



# Sunset United Church

*2019 Annual Report*

*Annual Meeting – March 1, 2020*



***Bringing Hope, Peace, Joy, and Love***

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**-Minister:** Rev. Tricia Gerhard  
**-Youth and Young Adult  
Program Coordinator:**  
Michelle McConkey

**Sunset United Church**  
**Mission Statement**  
**January 20<sup>th</sup>, 2007**

*Sunset United Church as an Affirming Ministry is a nurturing Christian community of:*

- Joyful worship;*
- Open-minded faith exploration and spiritual growth;*
- Love, hope and Social and Ecological Justice;*

*living out Christ's message within and beyond Sunset.*

**Statement of Faith**

*WE declare publicly our commitment to creating a community where we welcome people of all ages, gender, race, sexual orientation, gender identity, marital status, ability, ethnicity and economic circumstance.*

*At Sunset United Church, everyone can take part in every aspect of church life including: membership, leadership, celebrating life passages and marriage. We affirm that diversity is truly a gift of God and that all people belong here.*

*We celebrate the richness that diversity brings to our church, even as it challenges us individually and collectively. As we continue our discovery of what it means to be an affirming and inclusive community, we understand that teaching and learning about each other is a faithful process of mutual listening and understanding.*

*We pray for God's Spirit to guide us as we work for reconciliation and justice for all persons in church and society.*



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***(Cover Photo: Photo Courtesy of Sunset United Church)***

## **Agenda**

### **53<sup>rd</sup> Annual Congregational Meeting**

**March 1, 2020**

### **Sunset United Church**

1. Lunch (following Worship Service)
2. Call to Order
3. Devotion
4. Attendance
5. Adoption of Agenda
6. Appointment of Counters
7. Minutes: February 24/2019 Annual Congregational Meeting
8. Business Arising from February 24/ 2019 Minutes
9. Resolutions
10. Business Arising from Board Minutes
11. Presentation and Discussion of Annual Reports
  - a. Presentation of Finance Committee Report and Financial Statements
- 12. Presentation of 2020 Budget -
  - a. Motion to approve Budget
13. Appointment of Financial Reviewer
14. Nominating Committee Report
15. Nominations for the Church Board
16. Nominations for the Board of Trustees
17. New Business
18. Acknowledgement and Thanks
19. Adjournment
20. Benediction

## **Minister's Report from Rev. Tricia Gerhard**

Three years ago (January 2020 marked the start of our third year together), when I left Whitmore Park United to join you here at Sunset, I invited folk to write little notes of blessing for me to add to my blessing bird (a little ceramic pot that looks like a bird – funny, hey?). A colleague came to that service and gifted me a book of blessings written by John O'Donohue entitled: "To Bless the Space Between Us". I was flipping through the pages the other day, when I came across a blessing called "At the End of the Year". As I read it, I was struck at how fitting it was for the Annual Report. Let me share it with you:

At the End of the Year<sup>1</sup>

*The particular mind of the ocean  
Filling the coastline's longing  
With such brief harvest  
Of elegant, vanishing waves  
Is like the mind of time  
Opening us shapes of days.*

*As this year draws to its end  
We give thanks for the gifts it brought  
And how they became inlaid within  
Where neither time nor tide can touch them.*

*The days when the veil lifted  
And the soul could see delight;  
When a quiver caressed the heart  
In the sheer exuberance of being here.*

*Surprises that came awake  
In forgotten corners of old fields  
Where expectation seemed to have quenched.*

*The slow, brooding times  
When all was awkward  
And the wave in the mine  
Pierced every sore with salt.*

*The darkened days that stopped  
The confidence of dawn.  
Days when beloved faces shone brighter  
With light from beyond themselves;  
And from the granite of some secret sorrow  
A stream of buried tears loosened.  
We bless this year for all we learned,  
For all we loved and lost  
And for the quiet way it brought us  
Nearer to our invisible destination.*

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<sup>1</sup> O'Donohue, John. *To Bless the Space Between Us: A book of blessings*. 2008. New York: Doubleday Broadway Publishing House. Page 159-60.



This book of reports contains the reflections of the life and work of this congregation. In it we mark the times of excitement, the times of sorrow, and the times of ordinary life. Here we mark the passage of a year and all that it contained, offering thanks for the opportunity to be community in the company of the Divine.

Even though those of us who write the reports sometimes complain about it, we hold on to the fact that what we report become part of the living history of this faith community. Here in the details and numbers and names lies the ministry that each and every one of us is part of. In these pages we "bless the year for all we learned, for all we loved and lost..."

May you remember the life giving, faith filled, love centered ministry and life of Sunset as you read these words. And may you remember that this is the reflection of a group of people doing God's work in the world. Such gratitude to share this journey of faith with you all. May the Divine Mystery always be present in the details and everydayness of our lives and ministry.

**With love,  
Rev. Tricia Gerhard**

### **Message from the Chairperson**

It feels like we have barely blinked and another year has come and gone! Sunset continues to be lively and welcoming and, as we move into this new year and new decade, it's good to slow down and reflect on the past year.

The Board recommended a deficit budget in 2019 but hoped that we would be proven wrong – and we were! Thanks to your faithful giving we ended the year with a small surplus. When you get to the financial report, also pay particular attention to the M&S givings. Each year \$20,000 is pledged to M&S, the first \$10,000 is from the general collections. However, the goal is that the second \$10,000 will be raised through directed givings or the special M&S envelopes. In the Board's collective memory, we have always had to "top-up" the second \$10,000. But, this year that second amount surpassed \$10,000! Through directed givings and M&S appeals, we gave more than our budgeted pledge. And based on current PAR donations to the M&S Fund, we have a good chance of doing the same thing in 2020.

With the leadership of Ken Fensom and Kevin Perrey, the church updated our lighting throughout the building. This was our major building project in 2019. The new lighting is much more energy efficient and with motion sensors in the bathrooms and east hallway we're making sure that lights are on only when needed. Thanks to a retrofit grant through Faithful Footprint as well as a grant program through SaskEnergy, we were able to recover a significant amount of the cost.

This year we said goodbye to Rev. Larry Edwards. Though he spent the last years of his life in Winnipeg, his family chose to hold his memorial service at Sunset. I was not a member of Sunset when Larry was the minister here, so my memories of him

revolve around his warm smile and hearty laugh. I hesitated to write this, as we said goodbye to several long-time members in 2019 and I am not naming all of them, but Rev. Larry was our honorary "Minister Emeritus" and was a very important part of Sunset for many years.

