

**Minutes of the ZOOM Administration Committee Meeting, May 6, 2021**

**Present:** Donna Mowry (Chair and Secretary), Ralph Knowles, Gregg McClelland, Jack Nancekivell, John Phillips, Gord Dunbar.

**Regrets:** Julia Metzger

Donna thanked John for acting as the technical host for the meeting.

Gord Dunbar opened the meeting with a prayer.

**Minutes of the April 1, 2021 meeting**

Due to technical problems, these minutes were unavailable.

**Correspondence**

Donna read a letter from Louise Currie.

**Donation Steward's Report**—emailed to members, prepared & presented by John Phillips  
The “General Fund Givings” for April were **\$47,893** which was **ABOVE** the rolling average and **ABOVE** last year’s April total. This was due to the great response to the “Financial Alert” Letter which was e-mailed or mailed to all members and adherents. This total includes the money raised from Gord’s beard growing project – Will he Shave or Will he Grow? **Shave** - \$3855, **Grow** - \$200. Needless to say, Gord was sporting a clean-shaven face at the meeting.

**PAR totals** (81 families) - General Account \$11,075, M&S \$2239.00, Capital Fund \$50. In addition to the \$47,893, we also received **\$10,550.00** for the Capital Projects Fund. John met with Sarah through Zoom to train her how to use Power Church to send mass e-mails.

**Treasurer’s Report**—emailed to members, prepared by Liz Dillman, presented by Donna

Revenue to April 30, 2021.....	\$93,037
Investments Cashed.....	\$20,000
Expenses to April 30, 2021.....	<u>\$74,907</u>
Surplus to April 30, 2021.....	<b>\$38,130</b>

Most of the expenses were our basic operating costs -salaries, hydro, water, insurance, bank charges, national assessment fee etc.

It was suggested that maybe we should put some of the excess funds in the general bank account into a short-term investment. Jack said he felt the Trustees would be willing to look after this so that the new Treasurer wouldn’t have to deal it. If so, they would need to be directed to do so by Council. Donna will take this to Council.

**Property Report** – e-mailed to members, prepared & presented by Ralph Knowles

- a) Ecclesiastical Insurance has recommended that we install a Fire Alarm System, Automatic Intruder Alarm System and a Video Surveillance Cameras. We decided not to install these, at this time. Gregg has already written a note to the Broker and the Insurance Company stating that we did install 12 smoke alarms.
- b) Gord will prepare an incident/accident log book.

- c) Marvin Albrecht has been hired, as was agreed upon at previous meetings, to proceed with the brick pointing just below the roof and above the ramp entrance.
- d) Jack will arrange a date with Cliff's Plumbing to have the HVAC system installed
- e) All old chemicals and paint from the Custodian's Room will be taken to the Hazardous Waste Disposal Site on May 8.
- f) Several other projects have been put on hold at this time.
- g) We need a new borrowing/lending policy. We had a short discussion about which items we'd be willing to let someone borrow. Donna will take this matter to Council.

**MOTION:**

It was moved by Jack and seconded by Gregg that we proceed with replacing a small section of the carpet at the office door entrance with tiles. **CARRIED**  
 Kendra Zurbrigg is looking into a suitable choice of flooring.

**MOTION:**

It was moved by Jack and seconded by Ralph that we hire Fisher Glass to replace the four windows on the lower level on the south side. **CARRIED**  
 These are the windows in the Nursery and the former Quilter's Room.

**Old Business**

Update on the search for a new Treasurer from the Hiring Committee:  
 A notice was placed in the Church Announcements until April 23 but we received no applications. The Committee has called several members but with no success. Donna has now placed an ad in both of the local newspapers.

**New Business**

- a) The Celebration of Life Service will not be held in May as usual. The new date will be September 12.
- b) John suggested that the church should become more involved with Social Media, setting up a Facebook page, Instagram etc. This might help us to reach the young people.

Gregg McClelland moved the meeting be adjourned.

**Next meeting**

Thursday, June 3 at 10am.

Chairperson and Secretary\_\_\_\_\_

Present at the Meeting\_\_\_\_\_