

**KUC Administration Committee Meeting
ZOOM Meeting**

Meeting, Jan.7/2021

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

Regrets – Liz Dillman

Opening Prayer – Gord opened with a prayer

The Grant – Update

The Administration Committee affirms the e-mail vote that was **Moved by:** Ralph Knowles and **Seconded by:** Jack Nancekivell that Kincardine United Church apply for a Faithful Footprints Grant to assist in the replacement of lightbulbs and fans in the sanctuary and heat pumps, electric furnaces and thermostats for the Learning Centre. **CARRIED**

Minutes of the December 3, 2020 Meeting –

MOTION to accept the December 3, 2020 minutes as circulated.

Moved by: Jack

Seconded by: Gregg

CARRIED

Correspondence – None at this time

Treasurer's Report –

Monthly Report and end of the year balance (subject to change once all donations are banked & all bills are paid) \$46K in bank, but all allocated

Due to COVID restrictions it will not be possible to have the reviewers review the 2020 records before the report is due in the office.

Givings are down just slightly this year.

Envelope Steward's Report –

General Funds are down Nov & Dec; Memorials and Capital Funds way up; few changes in PAR givings.

The committee discussed changing the title for the Envelope Steward to reflect the new duties of this position due to all the on-line banking.

MOTION: To change the title for John from Envelope Steward to Donation Steward.

Moved by: Jack

Seconded by: Gregg

CARRIED

Stewardship response cards are slowly coming in to John. Not a large response.

Annual Staff Reviews need to be completed and sent in to M & P.

Still a go for Around the World in 60 minutes – video John & Mary are putting together to connect church members and their past vacations, trip, etc. and to serve as a fundraiser for the Capital Fund. There is still space available for those wishing to participate.

Property Report –

In December we had problems with the heating/ventilation system. Cliff's Plumbing/Heating replaced the motor on the furnace and a blade on the heat pump fan.

Fischer Glass is to complete ramp door – need a new lock system.

Ralph purchased a United Church of Canada decal for the new ramp door.

a) Elevator Floor - Jack & Ralph will paint this next week. Going to need a few days that no one in church that would require the elevator.

b) Grant – see above

Our Faithful Footprints Grant of \$26,912.00 was approved.

Defer moving ahead on the grant at this time

Money doesn't come from United Church of Canada until project is completed.

Clarification needs to happen before we move forward – re: funds, payments, etc.

Which unit(s), which contractor to use, etc.

Old Business – none at this time

New Business –

a) Evacuation Agreement for Trillium Court – expired December 31, 2020

Motion: That Donna Mowry be given permission to sign the renewal contract for the Evacuation Agreement with (Revera) Trillium Court, effective until December 31, 2021, with the inclusion that all COVID protocols are followed.

Moved by: Jack

Seconded by: John

CARRIED

b) Re: Review Forms for Treasurer and Envelope Steward for 2020

Fill in any comments for John & Liz and have submitted to Donna as soon as possible.

c) John will send out Income Tax receipts electronically to those who have agreed to this. Please make sure your e-mail address is up-to-date. The remainder will be mailed.

Adjournment - Gregg adjourned the meeting at 10:10 am.

Next Meeting – Thursday, February 4, 2021 at 9am

Administration Committee - Secretary

Administration Committee - Chair