

**Minutes of the Zoom Administration Committee Meeting, Nov.3, 2022**

**Present:** Donna Mowry (Chair and Secretary), Ralph Knowles, Gregg McClelland, Jack Nancekivell, John Brash, Judy Zarubick

**Absent:** John Phillips

Donna thanked Judy for acting as Chair and Secretary for the October meeting.

Judy Zarubick opened the meeting with a prayer.

**Minutes of the October 6, 2022 Meeting**

Motion: that the minutes of the October 6 meeting be approved as circulated.

Moved by Jack Nancekivell

Seconded by Ralph Knowles

**CARRIED**

**Correspondence – Nil**

**Treasurer’s Report – prepared and presented by John Brash**

Reconciled bank balance as of October 31, 2022.....\$17,254.64

Allocated Funds:

Capital Projects.....\$25,207.14

Other Passthrough Funds..... 3,534.00

Total allocated funds..... \$28,741.14

Net Funds Available..... - **\$11,486.50**

Motion: that the donations made towards the Electronic Sign be rolled over into the Capital Fund Project total.

Moved by Jack Nancekivell

Seconded by Gregg McClelland

**CARRIED**

Our Income continues to remain considerably less than last year’s Income.

Our expenses have increased by more than \$11,000 over last year and our net income has decreased by over \$16,000.

We discussed the financial situation and wondered if we should send out another appeal to all our members. Donna will take this matter to Council for discussion.

We completed the Administration Budget for 2023 and John Brash will now prepare a complete 2023 Budget for Council’s approval to have it presented to the Congregation at the Budget meeting, Dec.11. Gregg informed us that he is still working with the Insurance Company to achieve the best rate for our Insurance. It may be about \$11,000.

**Donation Steward's Report – prepared by John Phillips & presented by Donna Mowry**  
The “General Fund Givings” for October were \$14,604 (above the rolling average and above 2021)

**PAR** is now down to 77 households from 79 last month.

NOTE: Special Request Donations are up but Regular Givings are down.

E-transfers - John would like us to encourage people to put a note in the memo field of their e-transfers so he'll know who they're from and where to allocate the donation, also could people please use the latest email address for the Donation Steward [kucdonate@bmts.com](mailto:kucdonate@bmts.com) instead of the old one [kucesteward@bmts.com](mailto:kucesteward@bmts.com), if possible.

AV is purchasing a new computer (a member has offered to cover this cost) so their old computer will be put in the small office thus eliminating the need to update the current one.

**Property Report** – prepared and presented by Ralph Knowles  
Thermostats in the Nursery were replaced.  
The light at the front of the church and the spotlight were repaired.  
Emergency EXIT lights were inspected.  
Ralph has had complaints that Fellowship Hall is too cold so we agreed that the thermostat be set at 65 degrees from 9 am – 10 pm (those using it can adjust it as needed) and reduced to 60 degrees from 10 pm – 9 am.

**Old Business** –  
Judy gave an update on the Stewardship Campaign. She has had several replies, now needs someone to enter the data into the computer.

**New Business** -  
Motion: that we renew our Evacuation Agreement with Trillium Court from Jan.1 - 31, 2023 with the same requirements as in the 2022 Agreement  
Moved by Jack Nancekivell  
Seconded by Gregg McClelland

**CARRIED**

Donna will look after preparing the Agreement, obtaining signatures from Jack (Trustees Chair) and herself (Administration Chair) and delivering it to Sarah McLinden, new Executive Director at Trillium Court. Donna will also take a signed copy to Sarah to scan and save on the Office Computer.

**Adjournment** – Gregg McClelland moved the meeting be adjourned.

**Next meeting** – We agreed to move our next meeting to Dec. 8 at 10 am from Dec.1 to allow John P and John B to have more time to prepare their end-of-month reports.

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

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