

Minutes of the Zoom Administration Committee Meeting, Dec.8, 2022

Present – Jack Nancekivell, Donna Mowry, John Phillips, Gregg McClelland, Judy Zarubick

Regrets – Ralph Knowles, John Brash

Judy Zarubick opened the meeting with a prayer.

Minutes of the November 3, 2022 Meeting

MOTION: that the minutes of the November 3 meeting be approved as circulated.

Moved by: Jack Nancekivell

Seconded by: Gregg McClelland

CARRIED

Correspondence – None at this time

Treasurer's Report – Prepared by John Brash, presented by Donna Mowry

Bank Balance as of November 30, 2022.....	\$29,987.30	
Less: Outstanding Cheques.....	<u>2,018.85</u>	
Reconciled Bank Balance as of November 30, 2022.....		\$27,968.45
Allocated Funds:		
Capital Project Fund	\$25,262.14	
Other Pass Through Accounts.....	<u>8,240.00</u>	
Total Allocated Funds.....		<u>\$33,502.14</u>
Net Funds Available.....		-\$ 5,533.69

Donna reminded members of the Budget Meeting with the Congregation on December 11.

The United Church of Canada is providing a Zoom Workshop on the Deficit Dilemma in the new year. More details to follow.

Unfortunately for KUC, on December 2, 2022, **John Brash sent a Letter Of Resignation as Treasurer effective December 31, 2022** to Mary Phillips, M & P Chair.. He also put this in his written report for the December meetings of the Administration Committee and Council. Gregg McClelland agreed to meet with John, on behalf of the Administration Committee, to discuss his resignation.

Donna asked Liz Dillman if she would be willing to step in and help us out. Liz agreed to do this.

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

Total Givings for November were \$20,024 which was above the rolling average and above 2021's November total. There are currently 77 households on PAR.

We received another donation for the Legacy Tree and this amount has been sent directly to the Trustees according to our new Policy. Mary Phillips has had the new leaf engraved.

Update on the website – there is now a QR code for it.

Committee agreed that December 28 would be the deadline for 2022 donations to the church. John Phillips will look after banking any donations received.

John sent out the following reports: Memorial Donations to Liz Dillman, Legacy Tree donations to Mary Phillips, Rental/Key information to Judy Zarubick and Liz Dillman, Broadview/Observer information to Sarah McKenzie and MTD to John Brash.

Rod Coates, Council President, suggested that we purchase an annual subscription to Microsoft 365 and eliminate the Dropbox Account and the Freiburger Communications back up service which, at current prices, would save us approximately \$535 per year. John Phillips gave a detailed explanation of this purchase.

MOTION: that Kincardine United Church purchase an annual subscription to Microsoft 365 and eliminate the Dropbox Account and the Freiburger Communications back up service.

Moved by: Jack Nancekivell

Seconded by: Gregg McClelland

CARRIED

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

Daytime Fellowship Hall room temperature set point was raised from 65F to 68F as requested by a group using the Hall.

Stuart Metzger repaired the ceiling in David Hamilton's office.

Windows in the Sanctuary on the south side require paint outside and repair work to the sills and new caulking. Jack has contacted a contractor to assess the job and provide a quote.

Thermostats controlling the heat for the office and second floor are now strictly on Heat Pump only which should reduce our electrical use.

The Fellowship Hall wall heater was defective. Don Manary replaced burnt wiring and a relay on this heater. Now all three heaters are working.

A number of fire extinguishers will have to be replaced in the new year as parts are no longer available for this make. Georgian Bay Fire will be installing the new extinguishers.

Old Business

Gregg is still dealing with the Insurance Company - Insurance Premium will be at least \$11,000.

Donna prepared the Evacuation Agreement for Trillium Court effective January 1 – December 31, 2023. Jack, Trustees Chair, and Donna, Administration Chair, signed the Agreement and Donna delivered it to Trillium Court.

Judy Zarubick gave an update on the Stewardship Campaign. 115 letters were sent out by mail and 186 by email. Only 8 responded by mail and 9 by email. Because of the poor response, the Committee wondered if it was worthwhile doing it again. If we do, Judy suggested we change the word "pledge" to "hope to donate".

New Business

We are still looking for 2 people to greet, run elevator and count on December 24 and 25.

Adjournment – Gregg moved the meeting be adjourned.

Next Meeting – Thursday, January 5, 2023 at 10am by Zoom.

