

Kincardine United Church Administration Committee Meeting
Thursday, September 28, 2017

The Administration Committee of Kincardine United Church was called to meet on Thursday, September 28, 2017 in the Resource Room. Members present were Rod Coates, Liz Dillman, Gord Dunbar, Dotty McClelland, Gregg McClelland, Donna Mowry, Ron Smith, and Gerry Stephens.

Regrets: Ralph Knowles, Jack Nancekivell

1. Call to Order

Donna Mowry called the meeting to order at 9:05 AM.

2. Opening Prayer

Gord Dunbar opened with a prayer giving thanks for the work of the committee and the meeting.

3. Minutes of Previous Meeting – August 31, 2017

Donna Mowry presented and reviewed the draft minutes from the August 31st Administration meeting, making amendments based on feedback from committee members.

Moved by Dotty McClelland, seconded by Gerry Stephens, that the minutes of the Administration Committee meeting of August 31, 2017 be approved as amended.

CARRIED

Donna Mowry presented and reviewed the draft minutes from the special Administration meeting of September 10th regarding a request for storage space, incorporating amendments based on committee feedback.

Moved by Gregg McClelland, seconded by Rod Coates, that the minutes of the Administration Committee meeting of September 10, 2017 be approved as amended.

CARRIED

4. Correspondence

None

5. Treasurer's Report

Liz Dillman distributed the financial statement for the period ending September 25th. She said that the deficit remains, having spent \$26,184 more than received, and noting that the unallocated bequest funds in the bank account avoids the requirement for additional borrowing to cover the deficit.

Several committee members commented that we need to consider a stewardship event to address our givings. With respect to the budget variance and whether we ought to be spending our budgets given our financial situation, the consensus was that we need to do the things which are required to maintain the church.

6. Envelope Steward's Report

Rod Coates presented the Envelope Steward's report with the yearly givings reports. He noted that the mouldy 2010 financial records box in the Counting Room remain unresolved, and the committee agreed that these should be disposed of as garbage. John Phillips is being trained as Envelope Steward position backup. Based on recent issues reconciling Sunday offerings with special envelopes, Rod said he will be looking at some updates to the counting procedures.

7. Property Report

Ron Smith reported on his follow-up to the stained ceiling tiles in the Counting Room and said that no source of water could be found, but that he would look at the exterior of the building once again for a possible source of water ingress. The tiles will remain out pending further investigation.

Ron said that the Fellowship Hall washroom flooring is installed and awaiting the installer to complete the baseboard. Ron stated that he is evaluating a request from the Horticultural Society for monthly use of meeting space at the church.

Ron said that there was once a suggestion that a case to display artefacts be acquired and that he has received an offer of a display case to be donated for this purpose. The committee agreed that this could fit at the rear of sanctuary, and Ron will follow up.

Gregg McClelland said that he had spoken with Doug Emmerton and had preliminary discussion about altering the washroom doors in the second floor Learning Centre, but additional details need to be worked out.

Ron Smith said that portions of the plaster on the narthex wall have begun to peel away due to water damage. The water ingress problem has been resolved, and repairs will be done with water-resistant drywall.

8. Trustees Report

No report

9. Old Business

a) Storage Space Request

Dotty McClelland said she had spoken with several UCW members as well as Bev McLelland and come up with alternative suggestions for storage, including a movable storage cabinet which could be used in the Chapel. She went on to say that Brighter Futures is looking at some storage options for the materials they use in the Nursery.

Gord Dunbar said that he had a concern about adding a cabinet and/or furniture to the Chapel and other areas of the church which would detract from their intended purpose. The committee discussed storage space options for the storage room in Fellowship Hall once it is cleaned out, as well as options for the storage in the sanctuary and elsewhere in the church. Additional review & discussion needs to be done once clean-up has taken place.

In response to a question about updating the name tag board at the entrance, Liz Dillman confirmed that the M&M Committee would be addressing this.

Dotty McClelland confirmed that her work bee would be held October 19th.

b) Facility Usage Policy

Rod Coates presented a proposal for transitioning the legacy facility usage policy into the Policies & Procedures manual, suggesting that comments be addressed and approval given at the next Administration Committee meeting. Gord Dunbar made a few comments about the existing policy, noting that proof of insurance needs to be provided to those using the facilities, to comply with what is stated in the policy.

c) Fireproof Strongbox

Donna Mowry asked if there was still a requirement for a fireproof strongbox, and Liz Dillman confirmed that the matter had been evaluated and found to be unnecessary.

d) Energy Management Audit

Donna Mowry asked if there had been any further work done on the energy management audit, and Rod Coates said that limited response and progress was made.

e) Envelope Steward Job Document

Donna Mowry said that approved-in-principle Envelope Steward document has been accepted by M&P.

f) Stewardship Event

Liz Dillman highlighted the upcoming October 28th stewardship event at Sauble Beach United Church, commenting that it would be well worth attending and that the church will pay participant costs (registration and mileage).

g) Grants Workshop

Liz Dillman provided an overview of a recent fundraising & grant seminar she attended, noting that there are many grants and resources and programs available for various initiatives. Gord Dunbar went on to propose a stewardship campaign for November, focusing on some of the key elements of the campaign – e.g., properly asking & thanking donors. Donna Mowry asked how we could enable the campaign, and several committee members volunteered to participate on a coordinating committee – Donna will follow up by scheduling an organizing meeting.

10. New Business

a) Emergency Phone Numbers

Liz Dillman presented a preliminary list of emergency contact phone numbers, noting that we have very little of this information posted. She will finish populating this list, after which the information will be posted where it can be readily found.

b) Narrative Budget

Liz Dillman distributed a working document of a narrative budget she had prepared. The document illustrates how our financial resources are allocated based on the 2017

budget, categorized by Care, Outreach, Worship, Learning & Resource. She went on to provide some specific examples of the budget items, as well as examples of what motivations people bring when attending church.

c) 2018 Budget

Liz Dillman said that budget submissions need to be ready for the next Admin meeting to prepare a budget for approval at the year-end congregational meeting.

Next meeting – Tuesday, 24 October 2017

The facility walkabout will be held next Tuesday morning, 9-10 AM.

The meeting concluded at 11:30 AM.

Signature of Chair

Signature of Secretary

DRAFT