**SUNSET UNITED CHURCH**

**BOARD MEETING MINUTES**

**Final**

**DATE: October 18, 2018**

1. CALL TO ORDER

The meeting was called to order at 7:05 by chair, Hilary Wallin

2. ATTENDANCE

Present: Karen Cartmell, Arlene Fehler, Ken Fensom, Tricia Gerhard, Kevin Perrey, Hilary Wallin, Janet McMurty, Susan Black, Judy Fawell

3. ADOPTION OF AGENDA

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

4. DEVOTION

Tricia led us in a devotion.

5. MINUTES OF THE PREVIOUS BOARD MEETING

**Moved by Karen/Ken that the minutes be accepted as presented. Carried.**

6. BUSINESS ARISING FROM THE MINUTES

6.1 Snowblower – Hilary and Devin Wallin will loan their snowblower to the church this winter to see if this is something that could be used.

6.2 Tricia’s computer – Tricia presented several options and quotes to the Board. Tricia’s preference would be either the Surface laptop or Dell XPS. Both are the same price from Costco.

**Moved by Susan/Judy that Tricia can purchase either the Surface laptop or Dell XPS from Costco for up to $2,000 and she will be reimbursed. Carried.**

6.3 Lowe’s Credit Card – there was discussion about the Lowe’s Credit Card, why it is needed and what it would be used for. Ken advised that he and Robert McLeod would use it for smaller, day-to-day purchases, like sandpaper, screws, etc. There is no annual fee for the card and it can only be used at Lowe’s. There was also discussion about whether Lowe’s will always have the best price. With a Lowe’s card, Ken would no longer require petty cash.

**Moved by Ken/Judy that the Lowe’s Credit Card Application with Authorized Buyers, Ken Fensom and Robert McLeod, be submitted as presented. If application is approved, no single purchases over $300 can be made with the card without prior Board approval. If application is approved, petty cash will be returned to Operating Fund. Carried.**

7. CORRESPONDENCE

None

8. FINANCIAL REPORT/TREASURER’S REPORT

8.1 Arlene led us through the financial report for the year up to September 30, 2018.

- Total Income to date: $141,176

- Total Expenses to date: $157,776

- Net Cash Flow: -$16,600

Of note, at the beginning of the year the Contingency Fund was at $83,132. It is now at $51,132, mainly due to the new flooring project. However, if our Net Cash Flow meets the end of the year projections, we will likely need to use $22,000 from the Contingency Fund to balance the books, leaving us with approximately $28,000 in the Contingency Fund. Discussion about stewardship campaign and general agreement that a more focused campaign is needed this year. Tricia will start gathering ideas with the goal of having a campaign ready to go on Sunday November 4th with follow up Sundays on the 18th and 25th.

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

9. BUSINESS ARISING FROM COMMITTEES

Kevin Perrey reported that the snow removal company that had been doing our back alley snow removal will not longer be taking work in South Regina. Ken Fensom mentioned that he had contacted a snow removal company who would be willing to do the back alley on an on-call basis.

10. NEW BUSINESS

10.1 TV in Centrum – TV on east wall did not work properly on Sunday. Discussed concerns that the TVs are breaking down so quickly and with such little use. Ken brought three quotes to the meeting. ON Custom Audio will come out to look at the TV and take it to a repair shop to diagnose the problem at no cost. (All our current TVS were purchased and installed by ON Custom Audio.) Ken will be in contact with ON C.A. to discuss our concerns and see if there is a particular reason why the TVs are breaking and if there is a solution. If ON C.A. is too busy to help us, Pro AV is another place to contact. Discussion around warranties. Any proposed warranty will be emailed/sent to board members for review before purchase.

**Moved by Judy/Karen that up to $2,000 be spent on the repair or replacement of the TV, excluding warranty, to be paid out of the Memorial Fund. Carried.**

10.2 Policies and procedures – work is being done on policies and procedures. A template has been developed so all policies will follow the same format.

10.3 Governance structure – Hilary, Kevin and Tricia have met to discuss how Sunset can update its governance/constitution. They hope to have more information for the next Board meeting.

10.4 “How to Get Involved” – Marion had emailed a suggestion that the bulletin insert be updated with information on “how to get involved” with the life of Sunset. For example, how to get on a house group, how to get a name tag. Discussion that: the bulletin insert does need to be updated, “How to get involved” might be better as a pamphlet, this could be a good jumping off point for the Stewardship Campaign. Tricia and Hilary will start drafting some ideas.

10.5 Volunteer sign-up – Discussion about how this has worked in the past and what has worked and what hasn’t. Board has heard several times that people have signed up for something and then have not been contacted. The volunteer sign-up still seems like something Sunset should do, but keep the following in mind:

* Follow-up is very important
* Make sure the volunteers are really needed, for example, we currently have a strong need for Sunday School volunteers and Sunday school occurs on a weekly basis. At the same time, we rarely hold funerals at Sunset but when we do it is not a problem to find volunteers. It would be better to have 5 sign-up sheets for areas we really need help, like Sunday school, than 15 sign-up sheets but 10 of them we don’t really need volunteers for, like funeral helpers. We need to do some work on discerning the areas we really need volunteers for. The sign-up will be part of the Stewardship campaign.

11. BOARD OF TRUSTEES REPORT

None. The Trustees will be meeting in November

12. PRESBYTERY REPORT

No formal report. Tricia advised the final meeting of Wascana Presbytery will be in November.

13. MINISTER’S REPORT

Tricia reported that Finley Anne Antonishyn was baptised October 18th, 2018. There was to be three other baptisms that day (Zoe, Jasper and Anton Blazeiko) however they have asked to postpone their baptism until November 11. The Board requested that due to the fact that Remembrance Day falls on the Sunday, that Tricia see if the family would be amenable to switching dates for their baptism. That way the focus can remain on Remembrance Day.

13 folks from Whitmore Park United have sent their memberships to Sunset. Will plan to mark their transfers during a service in a few months.

Purchased and hung new magnetic boards for nametags – at the front entrance and on the wall in the office

Tricia has created a Google Document that has the theme, scripture, and hymns for the Sundays from September to December. Links have been sent to Nancy Edwards, Kevin Perrey, Barb Flaten-Orr and others. This is to help know what hymns are new and need help with learning, and also so that the music team can know what the plans are.

Tricia will be working on creating an Advent & Christmas activities flyer to be distributed to the congregation. As well, she will begin working on a pamphlet that outlines ways to get involved at the church, and possibly a “welcome to Sunset” bookmark so that new folks can take away basics about Sunset when they come for the first time.

14. UPDATE OF CHURCH CALENDAR

November 3 – Guess Who’s Coming to Dinner evening

November 4 – Kick off for Stewardship

November 11 – Remembrance Day service

November 18 – Stewardship continues

November 21 – Coffee and Cookies 1-3 pm

November 25 – more Stewardship

November 30 – Church potluck and Christmas decorating

December 2 – Advent 1, soup lunch, advent crafts

December 5 – Wintergreene tea, 2:00 pm

December 9 – White gift Sunday

December 12 – Quiet Night 7-9 pm

December 15 – Cider/Cocoa and Carols 7:00 pm

December 16 - Choir Advent Service

December 19 – Quiet Night (tentative)

December 21 – afternoon and evening Blue Christmas/Longest Night services

December 23 – Advent 4

December 24 – 4:00 pm Family Christmas eve Service

9:00 pm Candlelight Communion Christmas Eve Service

15. NEXT CHURCH BOARD MEETING

Thursday November 8, 2018 – 7:00 at the church

Thursday December 13, 2018 – hosted by Tricia (more details to follow)

Meeting adjourned at 9:13