

**Kincardine United Church Administration Committee Meeting**  
**Tuesday, October 24, 2017**

The Administration Committee of Kincardine United Church was called to meet on Tuesday, October 24, 2017 in the Resource Room. Members present were Donna Mowry, Rod Coates, Ralph Knowles, Gregg McClelland, Dotty McClelland, Jack Nancekivell, Ron Smith, Gerry Stephens and Liz Dillman.

**Regrets:** Gord Dunbar (Study Leave)

**Call to Order**

Donna Mowry called the meeting to order at 10:00 AM.

**Opening Prayer**

Gregg McClelland opened the meeting with a prayer.

**Minutes of Special Meeting held on September 10, 2017 after church**

Donna Mowry handed out a shorter version of the minutes of the meeting on Sept. 10. It was moved by Gregg McClelland, seconded by Rod Coates that the motion which was passed at the September 28 meeting approving the minutes from the September 10 meeting be rescinded. **CARRIED**

Donna Mowry then reviewed the revised version of the minutes from the September 10 meeting. It was moved by Gregg McClelland, seconded by Rod Coates that the revised version of the minutes of the September 10 meeting be approved. **CARRIED**

**Minutes of Previous Meeting – September 28, 2017**

It was moved by Rod Coates, seconded by Liz Dillman that the minutes of the September 28 meeting be approved as circulated.

**CARRIED**

**Correspondence**

None

**Treasurer's Report**

Liz Dillman distributed the financial statement for the period ending October 23 (not including the deposit for October 22). We still have a deficit for 2017, with expenses exceeding revenue by \$31,295.

Liz stated that she sometimes receives Invoices late because they have been put in the Committee slots outside the office door and are either too short to be seen or get tucked into pamphlets. Donna Mowry, along with Sarah MacKenzie (Office Co-ordinator), will try to work out a solution to this problem and pass this information along to the various Committees.

**Envelope Steward's Report**

Rod Coates stated that the "2010 Financials", which were stored in the mouldy box in the Counting Room, have been discarded.

Rod announced that the 2018 Offering Envelopes have arrived, 60 boxes – less than last year, so he will need to assign new numbers to some members. Also some members on PAR may be assigned a new number.

### **Property Report**

Ralph Knowles cleaned the downspout at the corner of the north wall of the Counting Room and hopefully this will clear up the water problem in that corner.

Dotty McClelland reported that the storage room near the elevator has been cleaned; the walls, ceiling and floor have been painted; items have been placed in plastic bins on shelves. Many thanks to the Property Committee plus a few others for a job well done!!!

### **Trustees Report**

None

### **Old Business**

#### **a) Facility Usage Policy and Procedure**

The Committee made one change to the Facility Usage document which Rod Coates had presented at the September 28 meeting. It was moved by Jack Nancekivell and seconded by Ron Smith that the Facility Usage Policy and Procedure Document be approved as amended. **CARRIED**

#### **b) Work Bee**

Dotty McClelland reported that the Work Bee held on October 19 was a huge success. Donna Mowry thanked Dotty for organizing the Bee and for providing the lunch. Dotty said she would be organizing another Work Bee in the spring.

#### **b) Storage Area**

Bev McLelland has been given a cupboard next to the choir loft to store her yoga supplies.

### **New Business**

#### **a) Church Keys**

Rod Coates reported that we are running low on spare keys for the church so we need to develop a plan to address this issue before all spare keys are gone.

#### **b) New Membership Computer Program**

Rod Coates talked about the new Membership Computer Program and the various categories in which people are identified. M & M are asking all Standing Committees what information they would like retained in this program and under what categories.

#### **c) Request from Ron and Sheila Elliott**

Committee briefly discussed a request given to Gord by the Elliots. We decided it was an issue for M & M and asked Liz to take this request back to that Committee.

**d) Thank You to the Property Members**

Donna Mowry thanked the Property Committee for all the projects they have completed this year. She also thanked them for replacing Dave Walker in the summer when he was on Compassionate Leave.

**e) Budget**

Committee prepared the Administration Budget for 2018.

<b><u>ADMINISTRATION</u></b>	<b><u>2017 BUDGET</u></b>	<b><u>2017 ACTUAL</u></b>	2018 Budget
Envelopes	\$300		\$200
ADP Payroll Charges	\$350	\$220	\$375
PAR Costs	\$400	\$267	\$450
Bank Charges	\$375	\$461	\$700
Loan Interest	\$1,500	\$443	\$500
Loan Payments	\$25,000	PAID IN FULL	\$0
Church Maintenance	\$7,000	\$2,014	\$10,000
Municipal Water Charges	\$1,400	\$598	\$1,200
Insurance Church	\$7,300	\$6,462	\$7,000
Cleaning and Paper Supplies	\$400	\$320	\$500
Bag Tags	\$300	\$140	\$150
Hydro	\$30,000	\$19,298	\$30,000
Elevator Maintenance	\$2,000	\$1,018	\$2,000
Presbytery Allotment	\$8,000	\$3,214	\$7,000
Postage, Paper & Copier (including newsletter)	\$5,500	\$2,916	\$4,500
Office Furniture		\$412	\$0
Office Computer and Software	\$1,200	\$1,258	\$500
Search Committee	\$2,000	\$564	\$0
Advertising	\$200	\$82	\$100
Miscellaneous	\$500	\$242	\$300
Telephone and Internet	\$2,700	\$1,732	\$2,700
Training	<b>\$0</b>	<b>\$200</b>	\$300
Total	\$96,425	\$48,133	

**TOTAL BUDGET FOR 2018 = \$68,475**

**Adjournment**

Gregg McClelland moved the meeting be adjourned.

**Next meeting will be on Tuesday, November 28, 2017 at 10 AM.**