

RECOMMENDED INFORMATION FOR SCHCC REPAIR AND MAINTENANCE APPLICATION

Below outlines the necessary information needed on the Church Board/Congregation/or Members Meeting Minutes and the Island Council Meeting Minutes.

Church Membership Meeting Minutes to include the following:

- Name of church
- Date of meeting
- Location of meeting /Zoom
- Quorum established.
- **Include the Action to introduce and approve the R & M request.** Other church information shared at the meeting does not need to be included.
- **Minutes signed by the Church Secretary.**

Information specified within the church minutes regarding the R & M grant request:

- The project-for eg. Termite treatment of sanctuary and hall
- Bids and final contractor
- Date of the project- date of start and estimated completion date
- Cost of the project- e.g. \$30,000
- Church 1/3 share- e.g. \$10,000
- Outside grants or in-kind services? List this information.
- Grant request from the R & M committee- e.g. \$20,000
- Motion and approval
- **Minutes signed by the Secretary at the meeting.**

The church minutes are presented to the Island Council and at that meeting it must be approved with the above information.

If any information is missing, the Island Council should not approve the church's application.

Island Council Meeting Minutes to include the following:

- Name of Island Council
- Date of Island Council meeting
- Location /Zoom
- Quorum established.
- Action to introduce R & M requests and name the individual church's requesting R & M funding. Each church info must be mentioned and listed in the Island Council minutes.
 - E.g. Aloha Church
 - The project-for e.g. Termite treatment of sanctuary and hall
 - Bids and final contractor
 - Date of the project- date of start and estimated completion date
 - Cost of the project- e.g. \$30,000
 - Church 1/3 share- e.g. \$10,000
 - Outside grants or in-kind services? List this information.
 - Grant request from the R & M committee- e.g. \$20,000
 - Motion and approval
 - **Minutes signed by the Island Council Secretary at the meeting.**