

**Minutes of the Administration Committee Meeting, October 23, 2018**

**Present:** Donna Mowry, Liz Dillman, Ralph Knowles, Gregg McClelland, Jack Nancekivell, Ron Smith, John Phillips, Gord Dunbar and Kerry Stover.

**Absent:** Gerry Stephens

Gord Dunbar opened the meeting with a prayer.

It was moved by Jack Nancekivell and seconded by Gregg McClelland that the minutes of the September 25 meeting be approved as circulated. **Motion Carried**

**Treasurer's Report** – presented by Liz Dillman

Revenue to October 22, 2018.....\$180,032

Expenses to October 22, 2018.....\$202,947

Deficit to October 22, 2018.....\$ **22,915**

Reconciled balance as of October 22, 2018 would be - **\$6,835.94** if special project money was distributed.

Liz created a new format for the Treasurer's Report showing totals only for revenue and committee disbursements. It was moved by Jack Nancekivell and seconded by Ralph Knowles that the Administration Committee accept this new format for the Treasurer's Report. The detailed report will be available in the Office. **Motion Carried**

This new format will be used for the Budget Meeting in December.

The Treasurer informed the Administration Chair that we needed \$25,000 put into our account. The Committee decided to borrow money rather than cash in Investments so Ron Harris, Trustees Chair, was authorized to arrange funding for \$25,000 with Nesbitt Burns as a margin loan against our Investments.

We will vote on the 2019 Budget next month.

**Envelope Steward's Report** – presented by John Phillips

The "General Fund Givings" for September were \$18,777, an increase of \$5728 on the 5-year average – however \$3212 was the GST/HST refund. John is planning to create different categories within the program so it will show weekly offering only.

John is still using the old computer program as well as the new Power Church Program. He then spoke about the many features of this new program which we may be able to access in the future.

John has the computer from Rod Coates set up in the small room off the Resource Room.

**Property Report** – presented by Ron Smith

- a) The Storage Room near the elevator has been cleaned out and many seasonal items have been moved to the storage room in the balcony.
- b) Kitchen – several ladies cleaned the kitchen last Thursday and the Kitchen Inspection on Friday went very well.

- c) Ralph Knowles is arranging for the carpet in the Fellowship Hall to be cleaned
- d) Property Committee is planning to clean the Electrical Room

### **Old Business**

- a) Donna and John decided it was not necessary to meet with the Counters.
- b) Council decided that the decision about applying for grants from the Trillium Foundation should be made by the congregation so it will be an item on the Agenda at the Budget Meeting in December.
- c) The following changes were made to some of the Wish List Items:
  - 1) The Sanctuary Carpet cost was estimated at \$5000.
  - 2) The priority on the North Roof was changed from high to medium.
  - 3) The Committee felt that Washroom Upgrades should be removed from the List and replaced as necessary from the maintenance portion of our Budget. If Council wishes to leave it on the List then it should be stated “as needed” and low priority.
  - 4) The priority on the Automatic Door at the Ramp should be changed from medium to high.
  - 5) The Front Door should be changed from an automatic door to replacement of the door.

### **New Business**

- a) We bought a new freezer for the kitchen.
- b) It was moved by Jack Nancekivell and seconded by Ron Smith that the following people will have signing authority on the Church’s Bank Account: the Treasurer, Envelope Steward, Council President, Administration Committee Chairperson and a member at large chosen by Council. There must be two signatures on all cheques and documents. **Motion Carried**  
Donna will take this motion to Council for their approval.
- c) Get Well cards were sent to Dotty McClelland from Administration (Property) and Ron Elliott from Administration (Property and Trustees).
- d) Donna showed a picture of the bench at No Frills in memory of Todd Walker. Some of our church members donated towards the cost of this bench.

### **Gord’s Comments**

Gord stated that the Stewardship Campaign was going to be a positive focus campaign and that the letters would be mailed out soon.

Gregg McClelland moved the meeting be adjourned.

Next meeting will be Tuesday, November 27 at 10 am.