

**Kincardine United Church Administration Committee Meeting April 2017**  
**The Administration Committee met on April 25 at 10 am in the Choir Room.**

**Present:** Donna Mowry (Chair and Secretary), Liz Dillman, Gerry Stephens, Ralph Knowles, Rod Coates, Gregg McClelland, Pastor Judy Zarubick and Dotty McClelland (for part of the meeting).

**Regrets:** Ron Smith and Jack Nancekivell

**Pastor Judy opened the meeting with a prayer.**

**Minutes of the March 28, 2017 Meeting:**

It was moved by Gregg McClelland and seconded by Ralph Knowles that the minutes of the March meeting be approved as amended. Motion carried.

**Treasurer's Report:**

The monthly report was presented.

Revenue from Jan.1 – April 24, 2017.....\$57,012

Expenses from Jan.1 – April 24, 2017.....\$74,067

**Deficit** from Jan.1 – April 24, 2017.....**\$17,055**

Available funds for General Account Use at April 23 is \$8,613.72.

1. Committee discussed using the Manse Funds. It was moved by Ralph Knowles and seconded by Gerry Stephens that we recommend Council request approval from Bruce Presbytery to release the investments in the Manse Account for the Ministry and Mission work of the Kincardine United Church. Motion carried.
2. Also Administration will ask Council to authorize the Trustees to release \$25,000 from the Trustees Account immediately, in anticipation of approval by Bruce Presbytery for us to use the Manse money, and pay off the Line of Credit loan from Nesbitt Burns.

**Envelope Steward's Report:**

1. General Fund Givings for April (as of April 23) .....\$12,189.
2. We have 67 families on PAR and 53 using church envelopes.
3. Power Church software membership information transition still in progress (917 members and adherents). All family units merged and checking final import against VianSoft export.

**Property Report** (from the Administration and the Property Ministry Team Meetings):

**Building:**

1. Install window in wooden door to office (Jack/Ken Z.)
2. Dismantle and remove wooden table in F. Hall by windows
3. New outdoor light fixture required at entrance to New Addition
4. New paper dispenser to be installed in Washroom by office
5. Outside light at front of church requires new timer or equivalent
6. Grass cutting for summer by Bill MacTavish/R.Knowles

7. Brick pointing required at front planter
8. Repair interior wall at entrance to church (drywall??)
9. Waterproof or re-seal bricks on outside of wall by ramp
10. Fabricate and install handrail at stairs to balcony
11. New floor required in washroom by Fellowship Hall
12. Pedestal sink to be installed in 2<sup>nd</sup> floor washroom

### **Operating Procedures**

1. Revise Job Description for Dave Walker and review with him
2. Make list of jobs presently performed or scheduled monthly.
3. Provide a list of instructions for different procedures to be followed: heating, lights, flip-flop switch, A/C control, thermostats and present to Council for review

### **New Work**

1. Requirement for 4 new tables and 2 small tables for Fellowship Hall. Dotty to get price.
2. Request to relocate modesty rail to front part of chancel (to be discussed with David Hamilton, choir and Judy). Existing one to be modified to fit location and/or locate shorter sections.
3. Clean out storage room off Fellowship Hall (Proposed date June 22 or 23). Inform Dotty if you can help.
4. Clean out storage room at top of stairs to balcony and the audio/visual storage room later.

### **Future Planning:**

1. Obtain quote to repair and paint sanctuary
2. Obtain quote for replacing heating and cooling equipment for New Addition.
3. Discuss the quote from Hygrade Roofing and investigate further the pricing for the new roof on the north side.

### **Old Business:**

1. Council approved the establishment of a Fundraising Committee and a notice was put in the Announcements. One person has offered to join the Committee.

### **New Business:**

1. Celebration of Life Hymn Sing will be on May 28. Sponsorship Sheets will be in the Bulletin on May 7, 14 and 21. Four people submitted suggestions for hymns.
2. Rod and Liz left the meeting and the Committee then completed the 2016 Evaluation Forms for the Treasurer (Liz Dillman), Envelope Steward (Rod Coates) and Custodian (Dave Walker).

**Gregg moved the meeting be adjourned.**

**Next Meeting will be on Tuesday, May 23, 2017 at 10:00 am.**

