

## **Sunset United Church Board Minutes**

March 16, 2023

Attendance: Brenda Scarfe (chair), Jean Cameron (minutes), Bryan Tudor, Susan Black, Jim Tenford, Michelle McConkey, Dave Towers, Doug Billet, Ken Fensom, Lenore Bewcyk, Denelle Hansen, Tim Osborne,

### **1. Call to order and land acknowledgement**

- Brenda Scarfe called the meeting to order at 7:00 pm.
- Brenda offered a land acknowledgement.

### **2. Adoption of the agenda**

- Additions to agenda
  - Correspondence - Volunteer Associate Minister
- Moved by Denelle Hansen/Dave Towers to adopt the agenda as circulated/amended. Carried.

### **3. Devotion**

- Reverend Jim Tenford led a devotion.

### **4. Adoption of minutes from Jan 26, 2023**

- Amendments:
  - Add Susan Black to attendance
  - Carmichael Outreach spelling correction
  - Community service committee report action item: Committee members will contact (not Trina).
  - Spelling – Peter Gilmer
- Moved by Ken Fensom/Susan Black to adopt the minutes as amended. Carried.

## 5. Review of action items from Jan 26, 2023 minutes

- Community Service Committee to contact Peter Gilmer (RAPM) and Carmichael Outreach to organize guest speakers and finalize dates. – complete
- Trina to schedule Sunset United Church for Interfaith Saturday Lunch for May 2023. – complete. Sunset is scheduled May 20<sup>th</sup>, 2023.
- Sunset Wesley Collaboration Team to develop parameters for partnership team to aid in recruitment, FAQ for AGM, and plan for AGM. Complete
- Brenda Scarfe to include notice of motion on the AGM agenda. Complete
- Board members to email Brenda if they are unable to continue for 2023. Complete. Thank you for not emailing to resign!
- Brenda Scarfe to contact Bev Hui and Nancy Toppings about intentions for 2023. Complete. Bev and Nancy agreed to continue in the current roles.
- Board members to submit committee reports to the office by Feb 8, 2023. Complete. Thank you.
- Brenda Scarfe to develop agenda for AGM. Complete.
- Jim Tenford to announce annual meeting. Complete

## 6. Correspondence

- Joanne Knobbe will complete documentation to be a *Volunteer Associate Minister* at Sunset.
- Moved by Bryan Tudor/Dave Towers to register Joanne Knobbe as Volunteer Associate Minister at Sunset. Carried.

## 7. Financial update

- Denelle Hansen provided an update of Sunset finances for February, 2023.
- Denelle will make one adjustment to pay for the roof inspection from the Capital Building Fund rather than Building repairs and maintenance as approved by the board on Jan 26, 2023
- Moved by Denelle Hansen/Tim Osborne to approve the financial update as amended.

## 8. Policies and procedures

- There were no policies or procedures to discuss.

## 9. Committee reports

### • Property

- Ken Fensom presented the roof leak investigation report from RIMKUS and quotes for roof repairs (see information attached).
- Four repair quotes were discussed:
  - Flynn Canada quoted \$2942 for exterior roof patching.
  - All-Pro Roofing Inc quoted \$12 293.25 for exterior replacement of portion of roof including shingles
  - Ultimate Renovations quoted \$15 079.35 for interior repairs (including spray foam insulation) at front and back entries to the addition.
  - Element Construction quoted \$130 280.00 for interior and exterior repairs.
- The Board discussed the need to make a decision soon to allow booking the contractors with the hope that work can be completed while the church office is closed between June 12<sup>th</sup> and July 16<sup>th</sup>, 2023.
- Action items:
  - Ken will get another quote from Ultimate Renovations for repairing ceiling in entire hallway and a quote from Flynn Canada for replacing rather than patching roof (for comparison with All-Pro Roofing quote).
  - Board will do an email vote on motion containing the new quotes for ratification at next board meeting.
- We are very grateful to Ken for his diligent work on this project.

### • Ministry and Personnel

- Bryan Tudor led discussion of recommendations from the Ministry and Personnel Committee.
- Moved by Bryan Tudor/Denelle Hansen to pay both Corinne Groff and Shirley Hill an additional \$75 per month for the extra work and time spent with the children's choir. Carried.

- Moved by Bryan Tudor/Susan Black to guarantee the Sunset staff they will continue to receive their salaries during the amalgamation process until at least September 2024. Carried.
  
- **Wesley Report**
  - Lenore Bewcyk presented the Wesley United Church update (see attached).
  
- **Recruitment for Sunset-Wesley Amalgamation Committee**
  - Moved by Jean Cameron/Susan Black that Nancy McBean, Marina Jeffery, Bryan Tudor and Dave Towers will represent Sunset on the Sunset-Wesley partnership team. Carried.

