

Kincardine United Church Administration Committee Meeting
Tuesday, November 28, 2017

The Administration Committee of Kincardine United Church was called to meet on Tuesday, November 28, 2017 in the Resource Room. **All Committee members were present.**

Call to Order

Donna Mowry called the meeting to order at 10:05 AM.

Opening Prayer

Gord Dunbar opened the meeting with a prayer.

Information from the “Holy Currency”

Liz Dillman explained “Mutual Invitation” and “Respectful Communication Guidelines” from the “Holy Currency”. The former was designed to ensure that everyone who wants to share an opinion has the opportunity to do so and to provide the method by which this is accomplished. The Committee is to try and follow these guidelines for our meetings. The latter stated that we must take responsibility for what we say, be sensitive to differences in communication styles, respect confidentiality etc.

Minutes of Previous Meeting – October 24, 2017

It was moved by Jack Nancekivell, seconded by Rod Coates that the minutes of the October 24 meeting be approved as circulated. **CARRIED**

Correspondence

None

Treasurer’s Report

a) Liz Dillman distributed the financial statement for the period ending November 25. We still have a deficit for 2017, with **expenses exceeding revenue by \$32,304.**

b) Budget and Narrative Budget:

It was moved by Gregg McClelland and seconded by Gerry Stephens that we approve the Regular and the Narrative Budget for 2018. **CARRIED**

These Budgets will now go to Council for their approval. Many thanks to Liz Dillman, with some assistance from Gord Dunbar, for the many hours she spent creating the Narrative Budget.

c) It was moved by Jack Nancekivell and seconded by Ralph Knowles that the Administration Committee recommend to Council that they allocate the remainder of the Bequest Money to the General Fund. **CARRIED**

Envelope Steward’s Report

a) Rod Coates reported that he expects to issue the 2018 Offering Envelopes on Dec.17, after the responses from the Stewardship Campaign have been received.

- b) Rod created a PAR/Envelope Announcement for the weekly announcements.
- c) Rod is updating the “Offering Counting Procedure” Sheet and the “Offering Worksheets” to address reconciliation of special offerings. These will be provided to the Counters for comment when complete.
- d) The Committee decided not to mail out “Donations to Date” letters this November because the Stewardship letters were just sent out.
- e) It was moved by Rod Coates and seconded by Ron Smith that the Administration Committee recommend to Council that John Phillips be appointed Envelope Steward commencing January 1, 2018. **CARRIED**

Donna then thanked Rod Coates for accepting the Envelope Steward’s job at a time when we were desperate to find someone to fill this position. She said he has done an exceptional job in this position. He is currently training John Phillips and is willing to assist him whenever necessary. Thank you, Rod, for everything. We will miss your witty little comments (play on words) at our meetings.

Property Report

- a) Donna Mowry stated that we need Presbytery’s approval for major renovations such as putting the steel roof on the north side of the church so we need exact cost amounts before we send our Application on to them. Jack Nancekivell stated that we need to wait until we are actually ready to complete the job before asking companies for exact quotes.
- b) Ron Smith said the inspectors were going to be checking our fire extinguishers today. Some may need to be recharged.
- c) Committee discussed the fact that no one had any authority over the kitchen. It was moved by Jack Nancekivell and seconded by Gregg McClelland that Dotty McClelland and Donna Mowry be authorized to have authority to represent the church regarding issues with our kitchen. **CARRIED**
- d) Ron Smith said Property Ministry Team has proposed that we move the display case to the wall above the cushions (next to the elevator) in the sanctuary. This proposal will be taken to Council.

Trustees Report

Ron Harris has not received the report from our Insurance Company regarding our liability for individuals/groups using our church facilities.

Old Business

- a) Donna explained the procedure which will be used to ensure bills/invoices are received by the Treasurer on time.

b) In regards to what information the Administration Committee would like retained in the new Membership Computer Program, Rod Coates suggested that we leave it to the Envelope Steward to bring back to Administration at another meeting.

New Business

a) Donna asked who would chair the meetings, act as Secretary and attend Council meetings during her absence this winter.

Donna Mowry will attend January Council Meeting.

Gregg McClelland agreed to chair the January 23 meeting (Rod Coates will act as secretary) & attend February Council meeting.

Jack Nancekivell agreed to chair the February meeting (he will choose his secretary) and attend the March Council meeting.

Some one will be chosen as chair and secretary for the March meeting, if Donna is unavailable.

b) All monies received through the “Hope” Project will be recorded and used for the purpose designated by the donor.

Gord’s Report

Gord received a letter from Betty Conlin about creating a labyrinth on the floor of the Fellowship Hall. This could only be done after the rug is removed and replaced with new flooring so we will discuss this at a later date.

Gregg McClelland moved the meeting be adjourned.

Next Meeting will be on January 23 at 10 am.