

**Administration Committee Minutes – August 31/17**

The Committee met in the kitchen on August 31 at 10 am. We held this meeting in August because there was no June meeting.

**Present:** Donna Mowry (Chair and Secretary), Jack Nancekivell, Rod Coates, Ralph Knowles, Gregg McClelland, Ron Smith, Gerry Stephens, Dotty McClelland and Gord Dunbar.

**Regrets:** Liz Dillman

**Donna welcomed our new minister, Gord Dunbar, to our meeting.**

**Gord opened the meeting with a prayer.**

It was moved by Jack Nancekivell and seconded by Gregg McClelland that **the minutes of the May 30 meeting be approved as circulated.** Motion carried.

**Correspondence:**

Gord gave us a handout titled “Great Teams Lead to Great Stewardship” and informed us of a Stewardship Workshop at the Sauble United Church on October 28 from 9:30 am – 4:00 pm.

**Treasurer’s Report:** presented by Liz Dillman

Revenue to August 31, 2017.....	\$123,740
Expenses to August 31, 2017.....	\$148,532
Deficit to August 31, 2017.....	<b>\$ 24,792</b>
Reconciled Bank Balance as of August 31, 2017.....	<b>\$837.14</b>

**Envelope Steward's Report:** presented by Rod Coates

The “General Fund Givings” for August/2017 were \$13,925.

We discussed the revised “Envelope Steward Job Document – Responsibilities, Tasks and Accountability” which Rod had prepared. It was moved by Jack Nancekivell and seconded by Gerry Stephens that we accept this revised document in principle, subject to review by Ministry and Personnel Committee. Motion carried.

Rod has moved some of the financial material stored in the Counting Room to the loft behind the organ. It was suggested that we store the material remaining in the Counting Room in plastic storage containers, instead of boxes.

**Property Report:** presented by Jack Nancekivell, Ralph Knowles & Ron Smith

- a) Jack has completed the work in the washroom near the elevator except for the baseboard. He will ensure that the baseboard is installed.
- b) Jack is obtaining quotes to repair the window in the kitchen and in the hall on the second floor.
- c) Ralph purchased a new vacuum cleaner.
- d) Gregg agreed to speak to Doug Emmerton to see if he would be willing to fix the doors on the washrooms on the second floor.
- e) Ron said Property was looking at getting an automatic door installed at the side door by the ramp. We discussed the possibility of obtaining a Grant for this project.

- f) The planter at the front of the church was repointed.
- g) Dotty announced that she will be organizing a Work Bee for October 19.

**Trustees Report:** presented by Jack Nancekivell

The problem with the large torpedo gas tank next door, which was partly on our property, has been solved. The tank has been removed and several smaller ones are now in place on the owner's property.

**Old Business:**

We discussed the return of the chairs which we borrowed from the Theatre Guild. Dotty will speak to Shirley Bieman at choir practice.

**New Business:**

We discussed various options for conveying our financial information to the congregation. We did not come to a definite conclusion so this will be discussed at another meeting.

**Comments from Gord:**

Gord and Sarah are working on an information card which will be placed in the pews.

Gord gave us the Worship Schedule for the remainder of 2017.

We briefly discussed handouts from Gord –

- 1) Twelve Keys to an Effective Church
- 2) Giving and Stewardship in an Effective Church
- 3) Blooming Faith

Gregg moved the meeting be adjourned.

Next meeting will be on Thursday, September-28-17 at 9am. instead of the Tuesday because several members are not available on Tuesday.