The new national structure of the United Church continues to solidify. Over the past year the new structures have worked hard to find their way while continuing to providing support to individual congregations. This year will bring the first gathering of the Living Skies Regional Council, of which Sunset is a part.

As I come to the end of my term as board chair, I want to say a big thank you to all the board members, to Jayne and to Tricia and Michelle who all work so hard to keep Sunset running smoothly and who have made my time as chair so enjoyable. I'm so pleased to pass the title over to Jean Cameron. It's hard to believe, but Jean has never been the Chair of the Board!

I've barely scratched the surface of everything that has happened at Sunset over the past year, so please read through all the reports and marvel at all the ways we are worshipping and working together.

**Respectfully Submitted,  
Hilary Wallin, Board Chair**



## **Sunset United Church Annual Meeting Minutes**

**February 24, 2019**

**1. Lunch**

Thank you to the Ladies Fellowship for providing the delicious lunch prior to the annual meeting.

**2. Call to Order**

The meeting was called to order by Board Chair, Hilary Wallin at 12:20pm. Notice of the Meeting had been provided for 2 weeks, and a quorum of at least 40 people was present.

**3. Devotion**

Tricia Gerhard led us in prayer.

**4. Attendance**

**Moved by Kevin Perrey/Marion Tudor that anyone present, members, adherents and guests, can vote on motions. Carried.**

There were 56 persons who signed the register that was circulated.

**5. Adoption of Agenda**

**Moved by Gary Carlson/Linda Langenbacher that the agenda be adopted. Carried.**

**6. Appointment of Counters**

Jean Cameron and Ken Fensom volunteered to serve as counters if required.

**7. Minutes of 2018 Annual General Meeting**

**Moved by Doreen Killoh / Jayne Strinholm that the minutes of the Annual Meeting of February 25, 2018 be adopted as presented. There were no errors or omissions identified. Carried.**

**8. Business arising from February 2018 AGM meeting**

None was brought forth.

**9. Resolutions**

Gary Carlson brought forward a resolution: "Be it resolved that strong consideration be given to include Mutchmor Lodge in the 2019 Sunset Special Appeals." Gary pointed out that Mutchmor Lodge is in need of renovations and needs funding. It was decided that, since the appeals for 2019 have



already been determined, the Community Services Committee will discuss and consider this for the 2020 special appeals.

**Gary Carlson/Marion Tudor moved that the possibility of funding through the Special Appeals for Mutchmor Lodge be considered by the Community Services Committee. Carried.**

#### **10. Business arising from Board minutes**

None

#### **11. Presentation and Discussion of Annual Reports**

##### **a). Finance Committee**

Karen Cartmell sent remarks which were read by Hilary Wallin about the 2018 financial statements. Karen thanked treasurer, Arlene Fehler; envelope steward, Nancy Toppings; Jayne Strinholm, office coordinator; Denelle Hansen who reviewed the financial statements for 2018; and the members of the finance committee.

Karen reported that collections were lower in 2018 but with some new families joining Sunset, there is a trend of increased givings. With extra donations received in December and money taken out the Contingency Fund we were able to cover our deficit.

The biggest expense in 2018 was the new flooring.

A generous gift was received from Whitmore Park United Church.

**Moved by Don Wuschke/Doreen Wyatt that the Financial Statements for the year ended December 31, 2018, as outlined on pages 25 to 28 of the Annual Report, be accepted. Carried.**

#### **12. Presentation of 2019 Budget**

Hilary read remarks sent to her from Karen Cartmell.

Total estimated revenue of \$218,100.

Total estimated expenses of \$228,270.

Estimated deficit of \$10,170.

We no longer have a Presbytery Assessment which resulted in a lower expense. The Mission & Service donation from Sunset remains the same as last year.

Tricia Gerhard responded to a question about funding for LBC. The new regional body will not be funding camps and that funding will now come from individual churches. Camps are also encouraged to find alternate funding from other sources.

Membership has declined but there have been and will be members moving their memberships to Sunset from Whitmore Park.

Jean Cameron reported that we are working on hiring a new caretaker.

**Moved by Kevin Perrey / Nancy Toppings that we approve the proposed 2019 budget as outlined on pages 29 to 30 of the Annual Report. Carried.**

**13.Appointment of Financial Reviewer**

**Moved by Judy Fawell/Marilyn Bzdell that Denelle Hansen be appointed the financial reviewer for 2019. Carried.**

**14.Nomination Committee Report**

Presented by Kevin Perrey, vice-chair.

**Executive Officers**

Chair – Hilary Wallin (board term expires 2020)

Vice Chair – Kevin Perrey (board term expires 2020)

Past Chair – Vacant

Treasurer – Arlene Fehler

Secretary – Barbara Flaten-Orr

**Ministry (ex officio)**

Rev. Tricia Gerhard

**Committee Chairs or Designates**

Worship and Christian Education – Kevin Perrey & Lana Orban

Affirming Congregation – Nicholas Belanger

Finance – Karen Cartmell

Property – Ken Fensom

Stewardship – vacant

Congregational Care – Bev Hui (House Groups)

Community Service – Janet McMurtry

Membership – vacant

Communications – vacant

Ministry and Personnel – Jean Cameron

Fund Raising – Marion Tudor

Website-Michelle McConkey

**Other Groups**

Board of Trustees – George Peters

Presbytery Representatives – N/A

Ladies Fellowship – Judy Fawell

**Congregational Representatives (members at large)**

Brenda Scarfe

Hannah Strinholm

Tim Osborne

Susan Black

**Board of Trustees**

George Peters – Chair (6 year term expires 2020)  
Dave Millar (6 year term expires 2023)  
Keith Schneider (6 year term expires in 2022)  
Doug Billett (6 year term expires in 2024)  
Don Orr (6 year term expires in 2024)  
Monte Kesslering (6 year term expires in 2024)  
Marina Jeffery (6 year term expires in 2024)  
Olive McLeod (6 year term expires in 2024)

Kevin thanked Sharon Frei and Marion Tudor for their past contribution on the Sunset Board.

