meeting is scheduled for March 5, 2023. It will be announced by Jim from the pulpit and be included in the weekly update.
- Committee reports should be submitted to the office by Feb 8, 2023.
- Brenda requested current board members contact her if they are unable to continue for 2023.
- Marion Tudor is stepping down as chair of the fundraising committee and regional council representative. She will be nominated as secretary.
- Don Orr will serve as chair of the board of Trustees. Hilary Wallin and Aaron Orban have agreed to be nominated.
- The Collaboration team will lead the discussion and make the motion for Sunset's response to Wesley's proposal.
- We will serve muffins after the worship service.
- **Action item:** Board members to email Brenda if they are unable to continue for 2023
- **Action Item:** Brenda Scarfe to contact Bev Hui and Nancy Toppings about intentions for 2023.
- **Action Item:** Board members to submit committee reports to the office by Feb 8, 2023.
- **Action Item:** Brenda Scarfe to develop agenda for AGM.
- **Action Item:** Jim Tenford to announce annual meeting.

#### 11. Minister's update

- Bible study started Jan 26, 2023
- Jim will be away Feb 22 and 23, 2023.

- Ash Wednesday will be celebrated at Lakeview United. Sunset will host Maundy Thursday. Good Friday will be celebrated at Wesley. Jim will plan an Easter morning sunrise service.

**12. Children and youth minister's update**

- Michelle will be away on March 5, 2023 and there will be a whisper table available for children.

**13. Update of church calendar**

- Feb 8, 2023 - committee reports for annual report due
- Mar 5, 2023 - annual congregational meeting
- March 25, 2023 – Sunset Children's Used Clothing Sale

**14. Name tags**

- Sunset will continue to cover the cost of name tags (approximately \$5 each).

**15. Next Sunset Board meeting**

- March 16, 2023 7:00 at pm

**16. Benediction**

- Brenda forgot to ask Jim to give a benediction.

Account Balances - As of 2/28/2023  
(in Canadian Dollars)

3/14/2023

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Account	2/28/2023 Balance
<b>Bank Accounts</b>	
Chequing	80,191.39
Investment, MMF	17,793.37
Prepaid expenses	0.00
<b>TOTAL Bank Acco...</b>	<b>97,984.76</b>
<b>Asset Accounts</b>	
GST Receivable	258.91
Land and Building	868,722.87
Loan Receivable 1	0.00
Loan Receivable 2	0.00
<b>TOTAL Asset Acco...</b>	<b>868,981.78</b>
<b>Liability Accounts</b>	
Capital Housing Fund	0.00
Capital Projects Fund	-8,883.28
CEBA loan	0.00
Community Service ...	0.00
Congregational Edu...	-1,594.24
Contingency Fund	-90,357.68
Continuing Educatio...	0.00
Landscaping Fund	0.00
Memorial Fund	-2,094.93
Mission & Services ...	0.00
Mortgage Fund	0.00
Special Appeal Fund	0.00
United Church of Ca...	0.00
<b>TOTAL Liability Ac...</b>	<b>-102,930.13</b>
<b>OVERALL TOTAL</b>	<b>864,036.41</b>

Income/Expense Comparison by Category  
1/1/2022 through 2/28/2023 (in Canadian Dollars)

