

Minutes of the Administration Committee Meeting March 27th. 2018

Present: Gord Dunbar, Ralph Knowles, Liz Dillman, John Phillips, Jack Nancekivell

Regrets: Donna Mowry, Gregg and Dotty McClelland, Ron Smith, Gerry Stephens

Opening Prayer: Gord Dunbar

Minutes of the February 27th. 2018 Meeting: The minutes were recorded without any changes requested by those present. The minute could not be approved since there was not a quorum present.

Correspondence: None

Treasurer's Report: Liz presented the Treasurer's report, which was accepted by those present.

From the report, the Treasurer requested that Council approve a motion to request funds to be provided by the Trustees to support the ongoing Cash-Flow requirements of the Church Chequing Bank Account. Although the motion could not be approved without a quorum, it was agreed that the acting Chair of the Administration Committee would contact the Council Chair and Secretary with this request.

In addition, the Treasurer asked the Administration committee to approve the manner with which donations are recorded on the Financial Reports. Previously all donations to specific ongoing programs within the Church were listed with the "Revenue Receipts". The Treasurer now identifies those donations as a credit to the Council Committee project to which the donor has elected to receive the funds.

Envelope Steward's Report: The report was reviewed and accepted. It is included with the agenda material.

Property Committee Report: The minutes of the Property Committee meeting prior to the Administration Meeting are included with the minutes.

Trustee Report: No Report.

Tasks from Council to be Assigned: (Only items that are not assigned to the Property Committee)

- 1.0 Celebration of Life Hymn Service: After some discussion it was agreed to leave this Policy with Donna to prepare as time permits.
- 2.0 Counting and Recording the Offering Policy: This policy has been prepared but not approved by the Administration Committee due to lack of a quorum.
- 3.0 Boston Pizza Program Policy: Again this policy has been prepared but not properly approved by the Administration committee.
- 4.0 Review or Application for Room Bookings: This policy will be addressed by a committee of Gord, Liz and Jack in May when Gord returns from vacation.

Old Business:

- 1.0 Assessment of spare keys is an ongoing issue to be reviewed at upcoming meetings.
- 2.0 Stewardship program for 2018 is moving forward under the direction of Gord.
- 3.0 Committee member status for the ensuing year is the same as last year to be submitted for approval at the annual meeting. New recruits are being sought.
- 4.0 Strategic Plan along with the “Town Hall” meeting results was discussed. It was pointed out that the “House System” is important component to continue encouraging those persons that do not regularly attend Church, to participate during the month that they are included in the House that they are assigned.
Liz led the discussion and there were several suggestions that Gord recorded to be considered as this Plan moves forward.
- 5.0 The Power Church Program. John Phillips introduced the topic and pointed out the many facets to the Program that KUC is not currently using. It was suggested that we approach Council to have a retreat for all Council Committee members to discuss the merits and disadvantages of the Program.

New Business:

- 1.0** Compensation for the new Envelope Steward during the transition period in 2017 when he trained to assume this position was discussed. As a reasonable token to compensate the new Envelope Steward for the many hours spent in 2017, an amount of \$200 was determined to be reasonable by those present.
- 2.0** Personnel Reviews were discussed. It was decided, by those present that a review for the Envelope Steward was premature given that John had just recently assumed that position. However reviews are outstanding for the Treasurer and the Custodian. Liz agreed to prepare a “job description” for the Treasurer in order to provide a proper review.
The Custodian position is also in need of an updated “job description” for the same reason. This matter will be followed up at the next meeting.

Gord’s Report: No Report

Adjournment: Ralph adjourned the meeting at 11:15 am.

Next Meeting: April 24th. 2018

Submitted by Jack Nancekivell