**Moved by Kevin Perrey / Jim Wyatt that the report of the nominating committee be accepted. Carried.**

**15.New Business**

Hilary - reflected on some of the highlights of the past year at Sunset: Trivia Night (laughter & popcorn). Yard clean-up. One of Tricia's first sermons. Last service at Whitmore Park. Potluck suppers. The first tri-church service of the summer. Songs & s'mores around the campfire at Rowan's Ravine. Passing of the water before baptism. She said a big thank you to everyone who keeps Sunset chugging along.

Jean Cameron gave special thanks to some folks who give so much of their extra time, including Hilary Wallin (Board Chair), Ken Fensom and Bob McLeod (Facilities), and Bill Martin (sound system). She also thanked the Sunset staff: Tricia Gerhard, Michelle McConkey, Jayne Strinholm, Nancy Edwards, Shirley Hill.

**16.Adjournment –  
moved by Richard Toppings at 12:55pm.**

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**Hilary Wallin, Chair**

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**Barbara Flaten-Orr, Secretary**



# **Reports**

## **Sunday School Update**

We are using the Workshop Rotation Module which allows children to learn about one story or theme over 3 to 4 weeks. In one year, we generally go over 9-10 different cycles as well as the Advent and Lent seasons. We also teach using different learning styles: food/cooking, science, games, as well as arts and crafts.

We welcome 1 to 2 adult volunteers weekly to assist with Sunday School, and occasionally the Youth Group will attend as well.

We average 10 children each week in Sunday School.

**Respectfully submitted,  
Michelle McConkey**

## **Youth Group at Sunset United Church**

We try to hold one event per month for the Youth Group. We average 5 youth per event.

This past fall, we joined Knox-Met for a Murder Mystery. We hope to continue this cooperation between groups in the future.

Earlier in the year, we co-hosted an event with the Affirming Committee: a movie and Valentine making night.

We hosted the annual sleepover in January.

The Youth Group also assisted with the two Clothing Sales (March and September).

**Respectfully submitted,  
Michelle McConkey**

## **Sunset United Church Choir**

The Sunset United Church Choir is an enthusiastic and dedicated volunteer choir that sings four-part harmony with soprano, alto, tenor and bass sections. The choir is under the direction of the wonderful Nancy Edwards. Shirley Hill is the talented accompanist. Shirley also organizes the choir music library. This year the choir was lucky to have Pam Norman play her flute on several occasions and we appreciate her beautiful touch.

We provide music leadership for Sunday worship services by singing an anthem and assisting the congregation with hymns. We rehearse on Wednesday evenings with an occasional Saturday rehearsal if required. We also meet prior to the church service to warm up and polish the song.

The choir prepared special music for Lent, Easter, Advent and Christmas and for the funeral services of Malita Marshall, Sharon Sanders, and Reverend Larry Edwards. In addition, the choir performed a spring concert as a fundraiser. The music ministry of the Sunset Choir is an important feature of Sunset United Church worship services.

If you are interested in joining the choir, please speak with Nancy, our director.

**Respectfully submitted,  
Brenda Scarfe**

### **Circle Of Support**

One of the requirements of the Master of Theological Studies (MTS) program at St. Andrew's College in Saskatoon, is to have a Circle of Support in my own congregation. The purpose of this Circle is to have knowledgeable people meet with me, and discuss what I am learning in my courses, as well as offering support and care. Having people from my own congregation also shows the support of all the Sunset United Church congregation.

I have been very fortunate to have Sharon Frei, Sheila McKague, Susie Ross and Rev. Tricia Gerhard meet with me on a regular basis. Their insight, wisdom and life experiences have contributed greatly to the way I view the material I've been studying. I would like to say "Thank you" to these four women who have enriched my learning experience.

**Respectfully submitted by  
Karen Cartmell**

### **Community Services Committee 2019 Report**

The members of our committee are Janet McMurtry (chair), Bryan Tudor, CaraGay Driscoll and Richard Toppings. Tricia Gerhard is a member *ex officio*.

The Community Services Committee is engaged in the following activities:

1. **Meals on Wheels:** operated with a number of volunteers from the Sunset Community under the direction of Peg Achtymichuk.
2. **Annual Appeal:** we co-ordinate an annual special appeal to raise money for local agencies. The Special Appeal Project ran from April 28 to May 26, 2019. We raised money as follows: Lumsden Beach Camp -\$957.00, Regina Anti-Poverty Ministry - \$1715.00, and Rainbow Youth Centre-\$1370.00.
3. **Minute for Mission:** to raise the profile of the work done by the United Church's Mission and Service Fund, we provide bi-monthly up-dates on M&S projects, in Canada and globally.



4. **Rainbow Youth Centre:**

- a) RYC has not asked us to provide monthly assistance with meals, as in the past. However, we have assisted with volunteers for the RYC Fall Barbeque and Christmas party.
- b) Every year for the White Gift Sunday service, we collect gifts from the congregation for the RYC Stocking Project. Our gifts are well-received.

5. **Recycling Database:** Occasionally, Sunset is offered donations of clothes, furniture etc. We would like to create a database listing the used items organizations will take. We are not proposing to collect and deliver items; it is for information purposes only.

Respectfully Submitted by the Sunset Community Service Committee for 2019/2020:  
Janet McMurtry, Bryan Tudor, CaraGay Driscoll, Richard Toppings and Tricia Gerhard

***(Attachment below as part of  
Community Service Report):***

**United Church Housing Corporation**

**Mutchmor Lodge Report**

- 1. The Lodge has a 90% occupancy level. However Hewitt Place has several rental units available. These are designed for independent living.
- 2. In urgent need of upgrading is one of the dining rooms and some roof repairs. We need more income to undertake these upgrades.
- 3. We have hired a new Administrator, Lesley Lys. -
- 4. The Lodge provides an excellent daily activities program. A large television was purchased this year for the auditorium which is the gathering place for residents.
- 5. The Lodge is staffed by 2 Managers, a receptionist, a bookkeeper, a recreation director, kitchen and housekeeping personnel.
- 6. Pioneer Village supplies the food. When Pioneer closes we will need to find other arrangements.
- 7. The Board governance is no longer part of the United Church of Canada but has representatives from 6 United Church congregations: Broadway, Knox-Met, Lakeview, St, James, Sunset and Wesley.

