**SUNSET UNITED CHURCH**

**BOARD MEETING MINUTES**

**Final**

**Date: March 18, 2018**

**1. CALL TO ORDER**

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

**2. ATTENDANCE**

Present: Karen Cartmell, Arlene Fehler, Ken Fensom, Barbara Flaten-Orr, Tricia Gerhard, Janet McMurtry, Kevin Perrey, George Peters, Marion Tudor, Hilary Wallin

**3. ADOPTION OF AGENDA**

**Moved by Karen/Marion that the agenda be adopted as presented. Carried.**

**4. DEVOTION**

Tricia led us in a devotion.

**5. MINUTES OF PREVIOUS BOARD MEETING**

**Moved by Arlene/Ken that the minutes of January 25th Board Meeting be adopted as amended. Carried**.

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 M&S Fund**

There was a discussion about the M&S Fund and how we top up donations to match the $10,000 commitment. Arlene provided a PAR breakdown so Community Service has an idea of the amount of M&S donations coming through PAR.

Janet advised the Special Appeal this year will benefit Lumsden Beach Camp, RAPM, and Transition House.

**6.2 Subsidizing for Lumsden Beach Camp**

Hilary and Tricia will discuss how to publicize the LBC subsidy on Camp Sunday.

**6.3 Remit #6**

Karen reported that Remit #6 did not pass at General Council.

**7. CORRESPONDENCE**

**7.1 Pentecostal Church Request**

Jayne received a phone call from a member of a Pentecostal group asking to rent Sunset United Church space every Saturday night from 6:30-8:30pm and every Sunday starting at 1:30. After a discussion about space/time restrictions, it was decided that Tricia will contact them to turn down their request.

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

**8.1 Financial Report**

Arlene led us through the financial report for the year ending February 28, 2018. She added a report of the breakdown of February PAR donations:

General $9,593, M&S $410 & Capital Projects $170.

Other notes: Collections are at 85% of last year’s at this time.

M&S donations are at 81% of last year’s at this time.

Office move for Tricia and a TY gift for Michael

Sunset sent Whitmore Park UC $1914 to cover a portion of Tricia’s holiday pay.

Tricia reported that Whitmore Park UC will be disbanding in a year.

- *Total Income to date is $36,501*

- *Total Expenses to date are $32,784*

- *Net Cash Flow of $3,717*

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

**9. BUSINESS ARISING FROM COMMITTEES**

**9.1 Property**

Ken reported on many items that need attention at Sunset, including:

* Fire alarm system, including a lock box. Ken will arrange for testing and the cost of having it monitored.
* Insurance policy
* Frozen eavestroughs
* Mailbox (damaged because of ice)
* Waxing floors
* Replacing flooring in spots
* Pergola - Kevin reported again that the aging pergola needs to be removed.
* Snow removal - Ken will look into the cost of obtaining a snowblower, and perhaps a leaf blower
* Underground sprinklers
* Grass
* Changing light bulbs in the sanctuary that are very high
* Tree trimming

Ken was thanked for taking on the job of heading the property committee.

**Moved by Ken/Kevin that the Property Committee has $500 in petty cash to be used for purchasing small items. Carried.**

**10. NEW BUSINESS**

**10.1 Signing Officers**

It was decided that the following board members be signing members:

* Hilary Wallin, Kevin Perrey, Arlene Fehler, Ken Fensom

Any two of the above can sign cheques. Arlene will coordinate the signing of the signature card at RBC.

**Moved by Marion/Janet that Hilary Wallin, Kevin Perrey, Arlene Fehler, and Kenneth Fensom (any two to sign) be the signing officers for Sunset United Church effective March 8, 2018. Carried.**

**10.2 Collections**

Tricia and Hilary suggested that instead of passing around collection plates during services, they be placed at the back of the sanctuary. Attendees would deposit envelopes or cash on their way into or out of church. Tricia would announce the change for a few weeks prior to a trial period. Tricia will talk to the counters and report reactions at the next board meeting.

**10.3 Board Goals for 2018**

Hilary suggested the need for board goals, written policies, and a committee structure for Sunset.

Possible committees might include:

* M&P - Treasury - Finance - Trustees
* Worship (including Education) - Property -

Possible task groups (that last only as long as the task lasts) might include:

* Stewardship - Snowblowing - Affirming
* Communications (The Script, Facebook)

The United Church Manual has several organizational structures that we can look at.

Tricia, Hilary & Kevin (and one or two others) will form a policy task force to develop a handbook for the congregation.

**11. BOARD OF TRUSTEES REPORT**

George reported that members of the Board of Trustees now are: Doug Billett, Marina Jeffrey, Monte Kesslering, Olive McLeod, David Millar, Don Orr, George Peters, Keith Schneider.

Items to be discussed at the next meeting include: chairperson, insurance, investments, property.

**12. PRESBYTERY REPORT**

There will be a covenanting service at Sunset on Sunday, March 18th at 2:30pm to welcome Tricia Gerhard as our new minister.

**14. MINISTER’S REPORT**

Tricia reported that there will be a baptism on April 22nd. Tyson Benjamin, son of Erin & Eric Benjamin will be baptized. Erin is Nancy & Richard Toppings’s daughter.

Tricia would like a clock hung on the wall in the sanctuary.

Tricia and Michelle will organize the Palm Sunday, Maundy Thursday, Good Friday, and two (6:30 & 10:30) Easter services.

She spoke briefly about the new staffing models for Presbytery with regional executive ministers.

**15. CHURCH CALENDAR**

* March 17 - Clothing Sale
* March 18 - Covenanting Service
* March 25 - Palm Sunday
* March 29 - Maundy Thursday
* March 30 - Good Friday
* April 1 - Easter (2 services)
* Outreach Sundays:
  + April 8 - Transition House
  + April 15 - LBC (Vicki Nelson will lead Camp Sunday)
  + April 22 - RAPM

**16. NEXT BOARD MEETING**

Thursday, April 12th

Meeting was adjourned at 9:00pm.