

**KUC Administration Committee Meeting
ZOOM Meeting**

Meeting – January 6, 2022

Present – Jack Nancekivell, Donna Mowry, Ralph Knowles, Gregg McClelland, Gord Dunbar, John Brash, John Phillips

Regrets – Julia Metzger

Donna opened with a poem titled “Instructions for Flight 2022” followed by a short prayer.

Minutes of the December 2, 2021 Meeting –

MOTION to accept the December 2, 2021 minutes as circulated

Moved by: Jack Nancekivell

Seconded by: Ralph Knowles

CARRIED

Correspondence – None at this time

Treasurer’s Report – Prepared and presented by John Brash

John Brash reviewed his submitted report. We currently have \$14,303.77 in available funds.

Re: Capital Projects Fund – we decided to combine the balance from the Heat Pump Grant, Side/Office Doors (these projects are completed) and the Donations into one total within the Fund.

The issue with Epcor, charging more than four times the original fee we were quoted, is still not resolved. Now we will send a registered letter to Epcor, along with a certified cheque for \$500 - the original amount we were quoted for the installation. A stop payment order has prevented them from obtaining the new charge.

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

The General Fund Givings Total for December was \$21,098 which was below the rolling average but above the 2020 total.

Currently we have 78 people/households on PAR.

We received a cheque from Boston Pizza for \$158.20, a percentage of the sales receipts deposited in the box by our members.

After the November meeting, John sent out Year to Date Donation Statements to those who agreed to receive this information by e-mail.

John has sent Year End Reports to the following:

Donation Summary to John Brash

Memorial Legacy Tree Report to Mary Phillips

Memorial Report for sending out Thank You cards to Liz Dillman

Broadview/Observer Report to Sarah Mackenzie

David Skinner and John & Mary Phillips held a Zoom meeting to discuss the details of our Facebook page.

Property Report – Prepared and presented by Ralph Knowles

Ralph reviewed his submitted report.

New programmable thermostats were installed in the Sanctuary and Fellowship Hall. David Hamilton will control the temperature in the Sanctuary and the groups using Fellowship Hall will increase the set temperature as needed. The thermostats will automatically step back to the set temperature at the programmed times.

Old Business –

Memorial Legacy Tree – the Legacy Giving Committee will examine and revise their Policy, taking the Feedback into consideration. Once the Policy is completed, Administration Committee will create a Procedure.

Around the World in 60 Minutes – we need more presentations if this project is going to be a success. Contact John and Mary Phillips.

Update on our Insurance Policy – Gregg reported that Council approved the recommendation from the Trustees that we increase our deductible from \$2,500 to \$10,000 on the Property Portion of the Contract which will save us \$964.80 over a 10-month period. Gregg has now received the new Payment Schedule from Ecclesiastical showing the monthly payments and a total premium of \$11,019.24 for the 10 months.

New Business –

We need to complete a Review Form for John Brash, John Phillips and Stu Metzger. Donna will be sending everyone a copy of the Form. Donna asked Ralph and Jack if they would complete the Custodian's (Stu Metzger) Review. She asked the Committee members to send her comments about the Donation Steward (John Phillips) and Treasurer (John Brash) and she'll complete those two Reviews..

Adjournment – Gregg moved for adjournment at 11:37 am

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

Administration Committee – Chair and Secretary

Administration Committee – Another member