**Submitted by  
Gary and Jessie Carlson.**



## **Congregational Care - House Groups**

The House Group Program at Sunset is a way of engaging as many people as possible in the activities involved with Sunday services. Every member of the congregation is a member of a House Group. Each House Group is responsible for one month of the year. This includes finding volunteers to assist with ushering (being worship hosts), reading the opening prayers, lighting candles and serving coffee after church. Each House Group has one or two leaders. We have one group without leaders, so I'd ask anyone who might be willing to become a House Group Leader to contact Sunset Office or Bev Hui.

We haven't brought about any major changes to the House Group system recently. We are, however, always making small changes. The Task Descriptions and list of months allocated to each group are now on our website, under Resources (House Groups). A copy of the House Group binder is on the shelves under the small House Group bulletin board in the foyer, with another copy in the office. Please take a look at it, and the Task Descriptions. If you have any questions, check with your House Group Leader, or Bev Hui.

We are open to any ideas which will improve our system. Our success is dependent on the commitment and dedication of the House Group Leaders, and the many people who volunteer to fill the positions each month. We acknowledge these contributions and thank Tricia and Jayne for their support in 2019.

The House Group schedule for 2020 is as follows:

January	HG 3	Leaders – Marilyn & Don Bzdel
February	HG 4	Leaders – Barb & Don Flaten-Orr
March	HG 5	Leaders – Hilary & Devin Wallin
April	HG 6	Leaders – Bev & Bosco Hui
May	HG 7	Leaders – currently no leaders
June	HG 8	Leaders – Olive & Bob McLeod
July	HG 9	Leaders – Doreen & Jim Wyatt
August	<i>Tri-church services at other United Churches</i>	
September	HG 10	Leaders – Jeannie & Rick McKillop
October	HG 11	Leaders – Brenda Scarfe
November	HG 1	Leaders – Cathy & Doug Billett
December	HG 2	Leaders – Jean & Bob Cameron

Many thanks to the members of the congregation for your willingness to help when asked. We look forward to your continued support in this important ministry.

**Respectfully submitted,  
Bev Hui, Co-ordinator**

## **Report from the Fundraising Committee**

We held three fundraising events this year. First, the Rummage Sale, held the Friday evening and Saturday after the Victoria Day holiday.

Thanks to plenty of support from the congregation, donations were more than ample and volunteers were available as needed.

Friday evening was very busy from 5 to about 7, with lines at the cash desks. After that, it was steady, and on Saturday morning it was very quiet until about 9:30, then slow and steady. Between noon and 1, it was 'fill a bag for \$5.00' and larger items were half price. This worked very well, first of all to empty the tables substantially, but also there were families who were so glad to be able to load bags for only \$5.00. It's amazing how many books will fit in a grocery bag if you really try!

It took less than an hour to pack the leftovers, move the tables, and have everything ready for the Salvation Army truck, which came as planned, took very little time for 7 of us to load, and we were all done before 3pm.

Approximately \$3600 was raised for the church. We believe it was a great success, and THANK YOU to all who were involved, either for one shift or many....it couldn't happen without you.

Friday September 27 saw another Trivia Night. Though this was a lot of fun for those of us there, it was not well attended. Some of the questions were themed – you'd be amazed how much some people know about Harry Potter!

In October we ventured into something new – the sale of gift cards. We worked through an online company called Fundscrip. It was easy to set up and to place orders. Orders were collected during October and cards received and distributed in November. There were 62 participants, and \$1012.03 was raised. Several people made a donation rather than purchase gift cards, which added another \$1200 to the total. A huge thank you to all who took part. We plan to do this again in the fall of 2020.

Thank you to all who participated in the fundraising in any way.

**Submitted by the Fundraising committee,  
Marion Tudor, Brenda Scarfe, Hilary Wallin, Kevin Perrey (until June 2019).**

## **Clothing Sale Report**

Thank you so much to everyone that helped at one or both of the clothing sales last year. We continue to be proud of the social and environmental impact of the sale. Families are able to clothe their children for a reasonable amount of money and the amount of clothing finding a new home is wonderful for the environment.



Both 2019 sales were good, solid sales. Every year we make little tweaks and changes and last year we changed the sale hours. This helped increase our number of shoppers. Thank you again to all our volunteers.

And a big **Thank You** to the hard-working organizing committee: Denelle Hansen, Yolanda Hansen, Michelle Seeley, Andi Schenk, Karen Jackson, Karen Wotherspoon, Shari Powers, Robyn Gansorn, and Hilary Wallin.

**Respectfully Submitted by  
Hilary Wallin**

### **Sunset Ladies Fellowship**

We continue to meet on the second Monday of each month unless otherwise stated.

We always enjoy the interesting talk by Karen Cartmell. We served lunch at two funerals and the Annual Meeting. We provide all the supplies for the kitchen.

**Donations:** as listed in the SLF Financial Report

Our donations and money are down. We will have enough for kitchen supplies for a few months.

**Respectfully submitted:  
Judy Fawell, President for the Sunset Ladies Fellowship Group**



**Sunset United Church  
Ladies Fellowship –  
2019  
Financial Statement**

**CREDITS**

<b>2018 Balance Forward</b>	<b>\$3418.85</b>
Meeting Collections	116.05
Misc. Donation	100.00
Funerals	1200.00

**DEBITS**

Kitchen supplies & misc.	506.43
Can. Bible Society	10.00
Gift Appreciation	400.00
Donations (listed below)	<u>2200.00</u>

**Donations:**

Lumsden Beach Camp	500.00
Mutchmore Lodge	200.00
Regina Anti Poverty	500.00
St. Andrews College	200.00
Sunset United Church (to M & S)	500.00
Our Daily Bread Ministries	100.00
Regina Food for Learning	200.00

**Total Credits** **\$4834.90**

**Total Debits** **\$3116.43**

**Balance as of Dec. 31, 2019** **\$1718.47**

**Respectfully submitted by Doreen Killoh**

## **Ministry and Personnel Committee**

The United Church of Canada requires that each congregation have an M&P Committee. The committee's main functions are to support the staff; to facilitate the resolution of concerns raised by staff, and by members of the congregation, concerning staff; and to make recommendations to the Finance Committee regarding staff remuneration and benefits.

This was Tricia Gerhard's second year as our minister. We are so appreciative of her leadership, her thoughtful and inspiring Sunday morning services, her sense of humour and her organizational skills. Sunset is a vibrant, thriving community of people, and we know that we largely have Tricia to thank for this.

