

**KUC Administration Committee Meeting  
ZOOM Meeting**

**Meeting – November 4, 2021**

**Present** – Jack Nancekivell, Donna Mowry, John Phillips, Ralph Knowles, Gregg McClelland, Gord Dunbar, John Brash

**Regrets** – Julia Metzger

**Opening Prayer** – Gord opened with a prayer.

John Phillips will be recording the meeting for playback purposes only.

**Minutes of the October 7, 2021 Meeting** –

**MOTION** to accept the October 7, 2021 minutes as corrected.

Moved by: Jack Nancekivell

Seconded by: John Phillips

**CARRIED**

**Correspondence** – None at this time

**Treasurer's Report** – Prepared and presented by John Brash

John Brash reviewed his submitted report. Currently have \$22,678.12 for available funds.

The Income and Expense Statement shows the “Investments Cashed” as \$25,489.11. This figure is actually the total of several items; the actual amount of investments cashed was \$20,000. John B. will record that separately on the next Statement.

Motion to transfer \$1919.21, donated to the Nursery Windows Project, from the Hope/Blooming Faith Menu to the Capital Projects Fund.

Moved by: Ralph Knowles

Seconded by: Jack Nancekivell

**CARRIED**

This money will go towards the cost of replacing the four windows on the south side lower level (two of which are the Nursery windows).

The Committee examined the 2022 Budget and will now forward it to Council for their approval.

Donna stated that \$1000 for the Affirming Committee has been added to the Administration Budget.

Gregg stated that the \$10,000 in the Budget for Insurance might not be sufficient to cover the cost. He is still negotiating with the Insurance Company.

John B. has been communicating with Erik Mathiesen from UCC who feels that one signature on financial documents is okay as long as there are timely safeguards. John B. explained the safeguards we have within the financial situation of our church.

Motion: On November 4, 2021, the Administration Committee of Kincardine United Church authorizes the Treasurer to disburse funds with one signature.

Moved by: Jack Nancekivell

Seconded by: Gregg McClelland

**CARRIED**

An Internal Policy:

Motion: The Administration Committee requires a second person to oversee any disbursements over \$1000 to ensure the protection of the Treasurer and the church and that second person shall be one of the following: Council President, Donation Steward or the Administration Committee Chair.

Moved by: Gregg McClelland

Seconded by: Jack Nancekivell

**CARRIED**

**Donation Steward's Report** – Prepared and presented by John Phillips

The General Fund Givings Total for October was below the rolling average and below the 2020 monthly total.

John P. stated that we need to start thinking about getting some new members, hopefully some younger members. Perhaps we need to use Facebook to attract them. He and Mary offered to get it started and update it on a regular basis for six months to a year and then turn it over to someone else. This will be discussed in more detail at the next meeting.

The Year-to-Date Donation Statements will be sent out soon.

We are still looking for more contributors for the Around the World in 60 Minutes Project. Contact Mary & John Phillips if you wish to show your pictures or need more information.

John P. completed the annual Benevity Re-Certification.

Gord will put a write-up in the Announcements asking members to contact Sarah if they have any information about a member which would be helpful in keeping our files up to date such as a move or a death.

**Property Report** – Prepared and presented by Ralph Knowles

Ralph reviewed his submitted report.

Brick work - completed, waiting for the bill.

Colour scheme for window trim in the sanctuary – needs to be selected

Windows on south side lower level – Fisher has the frames made; they are waiting delivery of the glass

New Office Hours on the outside office door– still waiting for Kincardine Commercial Printing to change the numbers

Vertical light bar above the organ and the piano – to be removed as they are not required

Payment to Epcor – still trying to get the payment reduced to our original quote

**Old Business** – already covered within the previous reports

**New Business** –already covered within the previous reports

**Adjournment** – Gregg moved for adjournment at 12:03 pm

**Next Meeting** – **Thursday, December 2, 2021 at 10 am, via ZOOM**

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Administration Committee – Secretary for the Meeting

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Administration Committee – Member of the Committee