

KUC Administration Committee Meeting
Jan 28, 2020

Present – Julia Metzger, Gord Dunbar, Gerry Stephens, Jack Nancekivell, Gregg McClelland (Chaired meeting on Donna's behalf), Ralph Knowles

Regrets – John Phillips, Liz Dillman, Donna Mowry

Opening Prayer – Gord opened the meeting with a prayer.

Minutes of the November 26/19 meeting

MOTION to accept the Nov 26, 2019 minutes as circulated.

Moved by: Jack

Seconded by: Ralph

CARRIED

Minutes of the Special Meeting Minutes Dec 15, 2019

MOTION to accept the Special Meeting Minutes from Dec 15, 2019

Moved by: Ralph

Seconded by: Jack

CARRIED

Correspondence – none at this time

Treasurer's Report – Liz forwarded the Treasurer's Report via email to all prior to the meeting.

See attached submission.

Committee in place to assist with increasing the bottom line for church funds – as per the annual meeting – they will bring forward their thoughts/ideas when ready.

Envelope Steward's Report – John forwarded a report to Donna, that was forwarded to the Admin Committee, as he is away. His summary is as follows (copied from the email):

Year End picked up in the month of December, 3rd highest year for the General Account since tracking was used.

In December we had an ETF email request to donate money, I arranged with BMO to allow our account to receive money like this and deposited into our account. Might be something for Admin to consider mentioning as a means to get the younger members that do not use cheques to consider using!!

Property Report – Ralph presented the property report - see below

Certificate of appreciation for Howard Madill for all his work done and for any one in future that does work in-kind for the church.

Hope Menu – stoves amount \$5,000 seems excessive. Dotti to investigate new pricing for options.

Reviewed – Dave Walker's performance review.

Trustees Report – presented by Jack. Met last Thurs. Gregg working on insurance questionnaire for the region.

Investments sitting at approximately \$112K to date. Major drywall repairs are completed. Moving forward with some additional painting and minor repairs as needed and as funds allow.

Will keep an eye on the current shortfall of our monthly finances and will access funds if/when needed.

Old Business – none at this time

New Business – Donna forwarded email to Gregg to review to bring forward to the Admin Committee the Annual Reviews for the Treasurer and Envelope Steward. Both reviews were reviewed in detail. Gregg made notes necessary to complete forms and will do so.

Adjournment – meeting adjourned by Jack

Next Meeting – Tuesday, March 31, 2020 at 10 am
Meeting in February only if necessary

Administration Committee - Secretary

Administration Committee - Chair

KINCARDINE UNITED CHURCH
INCOME STATEMENT TO DECEMBER 31, 2019
WITH COMPARATIVES TO DECEMBER 31, 2019

<u>REVENUE FOR 2019</u>	2019 ACTUAL	2018 ACTUAL
General Fund	\$190,959	\$179,430
Envelope Project	\$5,680	
Celebration of Life Service	\$2,555	\$1,710
Memorials	\$2,175	\$11,145
Donations for Building Use	\$2,929	\$3,356
Investment Interest	\$6,510	\$10,270
Intern Grant		\$10,000
Cash from Investments		\$20,000
Loan		\$25,000
Boston Pizza	\$575	\$300
Donations for National Assessment	\$50	\$50
Wedding Revenues		\$150
HST Refund	\$5,579	\$5,803
Bequests from Estates	\$4,171	
MISC	\$130	\$507
	\$221,313	\$267,721

OTHER REVENUES DISTRIBUTED IN 2019

KINCARDINE FOOD BANK	PAID OUT \$344
FOOD GRAINS BANK	PAID OUT \$3,380
CAPE CROKER	PAID OUT \$1,335
RBC MINISTRIES	PAID OUT \$26
	\$0

FUNDS ALLOCATED TO SPECIAL PROJECTS

NURSERY WINDOWS	\$1,169
MEMORIAL WALL	\$1,000
	\$2,169

HOPE /BLOOMING FAITH MENU

	BUDGET	BALANCE DEC 31, 2018	DONATIONS/ PAID OUT 2019	BALANCE DEC 31, 2019
SIDE RAMP ENTRANCE - AUTO OPEN	\$15,000	\$5,194	\$1,914	\$7,108
OFFICE ENTRANCE DOOR - AUTO OPEN	\$5,000	\$0		\$0
REPLACEMENT OF FRONT DOORS	\$5,000	\$0		\$0
ELECTRONIC SIGNAGE	\$15,000	\$4,500	\$1,050	\$5,550
CAPE CROKER		\$350	-\$350	\$0

HURON SHORES HOSPICE		\$525	-\$525	\$0
LIFE JACKETS FOR SILVER LAKE		\$400	-\$400	\$0
KITCHEN STOVES	\$5,000		\$2,520	\$2,520
DEFIBULATOR	\$1,500	***		
NURSERY WINDOWS			\$750	\$750
TOY OR BOOK			\$75	\$75
TOTAL	\$46,500	\$10,969	\$5,034	\$16,003