We are very happy that Michelle McConkey continues as our Youth and Young Adult Program Coordinator. We see her interacting with our children each Sunday morning, and their connection with her is very evident, and is enjoyable to watch.

Jayne Strinholm continues as our Office Coordinator, and we are so grateful for that. She very-ably carries out her tasks as Office Coordinator. We appreciate her skills and personality, as she provides a "ministry of hospitality" at Sunset. I know that Sunset folk often stop in for a brief chat with Jayne, and always enjoy it.

Last February we said good bye to our caretaker, Christian Moran. We wish him and his family well. Shortly after, we were able to contract the services of John Ashley as our caretaker. You won't often see John, because he mainly works in the late evening. We welcome John to Sunset.

How we love our music at Sunset! Thank you to Nancy Edwards, our Music Director, for the talent and dedication that she brings to this position. We are grateful to her for the many years that she has so enriched our Sunday services. With Kevin Petrychyn's move to Winnipeg, Shirley Hill has graciously taken on the position of musician and accompanist, on her own. Thank you so much Shirley! We appreciate your wonderful contribution to our Sunday worships, and to all the other services that you accompany.

We are truly blessed at Sunset to have all these wonderful people in our midst, who work so hard on our behalf.

**Submitted on behalf of M&P Committee members Heather Haid, Ross Macnab, Susan Black and Bryan Tudor by Jean Cameron (Chair)**

## **Property Projects**

We had a busy time with maintenance and renovations this year. Between property and caretaking, we have things under control at this point. There will be ongoing maintenance such as floor repairs in the sanctuary, screens on windows and other outside maintenance. We are also looking at creating a couple of flower boxes near the North West entrance where trees have been removed.

**The projects that took place in 2019 were:**

- Changing of all lights to LED inside and out.
- Repair of electrical between outside light poles.
- Replace Water heater
- Repair of flooring in sanctuary coffee area.
- Materials for making table carts.
- Waxing of floors by our custodian.
- Purchase of used snow blower.
- Purchase of new Backpack Blower.
- Furnace repairs.
- Removal of diseased trees on West side.
- Sand and repaint exterior light poles.
- Add new entrance carpets to help keep floors cleaner.
- Rekeying of church doors.
- **General maintenance items:** regular furnace maintenance, covering of outside AC units for winter, fire alarm system yearly check, paint for outside poles, eavestrough repairs, snow removal by volunteers, flower beds by lady's auxiliary, cutting of grass & watering, city inspection of back flow valve, weekly cleaning by custodian, fire extinguisher check.

**Comments:**

All of our major projects are completed as of this report. There will be other projects that will have to be looked at within the next 5-10 years.

I would like to thank everyone that has volunteered to help with these projects.

Thank you to Garnet Park for organizing the snow removal volunteers as well as the stand-by volunteers.

I want to thank the board members for their backing to be able to complete these projects as well as all the help I have gotten from Jayne Strinholm.

**Regards,  
Ken Fensom  
Sunset Property Chair**

**Website**

The website is updated at least once a month (ie calendar events, meeting minutes, etc.). It was also re-formatted to aide with navigation. We also hope to update with a photo section to highlight our wonderful building.

Issues or suggestions to the website should be sent to Michelle.

**Respectfully Submitted by  
Michelle McConkey**



## **Board of Trustees Report**

The United Church Congregational Trustee Handbook requires the Board of Trustees to hold all of the property of the congregation in trust for the use and benefit of the congregation as part of the United Church. In that capacity, the role of the Board of Trustees is to provide oversight over the real property of the church to ensure that it maintains its value and utility.

The Board of Trustees is represented on the Church Board and in this way is kept informed of financial and other matters that may have an impact on church property.

The Board of Trustees met on October 24, 2019 and also communicated on various issues by means of email during the year.

Trustees reviewed the Church's insurance and advised the Church Board that it concurred with the property and general liability coverage as recommended by David Stearn. Trustees greatly appreciate David's expertise and efforts in overseeing the Church's insurance file.

Trustees are pleased that the Board has implemented measures to obviate the use of volunteers to remove snow from the roof. Trustees had been concerned about the potential risk to volunteers clearing snow from the roof as well as the potential liability to the church.

Trustees received a property report from Ken Fensom and are impressed with the many maintenance issues addressed and the replacement and purchase of equipment undertaken to keep the building in good condition. Trustees are very appreciative of Ken's diligence and hard work in this regard.

Ken informed Trustees of the problems with the flooring in the Sanctuary, noting that the floor will likely need to be replaced within five years. Trustees suggested that consideration be given to setting some funds aside each year for this purpose rather than financing the entire cost through fundraising at such time as the floor is replaced.

Trustees are also pleased to note the healthy balance in the Church's contingency fund.

The membership of the 2019 Board of Trustee included: Doug Billett, Marina Jeffery, Monte Kesslering, Olive McLeod, David Millar, George Peters, Don Orr and Keith Schneider. Tricia Gerhart, in her capacity as Minister, is also a Member of the Board of Trustees.

My six year term on the Board of Trustees expired at the end of 2019. The term of appointment for all remaining Trustees extends through 2020 or beyond. There is therefore no need for the Congregation to appoint additional Trustees at the Annual General Meeting in 2020.

In closing, I would like to express my appreciation to all of the Trustees for their diligence in representing the Congregation on the Board of Trustees. Looking forward, I would also like to thank David Millar for assuming the position of Chair of the Board of Trustees for 2020.

**Respectfully submitted**  
**George Peters**



## **Worship Committee Report**

Traditionally, the worship committee has been a place for members of the congregation and the minister to work together to dream and plan about worship at Sunset. Often, two meetings a year were called by the chair, with an open invitation to any person who would like to attend the meeting. In the early months of 2019 this is how the committee functioned. Our chair, Kevin Perrey, and co-chair, Lana Orban, called us together and our small but creative group did some thinking about upcoming worships.

Later in the year we received the resignation of Kevin Perrey as chair of worship. I am thankful for the leadership and support that Kevin not only offered during my time working with him, but in the past as he worked with previous ministry staff. Lana continues to offer her wisdom and support to the worship committee and the worship life here at Sunset and we are grateful for the gifts she has offered and is offering the community.

Currently, I am acting chair of the committee and I am doing some thinking about restructuring the way the committee functions within the life and ministry of Sunset. The Worship committee carries the work of not only Worship but also Faith Education. As work moves forward with the worship committee restructuring, please keep your eyes and ears open for calls for participation. If you have a passion for worship (leadership or planning) and/or faith formation (particularly with adults), please come and chat with Rev. Tricia.

