

**KUC Administration Committee Meeting
ZOOM Meeting**

Meeting, June 3/2021

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

Regrets –

Permission was granted 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.

Gregg welcomed John Brash and introduced all committee members with titles/jobs held within the church.

John's email and phone number to be added to the minutes once received.

John Brash

Unit 29 Aberdeen Estates

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Opening Prayer – Gord opened with a prayer.

Minutes of the May 6, 2021 Meeting –

MOTION to accept the May 6, 2021 minutes as circulated

Moved by: Gregg McClelland

Seconded by: Jack Nancekivell

CARRIED

Minutes of the May 14, 2021 Special Meeting –

MOTION to accept the May 14, 2021 minutes as circulated

Moved by: John Phillips

Seconded by: Gregg McClelland

CARRIED

Correspondence – None at this time

Treasurer's Report – Prepared by Liz Dillman

Donna reviewed the revised report as circulated via email.

John Brash confirmed bank totals match the submitted report.

Donna brought up to council the questions of reinvesting some of our funds. With current items up and coming to be paid, Council decided that we will not reinvest any funds at this time.

Memorial Wall – Mary/Gord/Gregg

Welcome was extended to Mary Phillips, Chair of the Legacy Giving Ministry Team.

Memorial Wall Proposal was sent out for review.

There are six members on the Legacy Giving Ministry Team of which Mary, Gord and Gregg are members. Purpose of this team is to inform people of the option to add KUC as a part of their will. Mary reviewed the submitted Legacy Tree Proposal. The cost of this project is approximately \$2,000. Gregg mentioned that there will be a plaque dedicated for all memorial gifts given in the past to KUC. The Legacy Tree is an incentive for “future” givings and for people who would like to make a gift “in memory of” a family member(s) or others who have passed away.

MOTION: to accept the Memorial Wall Proposal as presented by the Legacy Giving Ministry Team regarding the Memorial Tree.

Moved by: Jack Nancekivell

Seconded by: John Phillips

CARRIED

Donation Steward's Report – Prepared by John Phillips

Monthly “Total Givings” Report \$24, 976 for General Account is way ahead of last year. Many donations have come in this month. PAR went up a little bit. John explained the differences between Liz’s report and his report due to timing of when monies come in.

Property Report – Prepared by Ralph Knowles

- a) HVAC system – installed in May. All seems to be working good. Billing has not yet been received. Liz agreed to follow through with Grant information to be submitted to the United Church of Canada.
- b) Lights and fans in the sanctuary – explained in submitted report. Billing from Pollock Electric has not yet been received.
- c) Chemicals in Custodian’s room – WHMIS sheets for all chemicals used throughout the church are currently in a binder and will be posted in an accessible location near the First Aid Kit in the Fellowship Hall.
- d) New lock on ramp door – Fischer Glass is going to install a pull handle on the ramp door to eliminate the crash bar being used for this purpose. Doors need to be allowed to close at pace required to have doors work properly.

Are there any grants out there that might cover some of this stuff? Faithful Footprints might be one to look into. Donna will look into finding a former list that she was sent last year or so.

Old Business – Borrowing/Lending Policy - Dotty McClelland popped into the meeting to assist with clarifying lending process.

Donna brought this to Council for clarification and was informed that items may be loaned at the discretion of the Administration Committee (wording not exact). Donna will discuss contact process with Sarah, should any requests being made. Liz and Judy will also need to be included in this process. A specific policy needs to be put into place to allow for any damages for lent out property items and may wish to include a deposit.

New Business – Revise the Treasurer’s Job Description – application has been submitted to the Covenant Committee to obtain an exemption for John Brash, who is not a member of our church, to hold the Treasurer position and to make motions and have voting rights at meetings.

Item has been tabled until next Administration meeting with a suggestion of a job description for the treasurer.

Gord Dunbar, Marion Boyd, John Phillips and Mary Phillips participated in a Stewardship Training Program last year. One item on their list was to have a Stewardship Ministry Team formed by end of May 2021. This team would report to Administration Committee. Looking for one member to make a one year commitment to put into place the Stewardship Program that will begin Thanksgiving Sunday this fall and end the last Sunday before Advent. Please forward any possible names to Gord.

Adjournment – Gregg moved that the meeting be adjourned at 11:35 am

Next Meeting – **Thursday, August, 2021 at 10 am** **DATE: TBA**

Administration Committee - Secretary

Administration Committee - Chair