***PAID OUT \$1,520 FOR DEFIBRILLATOR

	<u>2019 BUDGET</u>	<u>2019 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2020 BUDGET</u>
<u>STAFF COMPENSATION & BENEFITS</u>	\$176,499	\$174,637	\$175,714	\$158,242

	<u>2019 BUDGET</u>	<u>2019 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2020 BUDGET</u>
<u>PROGRAMME COMMITTEE</u>				
Worship Supplies	\$400	\$821	\$1,079	\$500
Donations to Worship		-\$135		
Music Supplies	\$300	\$495	\$295	\$300
Guest Musician Expenses	\$1,500	\$1,350	\$900	\$1,500
Dent Davidson Weekend			\$1,385	
Nursery Supplies	\$100		\$63	\$100
Piano/Organ Maintenance	\$1,500	\$980	\$3,640	\$1,500
Donations for Piano Tuning			-\$320	
Band Supplies	\$100			\$100
Pulpit Supply	\$1,000	\$1,019	\$668	\$2,000
Organist Supply	\$600	\$750	\$450	\$750
Church School supplies	\$500	\$547	\$273	\$500
Library	\$100			\$100
Awards, Recognition & Carnations	\$200	\$154	\$186	\$200
Music License/Video License	\$250	\$500	\$364	\$300
New Microphone/Equipment	\$450	\$680	\$125	\$450
Computer for Audio Editing (cost of \$2,658 less donation of \$2,500)			\$158	
DVDs and Batteries	\$100	\$120	\$45	\$100
Monitor Upgrades (kitchen, nursery, fellowship hall)	\$3,000	\$2,588	\$1,940	
Video Maintenance			\$671	
Donations for Monitor Upgrades		-\$140		
Software for Projection	\$500			\$500
	\$10,600	\$9,729	\$11,922	\$8,900

	<u>2019 BUDGET</u>	<u>2019 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2020 BUDGET</u>
<u>MEMBERSHIP AND MISSION</u>				
Social Supplies/Fellowship Enhancements	\$510	\$1,083	\$711	\$800
Donations to Fellowship Enhancement		-\$100	-\$220	
Broadview Subscriptions		\$650		
payments for Broadview Subscriptions		-\$625		
Name Tags	\$200	\$35	\$1,164	\$200
Payments for Name Tags		-\$75	-\$758	
Youth Groups	\$0			

Pancake Supper Expenses	\$350	\$278	\$293	\$350
Pancake Supper Revenue		-\$638		
Ministerial Benevolent	\$750	\$750	\$375	\$750
Chaplaincy Fund	\$750	\$750	\$750	\$750
Friends of Broadview	\$100	\$100	\$50	\$100
Assistance Fund	\$3,000	\$8,200	\$7,000	\$3,000
Donations to Assistance Fund		-\$5,300	-\$8,100	
Mission Sundays	\$350	\$303	\$350	\$350
Community Service	\$500	\$500	\$3,509	\$500
Donations to Community Service		-\$238	-\$2,107	
M&M Misc.		\$50		\$100
Poinsettias	\$200	\$185		\$200
Donations for Poinsettias			-\$165	
Confirmation	\$200		\$376	
Affirming Workshop	\$500			\$1,000
Outreach	\$2,000	\$2,002		\$2,500
	\$9,410	\$7,910	\$3,228	\$10,600

<u>ADMINISTRATION</u>	<u>2019</u> <u>BUDGET</u>	<u>2019</u> <u>ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2020</u> <u>BUDGET</u>
Collection Envelopes	\$100	\$201	\$173	\$100
Donation for Church Envelopes		-\$120	-\$82	
ADP Payroll Charges	\$375	\$319	\$247	\$375
PAR Costs	\$450	\$460	\$444	\$450
Bank Charges	\$400	\$503	\$545	\$450
Loan Interest	\$500	\$357	\$238	\$0
Church Maintenance	\$8,700	\$5,726	\$5,606	\$5,000
Donations to Church Maintenance		-\$225	-\$2,315	
Municipal Water Charges	\$1,000	\$948	\$935	\$1,000
Insurance Church	\$7,500	\$7,022	\$7,032	\$7,000
Third Party Insurance		\$384		
Hydro	\$25,000	\$20,093	\$19,832	\$22,000
Elevator Maintenance	\$1,200	\$1,974	\$1,078	\$1,200
National Assessment	\$8,204	\$8,203	\$6,926	\$8,500
Postage, Paper & Copier	\$4,500	\$6,572	\$5,673	\$5,500
Office Furniture	\$0		\$339	\$0
Office Computer & Backup System	\$2,000			\$1,000
Advertising	\$100	\$48	\$454	\$100
Miscellaneous	\$300	\$477	\$32	\$200
Training/Conferences	\$300	\$600		\$600
Telephone and Internet	\$2,900	\$2,096	\$2,443	\$2,100
	\$63,529	\$55,638	\$49,600	\$55,575

HST PAID OUT IN 2019

	\$6,718	\$7,959		
	\$260,038	\$254,632	\$248,423	\$233,317

KINCARDINE UNITED FINANCIAL POSITION AS AT DECEMBER 31, 2019

REVENUE TO DECEMBER 31, 2019	\$221,313	\$267,721
EXPENSES TO DECEMBER 31, 2019	-\$254,632	-\$248,423
DEFICIT	-\$33,319	\$19,298