The Committee is deeply thankful for the members of the house groups who continue to offer their voices in worship, for those folk who help to run the sound system, for those who make sure there is coffee, tea and juice for after worship, for those who offer their leadership and talents in our music ministry, for those who give their time and gifts to the children in Sunday School, and for those who offer their time and talents in the pulpit, filling in when the minister is away. These are all pieces of the worship life of our congregation. Without you, our worship life would not be as rich.

**Respectfully submitted,  
Tricia Gerhard, Worship Committee**

## **Finance Committee Report**

Operating Fund: 2019 was an interesting year for Sunset UC from a financial perspective. As promised, we kept the congregation informed about the financial position on a quarterly basis. At the end of March, we were in a deficit position. By end of May, we were able to cover all our expenses, mainly due to substantial fundraising activities. Thank you to the Fundraising team, and everyone who supported the fundraisers, to raise an extra \$6,317 this year. This enabled us to start the summer in a strong financial position.

Unfortunately, by the end of September, we found ourselves back in a deficit position, and by the end of November, we were predicting a year end deficit of \$10,000.

A request went out, asking people to consider giving an extra financial gift to Sunset UC in December. And people responded generously! This allowed us to cover all of our Operating expenses and end the year in a positive position of \$2,180. Thank you very much to everyone who responded to our plea.



The excess \$2,180 was added to our Contingency Fund, which will help offset the deficit from 2018.

#### Mission & Service

Of special note is the Mission and Service contribution. As with other years, we budgeted to give \$10,000 from collections to M&S. In addition, we budgeted an additional \$10,000 to be given by individual members who specifically allocate these donations (labelled "Mission & Service Voluntary" on the Income & Expense Summary).

In past years, these specific donations have fallen short of the \$10,000, and the difference has been taken from the Operating Fund to ensure our total \$20,000 donation is made to M&S. It was wonderful this year, to not only meet our voluntary givings target of \$10,000, but to exceed it. Sunset was able to give M&S \$20,655 in 2019. Thank you to everyone who made M&S a special part of their givings.

Capital Projects Fund: We had a lot of activity in the Capital Projects Fund this year. We started the year at \$13,164. An opportunity presented itself where we could upgrade the lighting and receive a substantial grant. The labour and fixtures for the new lighting expense of \$21,035 was offset by a grant of \$12,333 this year. Donations into the fund of \$2,436 were received throughout the year. At year end, the balance in the Capital Projects Fund was \$6,898.

Congregational Education Fund: This fund was created in 2016 to support the Board-approved education/support of members and adherents of the congregation. We started the year at \$1,594. No disbursements were made this year. At year end, the balance in the Congregational Education Fund was \$1,594.

Memorial Fund: The Memorial Fund started the year at \$4,792. Donations of \$6,082 were received throughout the year. There were two expenses during the year: purchasing a lawnmower \$324 and a snowblower \$615. At year end, the balance in the Memorial Fund was \$9,935.

Contingency Fund: The Contingency Fund started the year at \$45,901. No transfers into other funds occurred this year. At year end, the surplus of \$2,180 was added in to help cover future unexpected expenses. At year end, the balance in the Contingency Fund was \$48,081.

Budget 2020: The Budget for 2020 is similar to last year's, in that it shows a projected deficit. The Board hopes to be proven wrong, the way we were this year, and end up balancing our expenses with income. But at the time the budget was created, the Board felt it prudent to forecast a deficit of \$5,850.

Finance Committee activities: As always, the Finance Committee continued to oversee all the financial matters of the church throughout the year. I would like to thank the members of the committee for ensuring the collection was promptly counted, balanced, and deposited into the bank every Sunday.

This year, the committee welcomed Dana Sokalofsky onto our team. The other faithful members of the committee are: Olive MacLeod, Bill Martin, Bosco Hui, Bob Brown, Don Orr, Don Wuschke, Arlene Fehler (Treasurer), and Nancy Toppings (Envelope Steward). Thanks also to Jayne Strinholm for her continued help on ensuring the financial accounts are entered and up to date.



I would like to thank Nancy Toppings, Sunset's Envelope Steward, for her continued dedication in handling our PAR contributions, analyzing the annual pledge forms, and issuing tax receipts. All her work "behind the scenes" is greatly appreciated.

A special thanks goes to Arlene Fehler, who is stepping down as Sunset's Treasurer, for her commitment to this valuable task over the past 5 years. I appreciate her expertise and devotion in managing the financial transactions, and creating financial statements in a timely manner. We have all benefited greatly from her expertise and attention to detail.

I'm happy that Denelle Hansen, who has reviewed the financial statements for us for a number of years, has agreed to be our incoming Treasurer. Thank you, Denelle, for taking on this important role at Sunset.

I will also be stepping down from the Chairperson position after six years. I am very grateful to have been part of the Board of Sunset, and will miss the lively, productive, informative meetings.

**Respectfully submitted**  
**Karen Cartmell**  
**Chair, Finance Committee**

## **Treasurer's Report**

Detailed financial statements for 2019 and the proposed budget for 2020 are included elsewhere in this Annual Report. A brief summary is outlined below:

### **2019 Revenue & Expenditures**

We ended 2019 with a positive cash flow of \$2,180. with revenue from all sources of \$224,405. Accordingly, our Contingency Fund has been increased by \$2,180. Additional figures are included in the Statement of Restricted Funds.

Special thanks to the Committee that hosts the Sunset Used Clothing and Toy Sales. The two Clothing Sales netted \$7,020. (\$8,409. less \$1,389. expenses) for the operation of our church. Thanks also to the Fundraising Committee and those who supported their projects which netted \$5782.

### **MISSION AND SERVICE CONTRIBUTION TARGET**

The 2019 budget included a Mission & Service Fund expense of \$20,000., comprised of a commitment of \$10,000. from the operating budget and the remaining amount to be paid from voluntary donations. Voluntary donations for 2019 totalled \$10,654.96., exceeding the target of \$10,000. Therefore, Sunset United Church total M & S remittance to the United Church of Canada for 2019 was \$20,654.96.

