

**KUC Administration Committee Meeting
ZOOM Meeting**

Meeting – February 3, 2022

- Permission was granted October 7, 2021, to allow Julia to record the minutes for play-back purposes to make sure the minutes and motions are accurate. Said recording to be deleted once minutes are approved by the meeting Chair.

Present – Jack Nancekivell, Donna Mowry, Julia Metzger, Ralph Knowles, Gregg McClelland, John Phillips, John Brash, Mary Phillips

Regrets – Gord Dunbar

Opening Prayer – Gregg opened with a prayer.

Minutes of the January 6, 2022 Meeting –

MOTION to accept the January 6, 2022 minutes as circulated.

Moved by: Jack Nancekivell

Seconded by: John Phillips

CARRIED

Correspondence – None at this time

Treasurer's Report – Prepared by John Brash

John Brash reviewed his submitted report.

Currently have \$13,677.16 available funds.

Donation Steward's Report – Prepared by John Phillips

John Phillips reviewed his submitted report.

PAR givers is down to 77.

Income Tax Receipts are ready to be sent out.

John suggested that there be “How To” documents for each committee position to assist with potential future turnover. Some positions already have documents in place. ie. Treasurer

Food Bank Pancake Supper Supplies has raised \$875 so far. Our goal is \$900.

Kincardine United Church now has a Facebook Page set up.

Around the World in 60 Minutes – Nine people have committed to working with John and Mary Phillips to make this event happen. Thank you.

Property Report – Prepared by Ralph Knowles

Ralph reviewed his submitted report.

Ralph has committed to changing the office hours on the church door himself.

Programmable thermostats have been installed. Both the sanctuary and the office have been set.

Old Business –

A letter and \$500 cheque has been sent to EPCOR. We are waiting to see the response.

Policy & Procedures for the Memorial Legacy Tree have been completed for Administration to take to Council.

MOTION: To accept the Policy & Procedures for the Memorial Legacy Tree as amended.

Moved by: Gregg McClelland

Seconded by: Jack Nancekivell

CARRIED

New Business –

Stamp machine leased through Pitney Bowes costs us about \$500 more than buying stamps from the Post Office. Gregg McClelland offered to review our current lease agreement to see what would be involved with cancelling it.

Stuart Metzger has indicated that he would like to live in PEI part time and has offered to job share the custodial position with his daughter, Laura Metzger. There are still a few details being worked out with M & P including salary vs hourly wages. Currently Stuart is looking to be away April, May & June; returning for the summer months, away September & October; returning November until Spring 2023.

MOTION: To proceed with the intent to move forward with changing the custodian pay scale from salary to hourly with the intent that the services be continued between Stuart and his daughter.

Moved by: Jack Nancekivell

Seconded by: Ralph Knowles

CARRIED

Congregational Meeting is February 20, 2022, after the church service. Donna will be away. Jack has offered to present the Financial and Administration Reports.

Adjournment – Gregg moved for adjournment at 11:08 am

Next Meeting – **Thursday, March 3, 2022 at 10 am, via ZOOM**

Donna will be away for March meeting, Jack has offered to chair.

Administration Committee - Secretary

Administration Committee – Chair