

**Minutes from the Administration Committee Meeting, Sept. 7, 2023**

**Present:** Donna Mowry (Chair and Secretary), Ralph Knowles, Jack Nancekivell, John Phillips, Liz Dillman and Gord Dunbar.

**Absent:** None

Gord Dunbar opened the meeting with a prayer.

**Minutes of the August 17, 2023 Meeting**

Motion: that the minutes of the August 17/23 meeting be approved as circulated.

Moved by Jack Nancekivell

Seconded by Ralph Knowles

**CARRIED**

**Correspondence – Nil**

**Treasurer’s Report** – prepared and presented by Liz Dillman

Bank Balance as of August 31, 2023.....\$47,529.08

Reconciled Bank Balance as of August 31,23.....\$16,310.35

Allocated Funds.....-\$28,174.37

Net Funds Available.....-\$11,864.02

Liz will prepare a Treasurer’s Report for the Announcements next Sunday.

The “Postage, Paper and Copier” item listed under Administration’s Budget will now be called “Office Supplies”.

Donna will inform Council there is a \$1000 undesignated Memorial Wall donation on which they must make a decision.

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

The “General Fund Givings” total for August was \$14,721 which was below the rolling average and below the 2022 monthly total

**PAR** remains constant at 79.

There was very little response to the letter we sent out asking if people would consider increasing their donation.

Liz agreed to write the “Thank You” cards for Memorial Donations made to the church.

**Property Report** – prepared and presented by Ralph Knowles

Ralph and Jack are still working on the Electrical Panel Identification

Smoke detectors are being checked and replaced as needed.

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**Old Business –**

RE: Fundraising - Gord will attempt to find members who would be willing to work with the Administration Committee on ideas for Fundraising.

**New Business**

None

**Adjournment** – Donna Mowry moved the meeting be adjourned.

**Next meeting** – The next meeting should be October 5 but Donna will be away so the Committee moved it to Monday, October 2 and we will invite those who agreed to act on the Fundraising Committee.

Chairperson and Secretary\_\_\_\_\_

Present at the Meeting\_\_\_\_\_