**Sunset United Church**

**Board Meeting via Email**

**Minutes**

**FINAL**

**April 20-22, 2020**

The M&P Committee had discussions with staff members and made some recommendations for the COVID-19 period. Jayne is fine with being laid off and will be eligible for CERB for four months. John Ashley, our caretaker, is also on CERB. He is not working for us but expects to be called back when we can reopen our building. Michelle can continue to work and take on some of Jayne’s duties and be paid by the hour. Shirley, and Nancy can be paid per service. Rev. Tricia is not affected by this and there is no plan to change her relationship with Sunset.

**Moved by Bryan Tudor / Susan Black that, following April 30, Jayne be laid off, that Michelle be paid for the hours she works, which could include time doing some of the work that Jayne has been doing, and that Nancy (or her replacement) and Shirley be paid just for the weeks (if any) that they are called on by Tricia for music. This to be in effect until further notice. Carried.**

**Sunset United Church**

**Board Meeting Minutes**

**FINAL**

**May 5, 2020**

1. CALL TO ORDER

Using Zoom, the meeting was called to order by Chair, Jean Cameron, at 7:00.

She thanked Tricia, Michelle, Bryan, & Denelle for working through the challenges of working during this pandemic.

2. ATTENDANCE

Present: Susan Black, Jean Cameron, Barbara Flaten-Orr, Tricia Gerhard, Denelle Hansen, Trina Hodgson, Michelle McConkey, David Millar, Tim Osborne, Brenda Scarfe, Bryan Tudor, Marion Tudor, Hilary Wallin

3. ADOPTION OF AGENDA

Added: communications with the congregation. Ken’s report. Michelle’s report. Pride parade.

**Moved by Susan/Bryan that the agenda be adopted as amended. Carried**

4. DEVOTION

Tricia led us in prayer.

5. MINUTES OF THE PREVIOUS BOARD MEETING

**Moved by Brenda/Hilary that the minutes of the March 5th board meeting be approved as presented. Carried.**

6. BUSINESS ARISING FROM THE MINUTES

6.1 Photo Directory. Marion emailed IPC about delaying the photos until the fall.

6.2 Signing authority. Denelle reported that Ken and Hilary have been signing

cheques.

7. CORRESPONDENCE

None.

8. FINANCIAL REPORT/TREASURER’S REPORT

Denelle led us through the financial report for the year up to April 30 2020.

Total income to date: $65,737

Total expenses to date: $61,291

Net cash flow: $4,446

Comparison - YTD - collections income should remain balanced because of PAR. Total income did drop by about $7000 because of not having the clothing sale and rent is lower than budgeted. Expenses have remained relatively comparable. We’re not paying John at this time. Personnel expenses will be lower over next few months due to one layoff (Jayne is okay applying for CERB) and Nancy’s retirement.

Reviewed March and April individual reports. Income was down 24% in March and 30.5% in April. Therefore, we will qualify for the 75% wage subsidy for March, April, May. To apply, we need Web access code - can get with information off T4 summary prepared by ADP (payroll provider).

**Moved by Denelle/Susan that we apply for the Canadian Emergency Wage Subsidy (CEWS) that Sunset is eligible to receive. Carried.**

**Moved by Denelle/Bryan that the financial report be accepted as presented. Carried.**

10. BUSINESS ARISING FROM COMMITTEES/SUPPORT STAFF

10.1 Community Service. Bryan reported that a message was sent out to the congregation on April 28th, saying the Special Appeal is postponed until October, when the groups to be supported will be LBC, RAPM and Mutchmor Lodge. Janet McMurtry resigned from the Board in March but is now stepping down as Chair of the Community Service Committee due to conflict of interest rules with her job. There is now a vacancy. Richard Toppings, CaraGay Driscoll, & Bryan Tudor are the other members.

10.2 M&P. Bryan reported that Tricia, Michelle and Shirley are continuing their work at Sunset. On March 19th, the building was closed. John will not be needed until the building reopens. Bryan helped John to apply for CERB (Canada Emergency Response Benefit). Nancy Edwards retired as Music Director in mid-April after 25 years in the position. She and Bill are moving to Katepwa. We will have a party for them in the fall. Jayne was laid off effective May 1st and is applying for CERB. Shirley now (as of May 1st) is back to being paid by the week for the services she plays for (except no rehearsals). The position of Music Director was posted and M&P is now pleased to recommend that Corinne Groff be hired to be our new Director of Music, under the same terms and conditions that we had for Nancy Edwards, effective August 1st, 2020.

**Moved by Bryan/David that Corinne Groff be hired as choir director and payment be equivalent to what Nancy was paid. Carried.**

Bryan said Susan Black, Ross Macnab, Heather Haid, and Jean Cameron have been great on the M&P committee. And the committee members want to thank all our staff and especially Tricia for their ministry during these unprecedented times. No one planned for a pandemic and we appreciate all they have been able to do.

10.3 Trina is assuming the Pride parade will be cancelled. June 13th. We’ll celebrate another way.

11. NEW BUSINESS

 11.1 Rentals. Michelle reported about upcoming bookings. Since it cannot be guaranteed that we can sanitize the building completely, we will cancel all upcoming bookings until at least September. Michelle will return a rental cheque from a group that paid for May/June.

 11.2 Property. Ken is concerned about the lot and doesn’t want the place to look abandoned. Jean offered to take care of watering the front and south sides. It was decided that Ken would book an aeration of the lawn. Jean will talk to Ken about the possibilities of hiring students to cut the lawn. Yard clean-up is scheduled for 10:30 on Saturday, May 9th.

 11.3 Communication from the board. It was decided to include information such as the building closure, appointment of Corinne as choir leader, 3rd party donations to Canada Helps, and appreciation for continued givings in Tricia’s weekly report.

 11.4 Insurance. Michelle & Jean will check the building during the closure. Trina will contact David Stearn about insurance concerns.

12. BOARD OF TRUSTEES REPORT

None. David Millar is pleased to see so many folks donate by PAR.

13. MINISTER’S REPORT

- Tricia presented a time sheet of her work in March and April.

- Tricia thanked those who have helped with phoning members and informing her of folks who could use a phone call from her.

- Planning for summer tri-church services is going on between Tricia and the other two ministers.

- Live-streaming is working better than Facebook or Zoom with assistance from David Gerhard. Tricia, Shirley and Michelle have been great. Feedback is that worship is better when videotaped in the sanctuary.

- Christian family service this Sunday week.

- Tricia will talk to colleagues about ideas for online coffee time.

- The piano needs to be amplified online.

14. MICHELLE

- Jayne will renew the photocopier contract for July 1st.

- Michelle will attend the conference, Rendezvous (this year, online). She will invite some youth to join her.

- Michelle will work mainly from home but will go into Sunset two or three days a week to pick up mail.

- The Kids Help Phone fundraising walk has been changed to an online dance on May 31st. Tricia will add it to her weekly update.

15. UPDATE OF THE CHURCH CALENDAR

May 10 - Christian Family Sunday

May 20-23 - Regional Gathering in Humboldt

Tri-church services:

June 21 - July 12 - Sunset

July 19 - August 9 - Lakeview

August 16 - September 6 - Wesley

15. NEXT CHURCH BOARD MEETING

Tuesday, June 23, 2020 likely via Zoom.

Meeting adjourned at 8:40pm.