**SUNSET UNITED CHURCH**

**BOARD MEETING MINUTES**

**Final**

**April 12, 2018**

**1. CALL TO ORDER**

The meeting was called to order at 7:00pm by chair, Hilary Wallin.

**2. ATTENDANCE**

Present: Jean Cameron, Judy Fawell, Arlene Fehler, Ken Fensom, Barbara Flaten-Orr, Sharon Frei, Tricia Gerhard, Kevin Perrey, George Peters, Brenda Scarfe, Marion Tudor, Hilary Wallin

**3. ADOPTION OF AGENDA**

Moved by Judy/Sharon that the agenda be adopted as presented. Carried.

**4. DEVOTION**

Tricia led us in a devotion.

**5. MINUTES OF PREVIOUS BOARD MEETING**

**Moved by George/Marion that the minutes of March 18th Board Meeting be adopted as amended. Carried.**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Collection during services**

We will start the new method of collecting the offering on Sunday mornings on May 13th. Tricia will explain the new process on April 22, 29, and May 6th. There will be collection plates placed at both entrances to the sanctuary.

**7. CORRESPONDENCE**

**7.1 Adam Hanley, United Church of Canada**

Ministry & Personnel received a letter from the Reverend Adam Hanley, Program Coordinator for Ministry Personnel Vitality regarding changes to various M&P policies and procedures..

**8. FINANCIAL REPORT/TREASURER’S REPORT**

**8.1 Financial Report**

Arlene led us through the financial report for the year ending March 31, 2018. Collections are down as was the clothing sale revenue.

- Total Income to date is $54,087

- Total Expenses to date are $52,415

- Net Cash Flow of $1,672

**Moved by Arlene/Brenda that the financial reports be accepted as presented. Carried.**

**9. BUSINESS ARISING FROM COMMITTEES**

**9.1 Clothing Sale**

Hilary reported that attendance at the March 17th clothing sale was down from recent sales. 180 folks attended compared to over 400 at the previous spring sale. The committee decided that more “old school” publicity for the next sale on September 15th will be beneficial, including posters and possibly a newspaper ad. Jean thanked everyone involved for all the work done.

**9.2 Affirming**

Tricia reported that the committee is up and running. Members include: Trina Hodgsen, Nick Belanger, Andi Schenk, Karlee Michael.

The committee is looking at ways to expand its mandate from welcoming LGBTQ folks to also welcoming folks with different abilities, ethnic backgrounds, ages, etc. Different ideas were presented about name tags, a new directory, photos of members.

Whitmore Park’s last service will take place on September 16th. For those members who choose to come to Sunset, we should welcome newcomers.

Upcoming events include:

- May 13 - Christian Family Sunday

- June 10 - Affirming Sunday

- June 16 - Pride Parade

- June 17 - National Indigenous Peoples Day

**10. NEW BUSINESS**

**10.1 Online banking**

Arlene suggested we pursue the idea of getting online banking. Following a discussion about service charges it was:

**Moved by Jean/Brenda that Arlene obtain online access, if available, to Sunset’s existing bank account. Carried.**

**10.2 Property**

Ken presented a list of projects that have recently been completed:

- Hot water heater - anodes changed

- Ants - Poulins sprayed the church (inside and out) for ants, which have not reappeared (yet:)

- Fire Alarm Inspection - completed by Alsask. There is a ground fault problem that needs to

be repaired. Hilary will ask David Stearn, our insurance broker, if this deficiency affects our

insurance.

- Emergency Lighting - batteries were replaced and others are coming. $500 has been spent

on batteries and bulbs.

- Lights in the Sanctuary - light bulbs were replaced to achieve a consistent look.

- Door Hardware - repairs/replacement done for the gender neutral washroom.

- West and East Entrances - Security Key & Lock repaired door handles at both entrances.

- Eavestroughs - Robert McLeod, Keith Schneider, and Ken Fensom have been shovelling

snow off the roof and chipping ice that has built up in the eavestroughs and on the ground. The Property Committee will look into options for avoiding these issues next year. Kevin said the company that replaced the eavestroughs last year are coming back to fix some problems this spring.

- Ice Melt Sign-Up Chart - Those who spread Ice Melt are to put their name, date, time, and location on the chart for insurance purposes.

Projects that will be completed in the near future:

- Mice - Ken will purchase traps

- Flooring in the addition - Ken will continue to pursue quotes - the same linoleum or new interlocking flooring are possibilities. We will look into applying for a grant. Tricia said Finance and Administration at Presbytery has to approve expenditures of changes to the building.

**Moved by Ken/George that move $30,000 from our contingency fund to the Capital Projects Fund. Carried.**

- Floor scrubbing machine - Ken would like Sunset to buy a new machine for our linoleum

flooring.

- A discussion was held about whether to buy a snow blower for next winter or to hire a snow-

removal company to do the work. We also discussed possible ways to maintain the grass on the property. Possibilities included: continue having Christian mow the lawn, having volunteers do the job, turn it into a community garden. We also need a rain barrel.

- We need a fire exit plan for the church.

*

**10.3 Microphone(s)**

Brenda brought forward the possibility of having a microphone to pick up the music (piano and choir) during services for the podcast. Barbara will ask Craig Martin at B Sharp Music for a quote.

*

**10.4 Petty Cash**

Arlene asked that petty cash be used only for purchasing smaller items (eg. $25-$50)

**11. BOARD OF TRUSTEES REPORT**

The committee will be meeting in mid-May.

**12. PRESBYTERY REPORT**

Tricia and Marion reported that the conference will be in late May. The Executive Secretary is Shannon McCarthy. The new presbytery will cover 425 pastoral charges from Edmonton to Kenora, ON.

**13. MINISTER’S REPORT**

Tricia reported that Tyson Benjamin, son of Erin & Eric Benjamin will be baptized on April 22nd. Erin is Nancy & Richard Toppings’s daughter. Bonnie Morton from RAPM will be our guest speaker that day.

The Palm Sunday, Maundy Thursday, Good Friday, and two (6:30 & 10:30) Easter services went very well.

**14. CHURCH CALENDAR**

Tri-church services will be held:

June 14 - July 8 at Wesley United

July 15 - August 5 at Whitmore Park United

August 12 - September 2 at Sunset United

There will be no rentals at Sunset in July. The office will be closed.

September 15 - clothing sale

**15. NEXT BOARD MEETING**

Thursday, May 17th

**16. BENEDICTION**

Tricia led us in a benediction.

**ADJOURNMENT**

Meeting was adjourned at 9:20pm.