#### **10. Debrief of Annual Congregational Meeting March 5, 2023**

- The annual congregational meeting was a success.
- The Sunset-Wesley collaboration team did a great job of preparing the congregation for voting on the motions for amalgamation.
- Communication with the congregation during the entire amalgamation process will be important.

#### **11. Minister's update**

- Jim Tenford has had a busy March with Lent, pastoral care visits and planning for Holy Week.
- Jim is considering his response to the invitation to join the St. Andrew's College Board of Directors.

#### **12. Children and youth minister's update**

- Michelle will be participating in the Kids Help Phone fundraising walk on May 7, 2023.
- Action item: Jean and Michelle will organize for Sunset United Church to participate in the event.

### **13. Update of church calendar**

- April 16, 2023 – Camp Sunday is being organized by Susan Black, Barbara Flaten-Orr and Kylie Orr.

### **14. Next Sunset Board meeting**

- The next Sunset Board meeting is April 27, 2023 at 7:00 pm.

### **15. Benediction**

- Reverent Jim Tenford closed the meeting with a benediction.

### **16. Adjournment**

- Brenda Scarfe adjourned the meeting at 8:31 pm.

Account Balances - As of 2/28/2023  
(in Canadian Dollars)

3/14/2023

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| Account                      | 2/28/2023<br>Balance |
|------------------------------|----------------------|
| <b>Bank Accounts</b>         |                      |
| Chequing                     | 80,191.39            |
| Investment, MMF              | 17,793.37            |
| Prepaid expenses             | 0.00                 |
| <b>TOTAL Bank Acco...</b>    | <b>97,984.76</b>     |
| <b>Asset Accounts</b>        |                      |
| GST Receivable               | 258.91               |
| Land and Building            | 868,722.87           |
| Loan Receivable 1            | 0.00                 |
| Loan Receivable 2            | 0.00                 |
| <b>TOTAL Asset Acco...</b>   | <b>868,981.78</b>    |
| <b>Liability Accounts</b>    |                      |
| Capital Housing Fund         | 0.00                 |
| Capital Projects Fund        | -8,883.28            |
| CEBA loan                    | 0.00                 |
| Community Service ...        | 0.00                 |
| Congregational Edu...        | -1,594.24            |
| Contingency Fund             | -90,357.68           |
| Continuing Educatio...       | 0.00                 |
| Landscaping Fund             | 0.00                 |
| Memorial Fund                | -2,094.93            |
| Mission & Services ...       | 0.00                 |
| Mortgage Fund                | 0.00                 |
| Special Appeal Fund          | 0.00                 |
| United Church of Ca...       | 0.00                 |
| <b>TOTAL Liability Ac...</b> | <b>-102,930.13</b>   |
| <b>OVERALL TOTAL</b>         | <b>864,036.41</b>    |

Income/Expense Comparison by Category  
1/1/2022 through 2/28/2023 (in Canadian Dollars)

