

Minutes of the Administration Committee Meeting, September 25, 2018

Present: Donna Mowry, Liz Dillman, Ralph Knowles, Gregg McClelland, Jack Nancekivell, Ron Smith, Gerry Stephens and Kerry Stover.

Absent: John Phillips and Gord Dunbar

Donna welcomed our new Intern, Kerry Stover, to our Meeting. Committee members then introduced themselves.

Kerry opened the meeting with a prayer.

It was moved by Jack Nancekivell and seconded by Liz Dillman that **the minutes of the June 26 meeting be approved as amended.** **Motion carried.**

Treasurer's Report – presented by Liz Dillman

Revenue to August 31, 2018.....\$152,822

Expenses to August 31, 2018.....\$174,649

Deficit to August 31, 2018.....\$ **21,827**

Reconciled balance as of August 31, 2018.....**\$18,258.29**

It was moved by Jack Nancekivell and seconded by Gregg McClelland that the **“Treasurer's Job Description” be approved as amended.** **Motion carried.**

The Committee agreed with Liz's suggestion that we purchase a **program which would automatically backup the work on each computer every night** and money was added to the Budget to cover this cost.

Envelope Steward's Report – prepared by John Phillips, presented by Donna Mowry

The “General Fund Givings” were as follows:

July - \$17,304 (an increase of \$3100 over the 5-year averages)

August - \$18,803 (an increase of \$4300 over the 5-year averages)

We have increased PAR by 3 new and one update.

John upgraded the **computer system in the small office (now Kerry's Office) to dual monitors.** Jason Phillips, son of John and Mary, donated these monitors from his company, Jason Engineering Company. Sarah MacKenzie did not want a second monitor however the original one from the small office can be installed at any time.

It was moved by Jack Nancekivell and seconded by Ron Smith that **we accept the used computer which Rod Coates has offered to us.** **Motion carried.**

John will set up this computer in the library.

Donna will organize a meeting with the counters to discuss some issues with recording the Sunday offering.

The “Donations to Date” letters, normally sent out in November, will be sent out with the Stewardship Campaign letters in October, if possible.

Property Report – presented by Donna Mowry and Ron Smith

- a) We discussed the Bat Situation and decided to try two possible solutions put forth by Jack Nancekivell before we contact professional companies.
- b) Two lamps were purchased for use in either the choir room or the chapel.
- c) Ron Smith sent an e-mail to the Municipality about the possibility of a second “Handicapped Parking Spot” north of the current one but received no reply. Donna Mowry did a follow-up and went to the Municipal Office, spoke to Amberley. The Municipality is in the process of changing some by-laws including parking so will decide on our request at that time.
- d) Jack Nancekivell installed acrylic plastic in the doors of the display case.
- e) We would like to thank Bill McTavish for cutting the grass all summer.
- f) Angie Drummond has agreed to look after the flower beds on the south side.

Old Business

a) Donna spoke to Ron Harris about our Line of Credit. We need more information about accessing and using this credit so will invite Ron to one of our meetings.

New Business

- a) The Programme Committee decided to extend the experiment to not collect the Sunday offering by passing the offering plates until the end of December.
- b) Re: Stewardship Campaign (Oct.14 – Nov.18, except for Nov.11). Gregg McClelland and Donna Mowry agreed to act on the Stewardship Committee along with Gord Dunbar and Kerry Stover. Since Stewardship involves finance and membership, Donna sent an e-mail to M&M to ask if they would find two additional members for the Committee.
- c) Re: The Blessings Menu (formerly The Hope Menu). The Committee decided to remove Choir Chairs, Nursery Storage and Healing the Heartbreak books from last year’s menu because they have been completed. We would like the Automatic Door Opener and the Electronic Sign to remain. Other items from the Hope Menu will be decided by the appropriate committees.
- d) Sarah received word from BMTS that the phone in the small office is nearing the end of its life. It is working fine right now so we decided to make a decision on the phones when the need arrives.
- e) We discussed obtaining Grants for the Automatic Door Opener at the ramp door. We will look into various possibilities. May we apply for a Grant from the Trillium Foundation? Donna will take this to Council.
- f) Committee then prepared the Administration’s Budget for 2019. To complete our Budget, we need to determine if Council is planning to continue to pay registration and/or mileage to members attending Training Sessions.

Kerry said he was pleased to be with us here at Kincardine United.

Gregg McClelland moved the meeting be adjourned.

Next meeting will be Tuesday, October 23 at 10 am.

