

Kincardine United Church Administration Committee Meeting

Tuesday February 28, 2017

The Administration Committee meeting met in the Choir Room. Members present were Rod Coates, Ron Smith, Ralph Knowles, Gregg McClelland, Jack Nancekivell, Gerry Stephens, Dotty McClelland, Liz Dillman and her two delightful grandsons Tyson and Ben. Regrets Judy Zarubick & Donna Mowry.

Gregg McClelland acted as Chair and called the meeting to order at 10:03 AM. He opened the meeting with prayer.

The minutes of the Administration Committee meeting held on January 24, 2017 were approved by Jack Nancekivell, seconded by Rod Coates as circulated. **CARRIED**

There was no correspondence.

**Treasurer's Report:**

Liz Dillman reported that the lump sum for Insurance had not been paid as of yet but expects it will be taken out by automatic withdrawal this month.

The Projection System has been paid.

Pat Porter and Mary Phillips have reviewed the books and we are missing a couple of invoices that Liz is retrieving, otherwise, everything is in order and identified in the review.

The Committee reviewed the Income Statement to February 28, 2017 with the following suggestions: Rod Coates reported from Council. It would be suggested that each Committee should review their budget quarterly and report back to Administration. This would greatly help with managing the general financial position of the greater budget at the end of the year. Rod also passed along information that Sarah has reported that in the not too distant future, we will be requiring a new computer. A heads up figure might be around \$1,200 which is the amount shown in the budget. Rod, along with Sarah, will review and come back with a report.

Jack Nancekivell requested that we look at a way of recognizing memorials and bequests in the Annual Report.

### **Envelope Steward's Report:**

Rod Coates presented the Envelopes Steward's reporting noting that:

53 Offering Envelopes for 2017 have been distributed. There are 67 PAR subscribers to date.

Received for February General Fund via envelopes was \$3500 (approx.) and \$7476 via PAR

Power Church software transition issues sorted out. Rod met with M&M to suggest ideas on maintaining membership rolls. Continuing to use DONATION software until new system is proven. The Counting Room inventory of current records has been completed. Will post update for counters.

Rod then gave us a brief refresher of minute-keeping requirements and record retention. It is noted that he has done a thorough job of archiving and listing retention requirements.

**Property Report:** Ron Smith reported that the Property Committee had met earlier this same morning, he reported the following : The railing for the balcony has been procured and will be installed. The name , Rev. Lark Kim and his years of service has been added to his picture hung in the narthex. The large mirror from the Sanctuary has been relocated to the Choir Room. The two flags at the front of the Sanctuary have been re-hung. Mortar has been applied to the outside brick ledge to try and stop leaking. This will be tested. The Cross in the Chapel has been re-hung and new curtains installed. Dotty organized a Spring Clean Up on February 23<sup>rd</sup> with 17 people coming and accomplishing a great deal of little and big jobs around the church. A separate work day/days will be arranged to tackle the room under the stairs in Fellowship Hall.

Property discussed the A/V program and would propose that a request go to Council that Program Committee set up a schedule of people that could be trained to operate the system. It was suggested that if no one is coming forward that perhaps we should be paying a person to operate the equipment for the Sunday morning services. Program should also be communicating with who ever is looking after the headphones and microphones to let them know just what is needed.

Property, along with Rod Coates will be providing information to the Trustees concerning the placement of the propane tank located on the church property by the neighbour next door.

Ron reported that we also need a person to take the donated food down to the Anglican Church during the week following our monthly food donations. Dotty will request Sarah to put a plea in our next week's announcements.

Property is going to put together a list of pending jobs, repairs, purchases etc., and will place them in priority sequence. It will be given to Administration for approval.

Ron will be away from March 9<sup>th</sup> to April 26<sup>th</sup> so our next property meeting in March will be cancelled.

**Trustee Report:**

No report

**Old Business:**

Discussion to investigate the fuel tank that has been installed by Princes Court residence,(without consultation or requests from Kincardine United Church), on our church property. Ron, Jack and Rod will meet to look into the situation.

**New Business:**

Liz reported that the new Search Committee is moving ahead. A list of candidates has been formed, resumes and applications have been received and interviews are being set up.

Jackie Clements has approached Council to request the use of the church kitchen and Fellowship Hall for a dinner being organized by a Syrian family from Port Elgin to support their family. Tickets would be sold and the dinner would be prepared and cooked by this family on Saturday May 6th. It was approved previously by Council and okayed by the Administration Committee.

Jack Nancekivell moved the meeting be adjourned at 11:03 AM

**Next meeting will be on Tuesday March 28<sup>th</sup>, 2017**

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Signature of Chair

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Signature of Secretary