### **PROPOSED 2020 BUDGET**

The operating budget proposed by the Church Board for approval of the Congregation at the Annual Meeting is included elsewhere in the Annual Report. It includes estimated total revenues of \$221,100. and estimated total expenditures of \$226,950. for a net deficit budget.



**Revenue:**

Collections	\$190,000.	
M & S Voluntary Contributions	10,000.	
Other Revenue	<u>21,100.</u>	<b>\$221,100.</b>

**Expenditures:**

Operations	\$206,950.	
Mission & Service	10,000.	
Mission & Service (Voluntary)	<u>10,000.</u>	<b>\$226,950.</b>

**Net Expenditures over Revenue****\$ 5,850.**

The budget's revenue estimates are based on recent trends. Expenditure estimates are based on prior year actual, along with known or anticipated cost increases/decreases for 2020.

The proposed expenditures of \$226,950. include a M & S contribution of \$10,000. from the operating budget. The Board also proposes that the Congregation approve a Voluntary M & S Contribution Target of \$10,000. If this target is met, Sunset's combined M & S contribution will be \$20,000. in 2020.

Many thanks to finance chair Karen Cartmell for her valuable input.

Thanks also to Denelle Hansen for conducting a review of the church's financial transactions and statements for 2019.

This will be my last financial report, as I am retiring from the position of treasurer. It has been my pleasure serving the board and congregation of Sunset United the past five years. Special thanks to our Office Coordinator. Jayne has been a pleasure to work alongside on financial matters of the church.

**Respectfully submitted,  
Arlene Fehler, Treasurer**

## **Review of the Financial Statement**

February 3, 2020


To the Members of Sunset United Church,

I have looked over the financial statements of Sunset United Church for the year ended December 31, 2019.

I included in my inspection the monthly statements of operation, bank records and other information supplied for the day-to-day workings of the Church. I examined the recording of revenues, as well as supporting evidence for acquisition of expenditures.

I believe that these financial statements accurately portray the receipts and expenditures of Sunset United Church for the 2019 year-end.

Regards,

A handwritten signature in dark ink, appearing to read "Denelle Hansen", written in a cursive style.

Denelle Hansen



**Sunset United Church**  
**Balance Sheet**  
**As at Dec 31, 2019**

<u>ASSETS</u>	<u>Dec 31 2019</u>	<u>Dec 31 2018</u>
Cash	48,701	47,159
Term Deposit	17,348	17,111
GST Receivable	459	1,181
Prepaid Expenses	<u>0</u>	<u>0</u>
<b>TOTAL CURRENT ASSETS</b>	66,508	65,451
Land and Buildings	<u>868,723</u>	<u>868,723</u>
<b>TOTAL ASSETS</b>	935,231	934,174
<u>LIABILITIES</u>		
United Church of Canada Mortgage	<u>0</u>	<u>0</u>
<b>TOTAL LIABILITIES</b>	0	0
<u>RESTRICTED FUNDS</u>		
Capital Projects Fund	6,898	13,164
Congregational Education Fund	1,594	1,594
Contingency Fund	48,081	45,901
Memorial Fund	<u>9,935</u>	<u>4,792</u>
<b>TOTAL LIA./RESTRICTED FUNDS</b>	66,508	65,451
<u>EQUITY</u>		
United Church of Canada	<u>868,723</u>	<u>868,723</u>
<b>TOTAL EQUITY</b>	868,723	868,723
<b>TOTAL LIAB./RESTRICTED FUNDS/EQUITY</b>	935,231	934,174

**Sunset United Church**  
**Income & Expense Statement**  
**As at December 31, 2019**

	<u>Dec31/19</u>	<u>Dec 31/18</u>
<b><u>INCOME</u></b>		
Clothing Sale	8,409	9,268
Collections	183,372	173,991
Anonymous	4,327	2,695
Mission & Service Voluntary	10,655	7,467
Fundraising	6,317	1,034
General Rent	11,373	9,706
Interest Inc	241	158
Sunday School	41	48
Sundry	-330	-63
Miscellaneous	<u>0</u>	<u>1,210</u>
<b>TOTAL INCOME</b>	<b>224,405</b>	<b>205,514</b>
<b><u>EXPENSES</u></b>		
<b>1. Administration</b>		
Mission & Service	20,655	20,000
Office Expense	6,833	7,535
Official Board	307	248
National Assessment	9,072	11,077
Regional Registrations	<u>150</u>	<u>0</u>
<b>TOTAL ADMINISTRATION</b>	<b>37,017</b>	<b>38,860</b>
<b>2. Building</b>		
Building & Maintenance	14,679	9,296
Custodian	10,930	0
Electricity	5,005	5,253
Gas	2,899	3,781
Telephone	2,059	2,049
Water	1,703	1,868
Insurance - Property/Liability	3,811	3,595
Janitorial Supplies	<u>1,338</u>	<u>286</u>
<b>TOTAL BUILDING</b>	<b>42,424</b>	<b>26,128</b>

	<u>Dec31/19</u>	<u>Dec 31/18</u>
<b>3. Committee</b>		
Affirming	193	220
Benevolent	0	0
Christian Education	2,253	2,469
Community Service	0	21
Publicity	890	848
Worship	3,267	5,078
Search and Hire	<u>0</u>	<u>202</u>
<b>TOTAL COMMITTEE</b>	6,603	8,838
<b>4. Personnel</b>		
Minister - Salary	61,819	60,469
Minister - Con. Ed	123	454
Youth Co-ordinator - Salary	10,101	11,746
Youth Co-ordinator - Con. Ed.	138	0
Travel Expenses	525	0
Pension & Benefits	20,782	22,309
Office Coordinator	21,477	21,207
Caretaker	7,232	11,634
Music Leaders	10,060	10,315
Treasurer Honorarium	<u>2,000</u>	<u>2,000</u>
<b>TOTAL PERSONNEL</b>	134,257	140,134
Miscellaneous	0	849
Fundraising Expense	535	231
Clothing Sale Expense	<u>1,389</u>	<u>2,165</u>
<b>TOTAL EXPENSES</b>	222,225	217,205
<b>NET DEFICIT/SURPLUS</b>	2,180	-11,691
<b>NET CASH FLOW</b>	<b>2,180</b>	<b>-11,691</b>



**Sunset United Church**  
**Statement of Restricted Funds**  
**As at December 31, 2019**

<u>RESTRICTED FUNDS</u>	<u>Balance</u> <u>Jan1/19</u>	<u>Transfers</u> <u>2019</u>	<u>Balance Y/E</u> <u>Dec 31/19</u>
Contingency Fund 1)	45,901	2,180	48,081
Memorial Fund 2)	4,792	5,143	9,935
Congregational Education Fund 3)	1,594	0	1,594
Capital Projects Fund 4)	<u>13,164</u>	<u>-6,266</u>	<u>6,898</u>
<b><u>TOTALS</u></b>	<b>65,451</b>	<b>1,057</b>	<b>66,508</b>

**NOTES:**

1) Increase due to positive net cash flow \$2180.