3/14/2023

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| Category                          | 1/1/2022-<br>2/28/2022 | 1/1/2023-<br>2/28/2023 | Amount<br>Difference |
|-----------------------------------|------------------------|------------------------|----------------------|
| <b>INCOME</b>                     |                        |                        |                      |
| Collection                        | 27,327.34              | 26,748.34              | -579.00              |
| Anonymous Collections             | 106.00                 | 178.00                 | 72.00                |
| <b>TOTAL Collection</b>           | <b>27,433.34</b>       | <b>26,926.34</b>       | <b>-507.00</b>       |
| Collections - Mission & Service   | 1,863.66               | 2,386.66               | 523.00               |
| General Rent                      | 310.00                 | 2,705.00               | 2,395.00             |
| Interest Inc                      | 7.60                   | 147.49                 | 139.89               |
| Sundry                            | 0.00                   | 38.65                  | 38.65                |
| <b>TOTAL INCOME</b>               | <b>29,614.60</b>       | <b>32,204.14</b>       | <b>2,589.54</b>      |
| <b>EXPENSES</b>                   |                        |                        |                      |
| <b>Administration</b>             |                        |                        |                      |
| National Assessment               | 0.00                   | 1,922.00               | -1,922.00            |
| Office Expenses                   | 462.45                 | 594.77                 | -132.32              |
| <b>TOTAL Administration</b>       | <b>462.45</b>          | <b>2,516.77</b>        | <b>-2,054.32</b>     |
| <b>Building Maintenance</b>       |                        |                        |                      |
| Building Repair & Maintenance     | 349.79                 | 6,167.70               | -5,817.91            |
| Custodian                         | 1,013.93               | 740.51                 | 273.42               |
| Electricity                       | 740.47                 | 1,010.45               | -269.98              |
| Gas                               | 2,091.53               | 1,848.78               | 242.75               |
| Janitorial Supplies               | 0.00                   | 506.04                 | -506.04              |
| Telephone                         | 261.84                 | 252.38                 | 9.46                 |
| Water                             | 265.72                 | 292.26                 | -26.54               |
| <b>TOTAL Building Maintenance</b> | <b>4,723.28</b>        | <b>10,818.12</b>       | <b>-6,094.84</b>     |
| Clothing Sale Expense             | 5.90                   | 83.60                  | -77.70               |
| <b>Committees</b>                 |                        |                        |                      |
| Congregational Care               | 0.00                   | 50.00                  | -50.00               |
| Publicity                         | 307.50                 | 0.00                   | 307.50               |
| Worship                           | 779.83                 | 141.89                 | 637.94               |
| <b>TOTAL Committees</b>           | <b>1,087.33</b>        | <b>191.89</b>          | <b>895.44</b>        |
| <b>Personnel</b>                  |                        |                        |                      |
| Music Leaders                     | 2,455.00               | 2,200.00               | 255.00               |
| Office Coordinator                | 3,763.10               | 3,589.35               | 173.75               |
| <b>Pension and Benefits</b>       |                        |                        |                      |
| Revenue Canada                    | 1,250.38               | 1,303.27               | -52.89               |
| Telephone                         | 70.00                  | 120.00                 | -50.00               |
| UCC Pension Fund                  | 2,808.17               | 2,877.37               | -69.20               |
| <b>TOTAL Pension and Benefits</b> | <b>4,128.55</b>        | <b>4,300.64</b>        | <b>-172.09</b>       |
| Salary, Minister                  | 11,180.78              | 11,687.09              | -506.31              |
| Salary, Youth Coordinator         | 940.85                 | 1,032.30               | -91.45               |
| Tech Honorarium                   | 150.00                 | 470.00                 | -320.00              |

Income/Expense Comparison by Category  
1/1/2022 through 2/28/2023 (in Canadian Dollars)

3/14/2023

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| Category              | 1/1/2022-<br>2/28/2022 | 1/1/2023-<br>2/28/2023 | Amount<br>Difference |
|-----------------------|------------------------|------------------------|----------------------|
| TOTAL Personnel       | 22,618.28              | 23,279.38              | -661.10              |
| <b>TOTAL EXPENSES</b> | <b>28,897.24</b>       | <b>36,889.76</b>       | <b>-7,992.52</b>     |
| <b>OVERALL TOTAL</b>  | <b>717.36</b>          | <b>-4,685.62</b>       | <b>-5,402.98</b>     |



## **Wesley Report for Sunset Board Meeting March 16, 2023**

- January 29/23 – Wesley Table Service to explain the Kindred Works proposal to the congregation.
- February 12/23 – Congregational meeting to consider the Kindredworks proposal. The motion did not pass. Information about amalgamation possibilities with Sunset were explored.
- Feb 24/23 - Ukraine Evening with Otto and Florence Driedger
- March 3/23 – Sunset/Wesley Games Night. 16 in attendance.
- March 5/23 – Congregational meeting to vote on amalgamation possibility with Sunset. Both motions passed.

### **Upcoming Events**

- March 19/23 – Celebrating PIE day with the Affirm committee leading worship and pie to eat after the service.
- March 25/23 – Volunteering at Saturday lunch program at First Baptist Church downtown.
- March 26/23 – Wesley Annual Fiscal Meeting.
- March 31/23 Wesley/Sunset Games Night 730-930 pm.

### **Re-occurring Events**

- Monday Mornings -Knitting Group
- Tuesday 1030 am – Zoom study group
- Tuesday 7 pm –Zoom check in and prayers
- Friday 11 am - Zoom coffee and hangout

## Circles of Support and Accountability (CoSA)

“Grounded in restorative justice principles, CoSA reduces sexual victimization by assisting people who have committed sexual offences to lead responsible, constructive and accountable lives in their communities.” (cosacanada.com)

CoSA is renting office space at Sunset and on Tuesday, April 18, for the Community Service Committee and at his request, I met with their person; Charles Kooger.

I have known Charles for years through a choir, adoptions and FASD matters. He was a pastor with the Christian Reformed Church. His interest now is in having more people know about the work of CoSA and he hopes to find more volunteers.

CoSA volunteers meet weekly with people who have been convicted of sexual offences, have served their time and have agreed to meet with CoSA volunteers to be supported and accountable in their desire to overcome their sexual issues. Training is provided for volunteers and they initially work with experienced volunteers. CoSA volunteers are roughly 50% men and 50% women; often couples volunteer together.

