

**Minutes of the Administration Committee Meeting, Dec.14, 2023**

Meeting began at 9:30 am instead of our usual 10:00 am.

**Present** – Donna Mowry (Chair and Secretary), Jack Nancekivell, John Phillips, Liz Dillman and Gord Dunbar.

**Regrets** – Ralph Knowles

Gord opened with a “really getting to know you” exercise., then Gord led us in prayer.

**Minutes of the November 2, 2023 Meeting**

The minutes of the November 2, 2023 meeting were approved by consensus.

**Correspondence** – Nil

**Treasurer’s Report** – Prepared and presented by Liz Dillman

Bank Balance as of November 30, 2023..... \$51,416.80  
Reconciled Bank Balance as of November 30, 2023 \$16,002.67  
Total Allocated Funds as of November 30, 2023.....\$37,019.23  
Net Funds Available as of November 30, 2023.....-\$21,016.56

On December 4, Memorial Tree Donations of \$26,510 were transferred to the Trustees.

The 2024 Budget was passed at the Budget meeting on Dec.10, 2023 as presented.

We discussed creating a thermometer to show the changes in the total amount in the Capital Campaign Fund. It was suggested that the thermometer have four graduated marks - the first for the likely amount for the roof, the second for the likely amount for the windows, the third for the likely amount for the sanctuary painting and the fourth for the likely amount for the carpet in the sanctuary.

**Property Report** – Prepared by Ralph Knowles, presented by Jack Nancekivell

A new Dyson V8 vacuum cleaner was purchased.

Karn’s Roofing has replaced the missing shingles on the northwest corner of the sanctuary roof and will return in warmer weather to correct the caulking problem on the east wall of the Chapel.

There is still an unacceptable odour in the south washroom off Fellowship Hall. Ralph and Jack will now flush the floor drain and trap and then add a cleaner to try to correct the problem.

**Insurance** – Prepared and presented by Jack Nancekivell

Jack gave a brief report on our Insurance Policy. He has been working diligently with Nicol Insurance to get us the best possible coverage at the best possible price. The 2024 total is \$12,764.52 to be paid in 10 monthly installments.

**Donation Steward's Report** – Prepared and presented by John Phillips

Total Givings for November were \$14,967 which was below the rolling average and below 2022’s November total. There are currently 79 households on PAR.

More donations were received for the Capital Campaign Fund totalling \$12,000

John found a form for grants from a Hydro One Community Fund. Carol Brouse agreed to check the requirements to see if we would qualify to apply for a grant for the replacement of the shingles on the roof of the north side of the sanctuary.

### **Old Business**

Donna met with Steve Tiffin, Managing Funeral Director/Owner of Davey-Linklater Funeral Home and a reciprocal evacuation agreement was established.

### **New Business**

We decided to hold a Congregational Meeting after church on Jan.21, 2024 with a soup and bun lunch provided. The purpose of the meeting will be to discuss the future of our church building.

Gord informed us that the Celebration of Life Hymn Sing will be held on May 26, 2024.

**Adjournment** – Donna moved the meeting be adjourned.

**Next Meeting – Thursday, January 4, 2024 at 10am by Zoom.**