3/14/2023

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Category	1/1/2022- 2/28/2022	1/1/2023- 2/28/2023	Amount Difference
<b>INCOME</b>			
Collection	27,327.34	26,748.34	-579.00
Anonymous Collections	106.00	178.00	72.00
<b>TOTAL Collection</b>	<b>27,433.34</b>	<b>26,926.34</b>	<b>-507.00</b>
Collections - Mission & Service	1,863.66	2,386.66	523.00
General Rent	310.00	2,705.00	2,395.00
Interest Inc	7.60	147.49	139.89
Sundry	0.00	38.65	38.65
<b>TOTAL INCOME</b>	<b>29,614.60</b>	<b>32,204.14</b>	<b>2,589.54</b>
<b>EXPENSES</b>			
<b>Administration</b>			
National Assessment	0.00	1,922.00	-1,922.00
Office Expenses	462.45	594.77	-132.32
<b>TOTAL Administration</b>	<b>462.45</b>	<b>2,516.77</b>	<b>-2,054.32</b>
<b>Building Maintenance</b>			
Building Repair & Maintenance	349.79	6,167.70	-5,817.91
Custodian	1,013.93	740.51	273.42
Electricity	740.47	1,010.45	-269.98
Gas	2,091.53	1,848.78	242.75
Janitorial Supplies	0.00	506.04	-506.04
Telephone	261.84	252.38	9.46
Water	265.72	292.26	-26.54
<b>TOTAL Building Maintenance</b>	<b>4,723.28</b>	<b>10,818.12</b>	<b>-6,094.84</b>
Clothing Sale Expense	5.90	83.60	-77.70
<b>Committees</b>			
Congregational Care	0.00	50.00	-50.00
Publicity	307.50	0.00	307.50
Worship	779.83	141.89	637.94
<b>TOTAL Committees</b>	<b>1,087.33</b>	<b>191.89</b>	<b>895.44</b>
<b>Personnel</b>			
Music Leaders	2,455.00	2,200.00	255.00
Office Coordinator	3,763.10	3,589.35	173.75
<b>Pension and Benefits</b>			
Revenue Canada	1,250.38	1,303.27	-52.89
Telephone	70.00	120.00	-50.00
UCC Pension Fund	2,808.17	2,877.37	-69.20
<b>TOTAL Pension and Benefits</b>	<b>4,128.55</b>	<b>4,300.64</b>	<b>-172.09</b>
Salary, Minister	11,180.78	11,687.09	-506.31
Salary, Youth Coordinator	940.85	1,032.30	-91.45
Tech Honorarium	150.00	470.00	-320.00

Income/Expense Comparison by Category  
1/1/2022 through 2/28/2023 (in Canadian Dollars)

3/14/2023

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Category	1/1/2022- 2/28/2022	1/1/2023- 2/28/2023	Amount Difference
TOTAL Personnel	22,618.28	23,279.38	-661.10
<b>TOTAL EXPENSES</b>	<b>28,897.24</b>	<b>36,889.76</b>	<b>-7,992.52</b>
<b>OVERALL TOTAL</b>	<b>717.36</b>	<b>-4,685.62</b>	<b>-5,402.98</b>

## LEAK INVESTIGATION: NO. 1

PROJECT: 2023 Building Envelope Review and Leak Investigation

PROPERTY: Sunset United Church

ADDRESS: 177 Sunset Drive, Regina, SK.

CLIENT NAME: Element Construction

MATTER NO.: 100201586 PERMIT INFO: N/A

OBSERVER: Denis Deschamps CONTRACTOR:

REVIEWER: Jason Bloch WORKER COUNT:

ISSUED DATE: February 13, 2023 VISIT DATE: Feb 07, 2023

### DISTRIBUTION & ATTENDANCE: \*

Organization	Contact	Phone	Email	Present
Element Construction	Justin Otte	306-530-3650	<a href="mailto:Justin@elementconstruction.ca">Justin@elementconstruction.ca</a>	<input checked="" type="checkbox"/>

\*Observation report emailed to all parties listed above.

### WEATHER CONDITIONS:

Observed at time of visit the temperature outside was -5C, partially cloudy.

