

Kincardine United Church Administration Committee Meeting
Tuesday, January 24, 2017

The Administration Committee of Kincardine United Church was called to meet on Tuesday, January 24, 2017 in the church kitchen. Members present were Rod Coates, Ron Smith, Ralph Knowles, Judy Zarubick, Dotty McClelland, Gregg McClelland, and Jack Nancekivell.

1. Call to Order

Ron Smith called the meeting to order at 10:05 AM.

2. Opening Prayer

Judy Zarubick opened the meeting with a brief prayer.

3. Minutes of Previous Meeting – November 22, 2016

Prior to approving the minutes, Administration Committee members held a brief discussion regarding the Council proposal to develop a listing of projects for the church, and made a few suggestions as to what might be included on the list.

Moved by Gregg McClelland, seconded by Ron Smith, that the minutes of the Administration Committee meeting of November 26, 2016 be approved as printed.

CARRIED

4. Treasurer's Report

No report.

5. Envelope Steward's Report

Rod Coates presented the Envelope Steward's report, noting that:

- 2017 offering envelopes were distributed in December and January, with only a few remaining to be picked up.
- Contribution letters were sent out the first week of November, with 8-10 responses to the "Power of our Gifts" survey included in the letters. These resulted in several PAR changes, and the rest of the responses will be forwarded to the M&M Committee.
- The new Power Church software was installed on the office computer and membership information migrated from the current VianSoft software. Some transition and clean-up issues remain, but this will be the new system of record for donations and membership.

Regarding membership, Jack Nancekivell said that our focus should be on membership and outreach, and stressed the importance of maintaining contact with our members.

Committee members continued this theme with additional discussion regarding membership lists, presbytery assessments, and the accuracy of the existing membership information. Judy Zarubick said that we need to understand who wants to be part of the church and who doesn't, and in that way we can determine what programs we need to offer.

6. Property Report

Judy Zarubick reported that the Wi-Fi boosters have now been installed in several locations in the church and are working well; the public Wi-Fi will be available to guests in the church, and the password will be posted. Judy said she would be having her tablet configured to allow her to work the Sunday service presentation from the lectern. She said that the projection and Wi-Fi project is now almost done.

Judy said she had received several suggestions via the offering plate – e.g. making the entrance more warm and welcoming. The committee discussed some related issues regarding the sanctuary – e.g., the relocation of the flags removed for the TV screens, and relocating the communion table to the sanctuary floor – as well as a brief discussion about the re-purposing of the chapel and additional changes we might make.

Ron Smith reported that the tops of the church pews were re-varnished since most of the finish had worn off.

Judy Zarubick said that an offer surplus furniture had been received from Royal LePage Exchange, the consensus of committee members being that the church is probably not interested, but Property will follow up on the offer.

7. Trustees Report

Jack Nancekivell reminded the committee that a lump sum payment for the church insurance will be made in February, consistent with the Administration Committee recommendation and Council agreement.

8. Old Business

Ron Smith asked about, and Gregg McClelland agreed to, chairing the February meeting. It was also agreed that the Property Ministry Team meeting, in future, will occur prior to the Admin Committee meeting. The next Administration Committee meeting will be February 28th, and will meet the 4th Tuesday of each month.

9. New Business

Dotty McClelland said she would like to hold a work bee on Thursday, February 23rd; more information will be forthcoming about the event and scope of job list. In response to a suggestion from Jack Nancekivell, it was agreed that Property Ministry Team will ask David Walker about the possibility of getting a new vacuum to assist him with his work.

Jack Nancekivell moved for adjournment.

The meeting concluded at 11:40 AM.

Signature of Chair

Signature of Secretary