

**Sunset United Church Board Meeting Minutes- approved  
April 27, 2023**

**Attendance:** Brenda Scarfe (chair), Jean Cameron (past chair), Marion Tudor (secretary), Don Orr, Bryan Tudor, Susan Black, Denelle Hansen (treasurer), Tim Osborne, Jim Tenford, Darin Lindblad, Trina Hodgson.

**Regrets:** Dave Towers, Ken Fensom, Lenore Bewcyk, Michelle McConkey, Nancy Toppings

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

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

**2. Adoption of the agenda**

- Error on agenda – delete item 10 then re-number remaining items.
- Add ‘fundraising’ to committee reports
- **Moved by Jean Cameron/Trina Hodgson to adopt the agenda as amended.**

Carried

**3. Devotion:** Jim Tenford offered a devotion

**4. Adoption of minutes from March 16, 2023**

- Moved by Susan Black/Bryan Tudor to adopt the minutes as presented.

Carried

**5. Review of action items from March 16, 2023**

- Ken to get quotes from Ultimate Renovations and Flynn Roofing - deferred
- Email vote on motion for new quotes – deferred
- Jean and Michelle to organize Sunset participation in Kids Help Phone fundraising walk on May 7<sup>th</sup> – Jean will announce this event on Sunday April 30<sup>th</sup> and Sunday May 7<sup>th</sup>

**6. Committee reports**

- **Property** - roof – a small committee (as yet unnamed) has been formed to review the roof situation. Darin Lindblad was invited to join this committee as he was part of the original team that oversaw the building of the addition. Darin has taken a look at the areas in question and believes there is no structural damage.
- **Action item:** Darin will contact Keith Schneider, and the expectation is that the committee will decide how to move forward. One option is for Darin to contact Element Construction for an itemized list of repairs required. It’s likely that this will cost less than expected, and church members may be able to complete some of the work. The committee will bring a plan to the Board for approval.

- Secondly: There has been some water leaking through the ceiling in two of the offices. Darin has checked into this and believes it's a maintenance issue that will require repair of the roof membrane in this area.
- **Action item:** Darin will contact Keith Schneider/Ken Fensom re. Repairs.
- **Community Service** – Bryan Tudor reported that the Annual Special Appeal is in progress. This Sunday a representative from Carmichael Outreach will speak about that organization. Previously, Lumsden Beach Camp and Regina Anti-Poverty Ministry have been highlighted. Nancy Toppings has stepped back from chairing the Community Service committee and Janet McMurtry has taken Nancy's place.

Bryan met with Charles Kooger, who works with CoSA, and rents a space in our building. CoSA is in need of volunteers (see Bryan's report, attached to these Minutes).

- **Action Item:** Bryan will contact Charles to let him know that Jim is happy to work with Charles to develop worship material so that the congregation will know more about CoSA and their needs.
- **Wesley report** – Lenore Bewcyk was unable to attend. The Wesley report will be attached to these Minutes.
- **Wesley-Sunset Joint Implementation Committee.** Notes from the first meeting of this committee will be attached to these Minutes. There are many items to consider, and the Board can expect regular updates from the committee, and recommendations which will require attention and approval (or non-approval). Bryan Tudor reported that their next meeting is Sunday April 30<sup>th</sup>.

## 7. Correspondence

- **Refugee sponsorship opportunity** – Jim Tenford spoke about a request from Donna Nelson, who was relaying a request from a Lutheran refugee committee. A family of Somalian refugees, headed by Zabiba Bashar, who have been in Regina for several years, are anxious to bring a nephew, Faud, to Regina from Egypt. They have raised the necessary funds and need to work with a church to enable this to happen. There would be forms to complete and Sunset would need to open a separate bank account and keep track of outgoing funds and receipts. This may take a long time – the wait time at the moment is 45 months!

**Moved by Trina Hodgson/Susan Black that Sunset agree to be co-sponsors with Zabiba Bashar, to bring Faud to Regina from Egypt. Carried**

**Action Item:** Jim Tenford will be in touch with Donna Nelson to let her know that Sunset is happy to go ahead with this plan.

**Action Item:** Denelle will arrange for a new bank account to be opened to enable the funds to be deposited and held until needed. (No rush for this).

## 8. Financial update – reports attached

- **Moved by Denelle/Tim Osborne to accept the financial update as presented.. Carried**

9. **Policies and procedures** - none

10. **Minister's update:** Jim is/has been very busy. Two funerals this week – Ferne Robb and Dale Johnson. He has completed a Con Ed program based on the book 'Turning Ourselves Inside Out', which talks about how some churches have bounced back well since the pandemic, and others have not. Jim suggested that in the fall Sunset and Wesley people might be interested in doing a book study related to this.  
The Bible Study has ended.  
Suggestion for a BBQ celebration at the beginning of September, after Tri-Church, and one on June 11, before Tri-Church begins

11. **Update of church calendar** – Rummage Sale May 26/27

12. **Next Sunset Board meeting** – June 8. 5:30pm at the church – pot luck meal.

13. **Benediction** – Jim closed with a prayer.