	2019 TARGET	ACTUAL
M&S CONTRIBUTIONS		
CONGREGATION	\$30,000	\$37,842

(DOES NOT INCLUDE UCW CONTRIBUTIONS TO M&S)

GENERAL FUND BANK ACCOUNT RECONCILIATION

BANK STATEMENT AS AT DECEMBER 31, 2019	\$40,344.96
LESS OUTSTANDING CHEQUES	-\$18,236.26
LESS M&S FUNDS	\$0.00
LESS MEMORIAL DONATION NOT ALLOCATED	-\$10,000.00
LESS OTHER FUNDS TO BE DISTRIBUTED	\$0.00
LESS FUNDS ALLOCATED FOR HOPE/BLOOMING FAITH PROJECTS	-\$16,003.00
LESS FUNDS ALLOCATED TO SPECIAL PROJECTS	-\$2,169.00
AVAILABLE FUNDS FOR GENERAL FUND USE AS DECEMBER 31, 2019	-\$6,063.30

NOTES FOR ADMINISTRATION MEETING – JAN 28, 2020

- | | | |
|----|--|--------------------|
| 1 | Bank balance at Dec 31, 2018 | \$71,287.34 |
| | Bank balance at Dec 31, 2019 | \$40,344.96 |
| 2 | Reconciled Bank balance at Dec 31, 2018 | \$51,711.71 |
| | Reconciled Bank balance at Dec 31, 2019 | \$22,108.70 |
| 3 | 2018 – surplus of revenue to expenses | \$19,298 |
| | 2019 – deficit of revenue to expenses | \$33,319 |
| 4. | Available funds for church use at Dec 31, 2018 | \$38,433 |
| | Available funds for church use at Dec 31, 2019 | -\$6,063 |
| 5. | Reconciled bank balance at Jan 26, 2020 | \$15,558.41 |
| 6. | Available funds for church use at Jan 26, 2020 | -\$6,000 (approx.) |
| 7. | 2019 financial records will be reviewed in the next 2-3 weeks. | |
| 8. | Until John returns there are no 2020 financial reports. | |

KUC Property Committee Meeting Jan. 28, 2020

Present: Jack, Gerry, Ralph, Gord, Dotty

Regrets:

The following tasks to be reviewed:

1 Repair drywall on ceiling on the Learning Center second floor plus the wall at the main entrance to the Church Sanctuary.

Status: work complete. Agreed that a Certificate of Appreciation in the form of a plaque containing a picture of our church along with an inscription to Howard Madill and Don Manary. This request to be approved by Council.

2 Fire Safety and Prevention Policy including security.

Status: Jack has been developing a policy for this purpose and will proceed with the immediate mandate to obtain an approved "Fire Safety Plan" with the Kincardine Municipal Fire Prevention Officer. The Policy intent will be to include Fire Safety, Prevention facilities along with the key security for the Building. Ultimately the monitoring and inspection of all fire extinguishers, emergency lighting, smoke alarm system and key security will be assigned to specific personnel of the Church.

Status: Computer drawings are ongoing. Smoke alarms purchased and waiting for Fire Dept. to finalize locations. Andrew Brown volunteered to monitor the Emergency Lights and Fire Extinguishers monthly.

3 Painting the east wall of the main entrance area to the Church Sanctuary and in the Sanctuary under the balcony. Ceiling on second floor of new addition also painted.

Status: painting complete in areas that were repaired. Remaining painting to be scheduled for spring or summer as budget will permit.

4. Elevator: the cab walls and floor require painting.

Status: walls are complete and floor to be done this summer. Jack to order paint.

5. AED (defibrillator)

Status: Gord will purchase a new First Aid Kit that can be mounted on the wall beside the AED and is on order. A new sign stating the location of the AED and First Aid Kit will be mounted in 3 locations in the building.

6. Carpet at outside door entrance to New Addition.

Status: carpet has bubbled and soiled with oil from opener on the narrow strip by door and should be replaced. Jack suggested a 12" wide strip of tile be installed at the entrance which will replace the damaged section. Jack to arrange for installation.

7. Noisy washroom exhaust fans:

Status: Jerry to investigate installing a separate switch for the fan

8. Choir Loft Lights.

Status: light bulbs replaced and both north and south lights working. David Hamilton to be notified.

9. Lending Policy: to be reviewed.

Status: Gord and Dotty agreed to review existing policy and revise to suit specific requests. They will present their changes at next meeting.

10. Custodian Annual Review. Property Group to review questionnaire requested by M&P.

Status: the answers to the 4 questions submitted by M&P were recorded and will be forwarded to M&P.

11. Washrooms: toilet plungers to be purchased for each set of washrooms. (3 required)

12. Hope Menu: It was agreed that 2 “household style” stoves be purchased instead of “commercial style” to replace existing unit. Dotty agreed to obtain price from a couple of suppliers and report back next meeting.