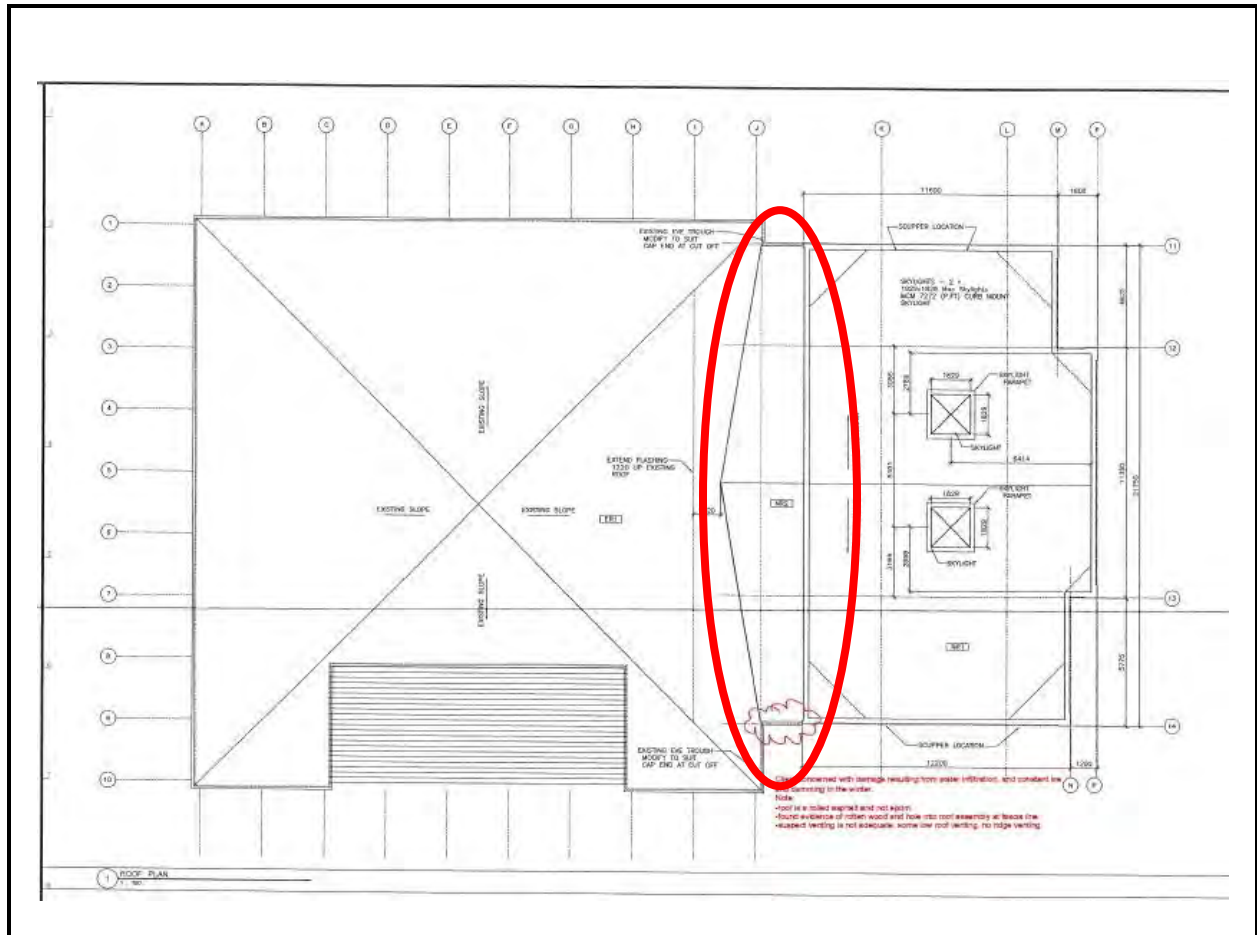


## OBSERVATIONS AND COMMENTS:

Rimkus was engaged by Element Construction to review roof leak occurring at canopy roof area. The following items were noted.

## WORK AREA PLAN:

1. Observations were performed at the roof areas highlighted and noted below.



## AREAS REVIEWED:

1. Canopy roof areas with reported leak including wall details and intersecting slopes.

## OBSERVATIONS: Canopy Roof Area

1. Roof was cover in snow and ice throughout at time of review. Snow drifted along the ridge of the canopy roof; snow was approximately 36" deep at the ridge at time of review.
2. Ice dams were noted at South and North eaves above doorways.
3. The ventilation does not appear to be adequate for the attic space below. At time of review the intake vents appeared to be block by insulation. There appears to be air intakes but no means for exits. The specification had called out a mechanical fan to be installed at the ridge. No means of mechanical vent was noted at time of review.

4. The roof to wall detail has incapsulated the EFIS wall assembly. The roof membrane has tied into the exterior face of the EFIS assembly. This is concerning since the EFIS assembly is design to allow any water/moisture to drain. The EFIS assembly is now draining into the roof system. The original drawings detailed the EFIS to be cut up the wall to allow the roof membrane and metal flashings to be installed directly to the substrate.
5. Thermal anomalies were noted in the attic space. Insulation does not appear to be adequate and is allowing excessive heat loss. The heat loss is causing the snow to melt and refreeze creating the ice dams noted.