2) Donations of \$6082.

Withdrawal of \$939. for lawnmower and snowblower

4) Contributions of \$2436.; Faithful footprints grant \$12,333.

Withdrawals of \$21,035. for Lighting retrofit

### Sunset United Church 2020 Budget

	<u>Budget</u> <u>2020</u>	<u>Budget</u> <u>2019</u>
<b>REVENUE</b>		
Collections	190,000	190,000
Clothing Sale	8,500	9,000
General Rent	10,000	7,000
Fundraising	2,500	2,000
Mission & Service Voluntary	10,000	10,000
Sundry	100	100
Miscellaneous Income	<u>0</u>	<u>0</u>
<b>TOTAL REVENUE</b>	<b>221,100</b>	<b>218,100</b>
<b>EXPENSES</b>		
<b>1. Administration</b>		
Mission & Service	10,000	10,000
Mission & Service Voluntary	10,000	10,000
Office Expense	6,000	6,000
Official Board	500	500
National Church Assessment	10,280	9,100
Regional Registrations	<u>200</u>	<u>200</u>
<b>TOTAL ADMINISTRATION</b>	<b>36,980</b>	<b>35,800</b>
<b>2. Building</b>		
Building & Maintenance	10,000	7,000
Janitorial Supplies	1,000	800
Electricity	5,000	6,000
Gas	3,500	4,500
Telephone	2,000	1,900
Water	2,000	2,000
Insurance - Property/Liability	4,500	4,500
Custodian	<u>15,000</u>	<u>0</u>
<b>TOTAL BUILDING</b>	<b>43,000</b>	<b>26,700</b>
<b>3. Committee</b>		
Affirming	300	300
Benevolent	200	500
Christian Education	2,000	2,000
Community Service	200	500
Publicity	1,000	1,000
Worship	<u>4,000</u>	<u>5,500</u>
<b>TOTAL COMMITTEE</b>	<b>7,700</b>	<b>9,800</b>

	<u>Budget</u> <u>2020</u>	<u>Budget</u> <u>2019</u>
<b>4. Personnel</b>		
Minister - Salary including housing	62,995	61,820
Minister - Con. Ed	2,000	2,000
Youth Co-ordinator - Salary	14,000	17,300
Youth Co-ordinator - Con. Ed.	750	750
Travel Expenses	525	500
Pension & Benefits	23,000	24,000
Office Coordinator	22,000	20,800
Caretaker	0	14,300
Music Leaders	10,500	10,500
Treasurer Honorarium	<u>2,000</u>	<u>2,000</u>
<b>TOTAL PERSONNEL</b>	<b>137,770</b>	<b>153,970</b>
 Fundraising Expense	 0	 0
Miscellaneous Expense	0	0
Clothing Sale Expense	1,500	2,000
 <b>TOTAL EXPENSES</b>	 <b>226,950</b>	 <b>228,270</b>
 <b>NET REVENUE OVER EXPENSES</b>	 <b>-5,850</b>	 <b>-10,170</b>



## Sunset United Church Church Board – 2020

### Executive Officers

Chair – **Jean Cameron**  
Vice Chair – **Brenda Scarfe**  
Past Chair – **Hilary Wallin**  
Treasurer – **Denelle Hansen**  
Secretary – **Barbara Flaten-Orr**

### Ministry (ex officio)

**Rev. Tricia Gerhard**

### Committee Chairs or Designates

Worship and Christian Education – **Tricia Gerhard**  
Affirming Congregation – **Trina Hodgson**  
Finance – **Vacant**  
Property – **Ken Fensom**  
Congregational Care – **Bev Hui (House Groups)**  
Community Service – **Janet McMurtry**  
Ministry and Personnel – **Bryan Tudor**  
Fundraising – **Marion Tudor**  
Website-**Michelle McConkey**

### Other Groups

Board of Trustees – **David Millar**  
Regional Council Rep- **vacant**  
Ladies Fellowship – **Judy Fawell**

### Congregational Representatives (member at large)

**Tim Osborne**  
**Susan Black**

### Board of Trustees: (year the 6 year term expires)

**David Millar – Chair (2023)**  
**Keith Schneider (2022)**  
**Doug Billett (2024)**  
**Don Orr (2024)**  
**Monte Kesslering (2024)**  
**Marina Jeffery (2024)**  
**Olive McLeod (2024)**

## **List of Baptisms, Weddings, Funerals, Memberships Transferred in and Transferred out, Members Received by Confirmation for 2019**

Baptisms	<ul style="list-style-type: none"><li>-Mavrick Jerome Tracy Mayer, son of Benjamin Stephen Mayer and Alyssa Sara Dawn Mayer (Smith)</li><li>-James Ray Stearn, son of David Hugh Stearn and Trina Anne Hodgson</li><li>-Ava Isha Lewis, daughter of Clayton David Lewis and Sivagowry Lewis</li><li>-Jax Finn Feasby, son of Timothy Scott Feasby and Jessica Lynn Lewis</li><li>-Emerson Grey Feasby, son of Timothy Scott Feasby and Jessica Lynn Lewis</li></ul>
Weddings	None
Funerals	<ul style="list-style-type: none"><li>Malita Marshall</li><li>Elisabeth (Bette) Switzer</li><li>Sharon Sanders</li><li>Hugo Maliepaard</li><li>Lawrence (Larry) Edwards</li><li>Susan Schenk</li></ul>
Members Transferred in	<ul style="list-style-type: none"><li>Helen Towers</li><li>Dave Towers</li><li>Renae Grubb</li><li>Shirley Forbes</li><li>Donald Forbes</li></ul>
Membership Transferred out	<ul style="list-style-type: none"><li>Leah Lindskog</li><li>Jeffrey Lindskog</li><li>Marilyn Turnley</li></ul>
Members Received by Confirmation	None