

Minutes from the Administration Committee Meeting, October 3, 2024

Present: Donna Mowry (Chair and Secretary), Ralph Knowles, John Phillips, Liz Dillman, Jack Nancekivell and Dotty McClelland.

Absent: None

Liz Dillman opened the meeting with a prayer.

Minutes of the September 5, 2024 Meeting

Motion: that the minutes of the September 5, 2024 meeting be approved as amended.

Moved by Dotty McClelland

Seconded by Jack Nancekivell

CARRIED

Correspondence - None

Treasurer's Report – prepared and presented by Liz Dillman

Bank Balance as of September 30, 2024.....\$23,300.25

Reconciled Bank Balance as of September 30,2024.....\$ 5,764.36

Allocated Funds as of September 30, 2024.....-\$23,547.93

Net Funds Available as of September 30, 2024.....-\$17,783.57

Donation Steward's Report – prepared and presented by John Phillips

The General Fund Givings total for:

August – \$14,034, below the rolling average and below the 2023 August total

September - \$13,405, below the rolling average and below the 2023 September total
77 households on PAR.

John explained the costs of using various donation methods such as Canada Helps, Benevity Fund, Pay Pal etc. shown on the information sheet he emailed to us.

We approved the Donation Steward Job Document update changing the name from Envelope Steward to Donation Steward.

John recommended a Zoom webinar offered by Canada Helps on **donations of securities**. A copy of the U-Tube webinar may be found at:

https://www.youtube.com/watch?v=VTvQnfQz_pg

Motion: that John has permission to dispose of the various components of the spare computer from the learning centre as he deems appropriate.

Moved by Jack Nancekivell

Seconded by Ralph Knowles

CARRIED

Property Report – prepared and presented by Ralph Knowles

The toilet on the south side of the Fellowship Hall was out of service for a week. Don Manary corrected the flush mechanism.

Don Manary replaced the rheostat controlling the fans in Fellowship Hall.

The dishwasher is not drying some of the dishes. Donna will contact various repair companies who service commercial dishwashers.
Ralph installed new batteries as well as a new paddle in the AED device.

Old Business

Jack and Liz will meet with the staff at the Royal Bank to determine if we should open an account at that bank and if so, which type of account.

Council gave permission to hang the orange shirts in Fellowship Hall and in the Resource Room. Many thanks to Ralph who has already completed this task.

New Business

We prepared the Administration Budget for next year – total for 2025 is \$54,625.

BUDGET for 2025

ADP Payroll Charges.....	\$ 400
Bank Charges.....	\$ 350
Church Maintenance.....	\$ 4,000
Municipal Water Charges.....	\$ 1,000
Insurance.....	\$12,500
Online Service Charges.....	\$ 525
Westario.....	\$20,000
Elevator Licence and Maintenance.....	\$ 1,800
National Assessment.....	\$ 8,500
Office Expenses.....	\$ 3,000
Advertising.....	\$ 100
Council Miscellaneous.....	\$ 50
Training/Conferences.....	\$ 200
Telephone and Internet.....	<u>\$ 2,200</u>
Total for 2025.....	\$54,625

In July, we returned the stamp machine that we were renting from Pitney Bowes. After many emails and telephone calls with no results since July, we have decided to close out our account with them even though they still owe us a small refund.

Donna Mowry moved the meeting be adjourned.

The next meeting will be Thursday, November 7 at 10 am in the Resource Room.