#### **GENERAL COMMENTS:**

1. Numerous discrepancies were noted between the drawings and on-site conditions. The specifications called mechanical ventilation to be installed at the ridge, which does not appear to have been installed. The original membrane called out was a Fully Adhered EPDM roof system but a combination of shingles and SBS membranes were noted.
2. Roof to wall detail was not installed as per specifications. The way this detail was installed will allow water to infiltrate the roof system.
3. Thermal anomalies noted in the attic space will allow excessive heat loss, resulting in the snow melting, and freezing, which is contributing to the ice dams.

#### **Conclusion:**

1. The main cause of the roof leakage would be the excessive heat loss and lack of ventilation which causes the freeze thaw cycles and continual ice damming. Due to the low heights and clearances of the adjacent roofs and upstand wall proper ventilation cannot be achieved. The water is backing up from the ice damming and entering the building through substandard details on the roof and the wall. RIMKUS recommends a multiple phase approach.
  - a. Address the thermal losses by adding spray foam to the underside of the roof deck. The spray foam will also address vapour retarder at the same time.
  - b. The roof area is considered as low slope roof and should be treated accordingly. The installation of a high-performance low slope roof membrane with proper design and quality assurance is recommended.

#### **End of Observation Report No. 1**

Review and comments provided are limited to construction results, means, and methods, visible and being performed at the time of our visit. The Contractor is solely responsible for all health and safety requirements at the site, fire hazard management, construction techniques, and compliance with all applicable laws and regulations. While workplace safety is not part of the scope of our work or this report, Rimkus may note unsafe conditions for Contractor action.

Should you need any additional information, please feel free to contact us.



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Denis Deschamps, RSE TQ  
Project Coordinator



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Jason Bloch, RSE TQ  
Technician

**Attachments: Photographs**

**Photograph 1**

Snow has drifted over the ridge. Entire roof was blanketed with ice an snow.



**Photograph 2**

The intake ventilation appears to be block not allowing adequate air flow. Eave troughs were full of ice. Eave edge of roof was covered in ice.



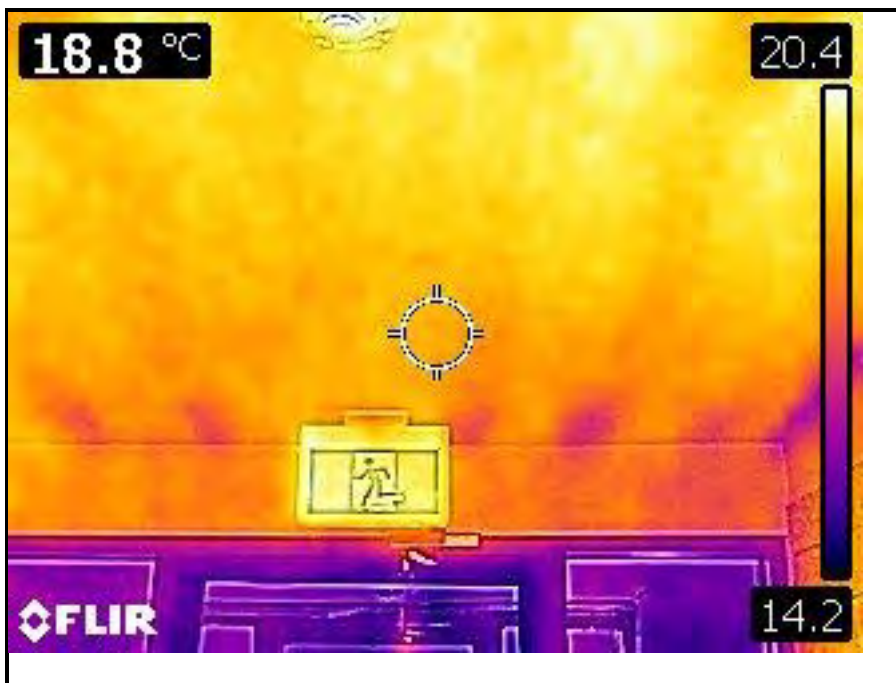
**Photograph 3**

The roof to wall detail has encapsulated the EFIS wall system. Wall system drains into roof system.



