

**ADMINISTRATION MINUTES
OCTOBER 13, 2020 – ZOOM CALL**

PRESENT: Donna Mowry (Chair), Liz Dillman (Acting Secretary), Jack Nancekivell, Ralph Knowles, John Phillips, Gregg McClelland, Gord Dunbar

REGRETS: Julia Metzger

Donna called the meeting to order at 9:00 am.

Liz opened with prayer.

2021 BUDGET

The committee worked on the 2021 budget for administration.

Copy of the draft Administration budget attached.

The insurance amount and the national assessment number may change when final numbers become known.

MOTION

It was moved by Jack Nancekivell and seconded by Ralph Knowles that the Administration Budget for 2021 currently totally \$58,350 be approved. Motion Carried.

SANCTUARY LIGHT REPLACEMENTS

MOTION

It was moved by Ralph Knowles and seconded by Jack Nancekivell that the forty 150 watt flood lights in the Sanctuary be replaced with LED 32 watt flood lights in order to reduce electrical costs and future labour costs. Motion Carried

FUND RAISING PROJECT

John and Mary Phillips are proposing a virtual social event entitled "Around the World in 60 Seconds". The idea is for individuals to send in 20 pictures from a trip they have taken along with commentary about them. The total time for commentary per submission would be five minutes. John and Mary would put the pictures into a power point presentation. People could make a donation to the Church Capital Fund in appreciation for the entertainment. The first presentation would be January 24, 2021.

MOTION

It was moved by John Phillips and seconded by Gregg McClelland that this fund raiser proceed. Motion Carried

QUILT ROOM

The Quilters have disbanded and taken what they want from the quilting room.. Everything left in the room is surplus. It was decided to take the rest to the dump. Ralph will contact Wayne Hartwick and see if he will provide his truck for the trip to the dump.

Gregg adjourned the meeting at 9:56.

Donna Mowry – Chair

Elizabeth Dillman, Acting Secretary

BUDGET FIGURES FOR 2021 (ACTUAL 2020 NUMBERS ARE TO SEPTEMBER 30, 2020)

<u>ADMINISTRATION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2021 BUDGET</u>
Offering Envelopes	\$100	\$113	\$91	\$75
ADP Payroll Charges	\$375	\$273	\$251	\$375
PAR Costs & On-Line Charges	\$450	\$445	\$336	\$600
Bank Charges	\$450	\$258	\$385	\$600
Loan Interest			\$357	\$0
Church Maintenance	\$5,000	\$4,925	\$3,271	\$8,000
Municipal Water Charges	\$1,000	\$715	\$680	\$1,200
Insurance Church	\$7,000	\$6,656	\$5,880	\$7,500
Hydro	\$22,000	\$18,975	\$17,433	\$22,000
Elevator Maintenance	\$1,200	\$1,181	\$538	\$1,200
National Assessment	\$8,500	\$5,410	\$5,966	\$8,500
Postage, Paper & Copier	\$5,500	\$3,070	\$4,408	\$5,500
Office Computer & Backup System	\$1,000			\$0
Advertising	\$100		\$48	\$100
Miscellaneous	\$200	\$31	\$477	\$100
Training/Coinferences	\$600		\$600	\$600
Telephone and Internet	\$2,100	\$1,261	\$1,691	\$2,000
	\$55,575	\$43,313	\$42,412	\$58,350