14. **Adjournment** – 8:47pm

# Account Balances - As of 3/31/2023

(in Canadian Dollars)

7/13/2023

Page 1

Account	3/31/2023 Balance
<b>Bank Accounts</b>	
Chequing	80,145.51
Investment, MMF	17,793.37
Prepaid expenses	0.00
<b>TOTAL Bank Accounts</b>	<b>97,938.88</b>
<b>Asset Accounts</b>	
GST Receivable	387.04
Land and Building	868,722.87
Loan Receivable 1	0.00
Loan Receivable 2	0.00
<b>TOTAL Asset Accounts</b>	<b>869,109.91</b>
<b>Liability Accounts</b>	
Capital Housing Fund	0.00
Capital Projects Fund	-5,626.62
CEBA loan	0.00
Community Service Fund	0.00
Congregational Education Fund	-1,594.24
Contingency Fund	-90,357.68
Continuing Education Fund 1	0.00
Landscaping Fund	0.00
Memorial Fund	-2,094.93
Mission & Services Fund	0.00
Mortgage Fund	0.00
Special Appeal Fund	0.00
United Church of Canada	0.00
<b>TOTAL Liability Accounts</b>	<b>-99,673.47</b>
<b>OVERALL TOTAL</b>	<b>867,375.32</b>

## Income/Expense Comparison by Category - Q1 2023

1/1/2022 through 3/31/2023 (in Canadian Dollars)

7/13/2023

Page 1

Category	1/1/2022- 3/31/2022	1/1/2023- 3/31/2023	Amount Difference
<b>INCOME</b>			
Clothing Sale	0.00	2,630.55	2,630.55
Collection	40,982.51	41,607.51	625.00
Anonymous Collections	220.00	358.00	138.00
TOTAL Collection	41,202.51	41,965.51	763.00
Collections - Mission & Service	2,695.49	3,504.99	809.50
General Rent	370.00	3,925.00	3,555.00
Interest Inc	8.62	148.17	139.55
Sundry	0.00	38.65	38.65
<b>TOTAL INCOME</b>	<b>44,276.62</b>	<b>52,212.87</b>	<b>7,936.25</b>
<b>EXPENSES</b>			
<b>Administration</b>			
Mission & Service Fund	2,500.00	2,500.00	0.00
National Assessment	0.00	1,922.00	-1,922.00
Office Expenses	621.68	761.69	-140.01
TOTAL Administration	3,121.68	5,183.69	-2,062.01
<b>Building Maintenance</b>			
Building Repair & Maintenance	3,362.83	4,165.90	-803.07
Custodian	1,640.51	3,041.78	-1,401.27
Electricity	1,137.90	1,390.50	-252.60
Gas	2,091.53	2,668.57	-577.04
Janitorial Supplies	236.70	506.04	-269.34
Telephone	392.76	378.42	14.34
Water	387.56	447.95	-60.39
TOTAL Building Maintenance	9,249.79	12,599.16	-3,349.37
Clothing Sale Expense	8.85	0.00	8.85
<b>Committees</b>			
Christian Education	379.86	144.09	235.77
Community Service	89.71	0.00	89.71
Congregational Care	0.00	50.00	-50.00
Publicity	307.50	0.00	307.50
Worship	779.83	693.69	86.14
TOTAL Committees	1,556.90	887.78	669.12
<b>Personnel</b>			
Custodian	0.00	0.00	0.00
Housing Allowance, Minister	0.00	0.00	0.00
Housing Allowance, Minister B	0.00	0.00	0.00
Music Leaders	3,415.00	3,085.00	330.00
Office Coordinator	5,589.10	5,445.85	143.25
<b>Pension and Benefits</b>			
Revenue Canada	1,850.56	1,962.61	-112.05
Telephone	105.00	180.00	-75.00
UCC Pension Fund	4,199.63	4,349.94	-150.31
TOTAL Pension and Benefits	6,155.19	6,492.55	-337.36
Salary, Minister	16,771.17	17,628.35	-857.18
Salary, Youth Coordinator	1,382.85	1,602.20	-219.35
Tech Honorarium	350.00	635.00	-285.00
TOTAL Personnel	33,663.31	34,888.95	-1,225.64
<b>TOTAL EXPENSES</b>	<b>47,600.53</b>	<b>53,559.58</b>	<b>-5,959.05</b>

# Income/Expense Comparison by Category - Q1 2023

1/1/2022 through 3/31/2023 (in Canadian Dollars)

7/13/2023

Page 2

Category	1/1/2022- 3/31/2022	1/1/2023- 3/31/2023	Amount Difference
<b>OVERALL TOTAL</b>	<b>-3,323.91</b>	<b>-1,346.71</b>	<b>1,977.20</b>

## **Wesley Report for Sunset Board Meeting April 27/23**

- March 25/23 – Downtown Lunch Program – 126 guests, 5 turned away as the food was all gone.
- March 26/23 – Annual Financial Meeting. Budget passed.
- March 31/23 – Wesley/Sunset Games Night. Eight in attendance. Will not have anymore until possibly in the fall.
- April 7/23 – hosted Good Friday Service for tri-church.
- April 8/23 – Rev. Carolyn led a prayer walk around Wascana Lake for the tri-church community.
- April 12/23 – First meeting of the Joint Implementation/Transition team. We haven't firmed up our name yet. It is a strong group united in the goal of achieving amalgamation of the Sunset and Wesley congregations.
- April 14/23 – First Men's Club Supper Meeting since Covid. Bill Stoddard spoke about Muchmore Lodge and its need for support.
- April 16/23 – Voice/Bell Special Music Service
- April 19/23 – Wesley Council
- April 23/23 – St. Andrew's College service.

### **Upcoming Events**

- April 30/23 – Next Joint Implementation/Transition team meeting.
- June 4/23 – Annual Program Meeting

Lenore Bewcyk April 24, 2023

## 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 6:30 pm at Wesley in the kitchen lounge.

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

**11. Benediction** – Carolyn

**12. Adjournment** – 12:20 pm