**Photograph 4**

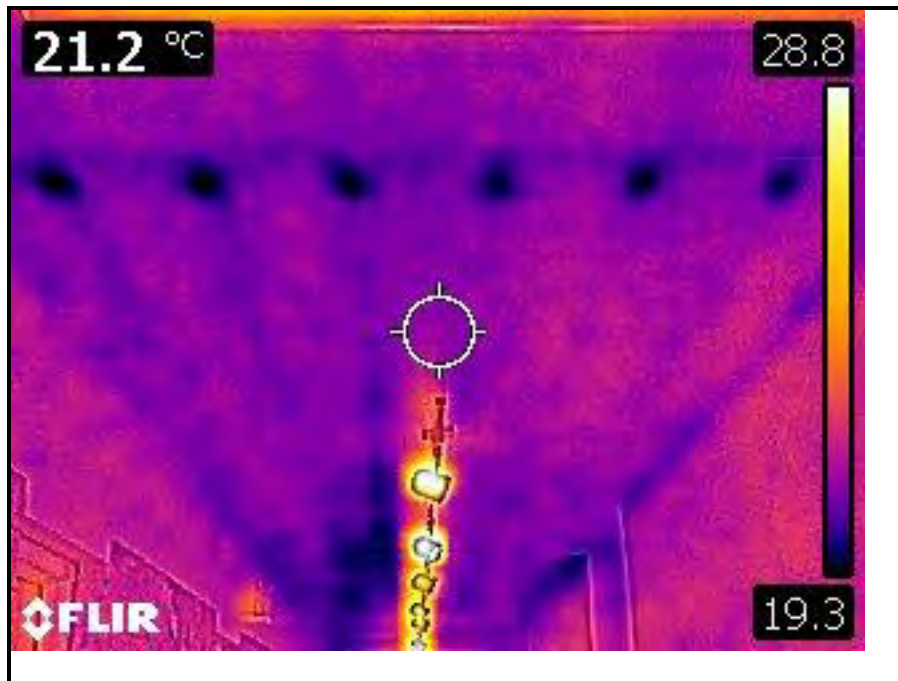
Thermal anomalies were noted at the ice dam locations.





**Photograph 5**

Thermal anomalies were noted in throughout the attic space.



**Sunset United Office**

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**From:** poppadave@sasktel.net  
**Sent:** Monday, March 13, 2023 11:57 AM  
**To:** wesleyuc@sasktel.net; sunsetunited.office@sasktel.net  
**Subject:** Reports to Council(s)

Sunset had their vote on the amalgamation motions at the AGM.  
Motions passed with an overwhelming majority (no nays and one abstained)

Sunset has appointed 4 people to work on a steering committee with members of Wesley to guide the two communities of faith toward amalgamation.

Wesley had a strong turnout for the Sunday service at Sunset when Rev. Carolyn was away.

Dave Towers

## **Wesley Report for Sunset Board Meeting March 16, 2023**

- January 29/23 – Wesley Table Service to explain the Kindred Works proposal to the congregation.
- February 12/23 – Congregational meeting to consider the Kindredworks proposal. The motion did not pass. Information about amalgamation possibilities with Sunset were explored.
- Feb 24/23 - Ukraine Evening with Otto and Florence Driedger
- March 3/23 – Sunset/Wesley Games Night. 16 in attendance.
- March 5/23 – Congregational meeting to vote on amalgamation possibility with Sunset. Both motions passed.

### **Upcoming Events**

- March 19/23 – Celebrating PIE day with the Affirm committee leading worship and pie to eat after the service.
- March 25/23 – Volunteering at Saturday lunch program at First Baptist Church downtown.
- March 26/23 – Wesley Annual Fiscal Meeting.
- March 31/23 Wesley/Sunset Games Night 730-930 pm.

### **Re-occurring Events**

- Monday Mornings -Knitting Group
- Tuesday 1030 am – Zoom study group
- Tuesday 7 pm –Zoom check in and prayers
- Friday 11 am - Zoom coffee and hangout