Charles would like opportunities to speak to Sunset people. He would like to meet with the Board and/or lead a Sunday service focusing on restorative justice. Perhaps if Jim is willing, CoSA could be “featured” in a church service at an appropriate Sunday sometime in 2023; perhaps in the fall once Wesley people are with us.

Bryan Tudor, for the Community Services Committee

April 23, 2023

## JOINT IMPLEMENTATION COMMITTEE MEETING **Draft minutes**

**10:00 AM, April 12, 2023 at Sunset**

**Attendance:** Rev. Carolyn Woodall, Brian Tudor, Dave Towers, Shelia Roske, Marina Jeffery, Carole

Chernishenko, Lenore Bewcyk

**Regrets:** Cintra Kanhai, Linda Gunningham, Nancy McBean

- 1. Call to order:** Carolyn called the meeting to order at 10:00 AM.
- 2. Prayer:** Carolyn
- 3. Introductions:** Everyone around the table spoke to why they had become involved in this committee. There was expressed a firm belief that together in amalgamation Sunset and Wesley will be a stronger and more vibrant community of faith.
- 4. Note taker:** The group decided this task would be a rotating responsibility with everyone taking turns. Minutes to back to committee within 1 week of meeting. Communication is key. Updates congregations to go out with their circulated announcements and posted on the building bulletin boards for the Sunday following the meetings. Transparency is critical. Marina offered her expertise in producing the updates. Also, committee to provide reports to council/boards before each meeting.
- 5. How decisions will be made:** After discussion it was decided that consensus would be the preferred method but if that was not possible a vote would be taken. In situations requiring a vote a maximum of 4 votes for each Sunset and Wesley will be allowed. Brian provided a graphic defining the varying degrees of consensus. Everyone's voice must be heard not just the most vocal.

**Motion:** There will be a maximum of 8 votes at the table – 4 Sunset and 4 Wesley on any possible motion.

Moved – Carole Chernishenko/ 2<sup>nd</sup> – Dave Towers

Carried unanimously

6. **How will meetings be chaired?** Rev. Carolyn Woodall will chair our meetings until the end of her time at Wesley. The matter will be reconsidered in July before she finishes.

7. **Emergent Issues that need immediate discussion**

- **Staffing** – Sunset M&P has met individually with each of their staff members to guarantee their current salaries/benefits until Aug 31/2024.

**IN CAMERA 1103 AM to 1110**

**Action** – Wesley to take back to M&P to inform their staff of any upcoming changes in the current staffing arrangements. I.e. The budget did not allow funds for a music director/accompanist after June 30/23. Will the current number of hours be required of the office admin when we commence worshipping at Sunset in September 2023? Will continue to need caretaker as the building rentals need servicing.

8. **Creating a Timeline for Work**

- **What work is underway?**

-Wesley's Transition Team working on revision of Our Living Faith Story

-Due to UCAS renovation at Wesley the library had to be cleared out resulting in a group of people culling the book collection

- **What needs to happen before September 12/23?**

-Sunset needs to update their Living Our Faith Story. It was done before Jim came so should not need too much work.

-Once formally asking for amalgamation between the two congregations a new Living Faith Document needs to be created.

**Action** - Marina volunteered to set us up on a shared file system on Google Drive

**Action** -Need to inventory both building contents figure out what to bring, what to sell, what to discard, what to give away.

**Action** – Need to create sub committees who have an interest in a particular area to sort out what we can mutually use and what to let go. (ie. Chairs, kitchen contents, banners, artwork)

**Action** – Marina volunteered to create work templates to help guide this work.

**Action** – Need to revamp house groups. Invite leaders of house system from Sunset and Wesley to iron out they will jointly handle these responsibilities.

**Action** – Need to integrate staffing, pastoral care, Christian Education.

**Action** – We must acknowledge, no one knows where we will end up. Life is a pilgrimage. This needs to be communicated clearly in our updates to stakeholders.

- **Clarifying the role of the Wesley Building in this work?**

-Need to define in the near future as what building we use together will impact our long-term life together. (Sunset? Wesley? Somewhere new?)

-Wesley's contributions to Sunset's expenses needs to be defined.

**Action** – Ask representatives of both finance and trustees to sort this out. Wesley has building expenses which will not vanish when we begin to worship together in the fall.

**9. Next meeting date:** Sunday, April 30/23 at 630 pm at Wesley in the kitchen lounge.

**10. Devotion volunteer for next meeting** - Brian

**11. Benediction** – Carolyn

**12. Adjournment** – 1220 pm