

Minutes of the Administration Committee Meeting, Nov.2, 2023

Present: Donna Mowry (Chair and Secretary), Ralph Knowles, Jack Nancekivell, Liz Dillman and Gord Dunbar.

Absent: John Phillips

Gord Dunbar opened the meeting with a prayer.

Minutes of the October 2, 2023 Meeting

Motion: that the minutes of the October 2 meeting be approved as circulated.

Moved by Gord Dunbar

Seconded by Ralph Knowles

CARRIED

Correspondence – Nil

Treasurer’s Report – prepared and presented by Liz Dillman

Reconciled bank balance as of October 30, 2023.....\$16,258.62

Allocated Funds:

Capital Projects.....\$32,107.14

AV Upgrade..... 342.23

Total allocated funds..... \$32,449.37

Net Funds Available.....- **\$16,190.75**

Since our expenses are increasing more than our Income, we may have to request that Council ask the Trustees to cash in some investments. We’ll discuss this further at the next meeting.

We discussed the transfer of the Legacy Funds. All Memorial Legacy Funds given to the church for the purpose of being invested will now be transferred to the Trustees.

We discussed the tentative 2024 Administration Budget prepared by Liz. With one change, that Budget was approved.

Donation Steward's Report – prepared by John Phillips & presented by Donna Mowry

The “General Fund Givings” for 4 weeks in October (missing one Sunday because John Phillips is away) were \$16,402.

Items from his general report:

Capital Campaign – total to date is \$5020

Another \$1000 Memorial Wall donation - designated to be given to the Trustees - the leaf has been engraved and installed

Chili Lunch - \$288, Preserve Sale - \$376 – both totals were put in the General Account

He sent out mid-year statements as of the end of September.

Property Report – prepared and presented by Ralph Knowles

The toilet on the south side of the Fellowship Hall has been repaired.

We are hoping that Karns Roofing will be able to repair the northwest corner of the roof this fall and will be able to repair the leak on the east wall of the Chapel while on site.

New casters were installed on the large table at the east wall of Fellowship Hall to prevent skid marks on the rug.

We need a new vacuum cleaner. Ralph will look into purchasing one.

Old Business

Gord gave a brief update on the Capital Campaign.

New Business

We agreed to renew our Evacuation Agreement with Trillium Court from Jan.1 - 31, 2024. The current agreement will expire on December 31, 2023. Donna will prepare and sign the Agreement (Administration), get Jack (Trustees) to sign it and then deliver it to Trillium Court.

Jack is meeting with Nicol Insurance regarding our policy for 2024.

We need to meet with the original Memorial Legacy Committee to discuss several issues regarding the Donations.

Donna will meet with Steve Tiffin, Managing Funeral Director/Owner, at Davey-Linklater Funeral Home regarding a reciprocal Evacuation Agreement.

Adjournment – Donna Mowry moved the meeting be adjourned.

Next meeting – Our next regular meeting should be Dec.7 but our Donation Steward, John Phillips, will be just back from a month’s holiday so wondered if we could have it a week later. Therefore, our next meeting will be Thursday, Dec.14 at 10am. The weather will determine whether it is in person or by Zoom.

Chairperson and Secretary_____

Present at the Meeting_____