

THE JUNE 2/2022 MEETING WAS CANCELLED.

Minutes of the Zoom Administration Committee Meeting, September 8, 2022

Present: Donna Mowry (Chair and Secretary), Ralph Knowles, Gregg McClelland, Jack Nancekivell, John Phillips, John Brash, Judy Zarubick

Absent: None

Donna welcomed Judy Zarubick, our Supply Minister, to our meeting.

Judy Zarubick opened the meeting with a prayer.

Minutes of the May 5, 2022 Meeting

Motion: that the minutes of the May 5 meeting be approved as circulated.

Moved by Jack Nancekivell

Seconded by Gregg McClelland

CARRIED

Correspondence – Nil

Treasurer’s Report – prepared and presented by John Brash

Revenue to August 31, 2022.....\$138,769.01

Expenses to August 31, 2022.....\$149,497.86

Deficit to August 31, 2022.....**\$ 10,728.85**

Reconciled balance as of August 31, 2022.....\$49,329.85

Allocated Funds.....\$45,823.11

Net Funds Available.....\$ 3,506.74

Received \$1,232.82 from our Insurance Broker because our down payment was not applied to our payments.

The AV Equipment has been installed but no Invoice has been received so nothing has been paid to date.

The cheque to Broadview, dated December 31,2021, still hasn’t been cashed so John will cancel that cheque.

A discussion was held re: the one signature signing authority.

Motion: to accept the “Payment of Kincardine United Church Invoices Policy” created by John Brash. (See Appendix A)

Moved by Jack Nancekivell

Seconded by Gregg McClelland

CARRIED

Donna will inform Council of our decision.

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

The “General Fund Givings” were as follows:

May – \$14,312 (below 5-year average, below 2021 monthly total)

June – \$13,074 (below 5-year average, below 2021 monthly total)

July -- \$17,826 (above 5-year average, above 2021 monthly total)

August --\$15,065 (below 5-year average, above 2021 monthly total)

PAR remained constant at 79.

NOTE: Special Request Donations are up but Regular Givings are down.

Revenue from the Celebration of Life Hymn Sing Service was \$2475.

Finally received refund cheque from Pitney Bowes for incorrect late charges.

Memorial Wall Donation-\$2583.40. Donna will inform Council who will inform Trustees

“Donations to Date” letters were emailed or mailed out in mid-August.

John completed our Benevity Fund re-certification.

John is working with Liz Dillman and Judy Zarubick re: key deposit issues.

Need more people to assist with Facebook. Contact John Phillips.

Financial Records – need to shred those older than 7 years and put the remainder in tubs to protect from water damage.

Property Report – prepared and presented by Ralph Knowles

Re: Elevator Maintenance – Savaria notified us that additional work was needed on the elevator which included new batteries and cables to maintain our certification. This work has been completed; cost was \$1264 which was an unexpected expense and therefore not included in our Budget but it had to be done.

Re: Trouble with the eavestrough on the north-east corner of the Learning Centre - Thompson Eavestrough replaced the total downcomer with a larger size pipe to replace the existing “split” piece.

Re: Wall hung electric heaters in the sanctuary - The Property Committee plans to inspect and clean these this fall.

Re: Final portion of the Faithful Footprints Grant from the UCC Foundation - Ralph submitted the final report in July including a summary of our electrical charges for the past year. We have now received the remaining \$1000.

Re: Sink in second floor south washroom – This has been replaced.

Re: Lynden Tree at south side of the church which had grown over the eavestrough – This was trimmed free of charge by the Municipality because it was on their property.

Re: New Keys – Jack was able to get new keys cut for various doors at the church.

Trustees – presented by Jack Nancekivell

Jack informed the Administration Committee that the Trustees are going to ask Council for permission to reinvest the interest on our Investments instead of turning it over to the General Fund.

Old Business –

The Celebration of Life Hymn Sing Service was well received and the congregation enjoyed singing all the old familiar hymns.

Donna will continue as Administration Chair while Gord is on Sabbatical.

Evacuation Agreement with Trillium Court – a new person is in charge at Trillium, couldn't find the Agreement so Donna took her a signed copy and also sent a signed copy to Sarah to store on the Office computer. This Agreement expires on December 31, 2022.

New Business

We will be preparing our Budget at the October meeting.

We need suggestions for Fundraising Projects to supplement our Weekly Donations.

Jack arranged for Pat Porter and Leanne Guppy to Review the Financial Books for 2020 and 2021. Donna put a notice in the Announcements informing the congregation that this had been done.

Adjournment – Gregg McClelland moved the meeting be adjourned.

Next meeting – Thursday, October 6, 2022 at 10 am

Chairperson and Secretary _____

Present at the Meeting _____

Appendix A

5.1.10 Payment of Kincardine United Church Invoices Policy

All Payment of invoices /accounts must be authorized by any one of the signatories, to wit the Treasurer, Donation Steward, Chair of Administration or Chair of Council.

Procedure

When an invoice/account needs payment, the signatory will decide upon the best practice for payment.

At least once a month the bank statement will be inspected by both the Treasurer and the Donation Steward.

One of the Treasurer's monthly reports submitted to the Administration Committee will be a copy of the bank ledger account.

Adopted: Sept 2022

Revised: Sept 2022