

**KUC Administration Committee Meeting
ZOOM Meeting**

Meeting – October 7, 2021

Present – Jack Nancekivell, Donna Mowry, Julia Metzger, Ralph Knowles, Gregg McClelland, Gord Dunbar, John Brash

Regrets – John Phillips

Opening Prayer – Gord opened with a prayer.

MOTION to enable Julia to record the minutes for play-back purposes to make sure the minutes and motions are accurate. Said recording to be deleted once minutes are approved by the meeting Chair.

Moved by: Jack Nancekivell

Seconded by: Gregg McClelland

CARRIED

Donna mentioned that the permission note should appear at the beginning of all future minutes of zoom meetings. Example of permission note:

- Permission was granted October 7, 2021, to allow Julia to record the minutes for play-back purposes to make sure the minutes and motions are accurate. Said recording to be deleted once minutes are approved by the meeting Chair.

Minutes of the September 2, 2021 Meeting –

MOTION to accept the September 2, 2021 minutes as circulated

Moved by: Ralph Knowles

Seconded by: Jack Nancekivell

CARRIED

Correspondence – None at this time

Treasurer's Report – Prepared by John Brash

John Brash reviewed his submitted report. Currently have \$14,675.19 available funds.

There are some outstanding expenses coming due – brick pointing, fixing organ and tuning pianos

M&S donations are sent to UCC every quarter

Donna mentioned that the received Grant Money to be left in the Capital Fund account for now.

John reviewed the information he gathered from UCC webinar regarding e-transfers and one signature for signing authority.

MOTION to set limit for e-transfer amount up to and including \$1,000 with one signature being required and a monthly expense report forwarded to the Administration Committee. Bills over \$1,000 will still be paid by cheque which require two signatures.

Moved by: Jack Nancekivell

Seconded by: Gregg McClelland

CARRIED

John Brash has been asked to review the accounts to determine what monies was used from the General Account for the heat pump capital project so that the Grant Money can be disbursed appropriately.

Donation Steward's Report – Prepared by John Phillips, reviewed/presented by Donna
PAR givers is down to 78

Counting procedures are going to change. John Philips and Donna Mowry will review the new process with all money counters.

Around the World in 60 Minutes – was discussed and determined that if Mary & John Phillips are willing to go ahead with this, it was suggested that it could be done sometime in the winter months in the New Year. We can monitor any feedback on how well it is received.

Memorial Legacy Tree – There will be two different colored leaves. One colour for donations of \$1,000 up to \$9,999 and the other colour for donations of \$10,000 and above. Council to make final decision on to where Memorial funds are to be allocated. Policy/Procedures need to be created/implemented.

Hymn Sing Total Donations \$1,860 from 14 sponsors.

End of October or early November might be a good time to issue updated statement for annual givings to-date – pre income tax – to enable members to re-evaluate their financial status prior to end of year.

MOTION:

To increase Donation Steward Honorarium to match the Treasurer Honorarium starting next year 2022.

Moved by: Jack Nancekivell

Seconded by: John Brash

CARRIED

Property Report – Prepared by Ralph Knowles

Ralph reviewed his submitted report.

Brick work near the ramp door has been completed. More work than initially expected. Waiting on invoice.

Painting the underside and walls under the balcony should be finished up today or tomorrow. Lot of repair work was done as well.

Carpet – on hold for now

Windows on south side lower level – may be completed by the end of this month

Windows in sanctuary needs to be done, if not this year, for sure next year.

Door to office – Gord to suggest having plexiglass in front of Sarah's desk.

New office hours are 1:30 to 5 pm Tuesday to Friday. Office hours on door will be changed.

Discussed payment to the Gas Company. The amount is considerably more than we were quoted. Ralph will look into this.

Old Business –

Sample Incident Report Form taken to Insurance Company- Gregg hasn't heard anything back from the insurance company regarding this. "No news is good news". Holders are up, visible and accessible for these reports.

New Business –

Administration Budget:

Envelopes - \$0 (have lots left over)

Payroll Charges - \$375

PAR Charges & Online Bank Charges - \$600

Bank Charges - \$400
Church Maintenance - \$6,000
Water Charges - \$1,200
Church Insurance - \$10,000
Westario - \$20,000
Elevator Maintenance - \$1,200
National Assessment - \$7,500
Postage/Paper/Copier - \$5,500
Advertising - \$100
Council Miscellaneous - \$100
Training/Conferences - \$600
Telephone - \$2,000

Stewardship Campaign – presented by Gord

Stewardship Packages going out end of Oct – electronic and snail mail. Working on creating a form that can be completed online for easier submission.

At our January meeting 2021 the Evacuation Agreement with Trillium Court was reviewed. Donna has reviewed the existing policy and made revisions as discussed with the committee.

Dylan Subject, Executive Director, wants to get a new agreement set up.

Donna will be working with Dylan to make sure the information – ratio numbers are accurate.

New Agreement will be effective October 21, 2021 to December 31, 2022.

MOTION:

To allow Donna Mowry and Jack Nancekivell to sign the Evacuation Agreement once details have been reviewed.

Moved by: Gregg McClelland

Seconded by: Ralph Knowles

CARRIED

Adjournment – Gregg moved for adjournment at 11:43 am

Next Meeting – **Thursday, November 4, 2021 at 10 am, via ZOOM**

Administration Committee - Secretary

Administration Committee – Chair