

**Administration Committee Minutes - April 28, 2015**

**Present:** Donna Mowry (Chair and Secretary), Gregg McClelland, Wendy Williams and Emily Gordon.

**Absent:** Don Harry, Ron Smith, Liz Dillman and Jack Nancekivell

**Guest:** Ron Harris, Chair of Trustees

**Gregg McClelland opened the meeting with a prayer.**

**MINUTES:**

No official meeting was held in January, February or March because most members were away for the winter so the November minutes had not yet been approved.

It was moved by Gregg McClelland and seconded by Donna Mowry that the November, 2014 minutes be approved as circulated. Motion carried.

**CORRESPONDENCE:** none

**TREASURER'S REPORT:** prepared by Liz Dillman and presented by Donna Mowry

Revenue to March 31, 2015                 \$38,057

Expenses to March 31, 2015             \$77,266

**Deficit** March 31, 2015                 \$39,209

Reconciled Bank Balance at March 31, 2015 was \$38,615.23

**ENVELOPE STEWARD'S REPORT:** prepared and presented by Wendy Williams

The "General Fund Givings" for March were **\$11,700**. The Income Tax Receipts were sent out in February.

**PROPERTY REPORT:** prepared by Ron Smith and presented by Donna

a) Jack has found a supplier for the rails for the ramp. The cost is \$1559.40 which keeps the total cost of the ramp within the budgeted amount.

b) A discussion was held about the heating bills over the winter. They were high but, due to the extremely cold temperatures, this was to be expected.

c) The floodlight at the front of the church has been fixed.

d) Ron has asked that we **not use** cream/beige-coloured masking tape on the walls in the Sanctuary because the paint peels off when tape is removed. Please use green or blue tape (painter's tape) instead.

**TRUSTEES REPORT:** presented by our guest, Ron Harris

Donna invited Ron to give a report to Administration on the Trustees Session he attended in Port Elgin. Jack Nancekivell, a Trustee, also attended the Session along with several others members from our church. Session was presented by Fred Monteith. A few points from Ron's report are listed below:

1. a Trustees Handbook has been created and Ron has ordered a copy for our church. Some organizational changes may be necessary once we examine the material in the Handbook.
2. must be at least 3 members on the Trustees Committee

3. Trustees are responsible for all assets, loans, leases, sale of the manse, church amalgamation etc. They are not responsible for the daily operation side of the church
4. books must be audited or reviewed once a year
5. we may need to create an Investment Policy
6. we should have a clear policy on Memorial Donations and Bequeaths.  
Problems are created when people bequeath money for a specific purpose - we need to inform the congregation of this problem.

**OLD BUSINESS:**

Committee examined the “Guidelines for the Use of Church Facilities” prepared by Sarah MacKenzie, Office Co-Ordinator, based on the current Policy. Members felt it was well done.

**NEW BUSINESS:**

- a) The Memorial Hymn Sing is on May 31. Gerry MacLeod will assist Donna with selecting the hymns. The Sponsorship Sheet will be placed in the Bulletin on May 10, 17 and 24 with a closing date for submissions being May 26 at 2 pm.
- b) Donna reminded Committee members of the CAMP Meeting tonight at 7 pm.

Donna Mowry adjourned the meeting.

**Next meeting will be on Tuesday, May 26 at 10 am.**