

Administration Committee Minutes - April 26, 2016

Present: Donna Mowry (Chair and Secretary), Gregg McClelland, Dotty McClelland, Rod Coates, Ralph Knowles, Gerry Stephens and Liz Dillman

Absent: Ron Smith and Jack Nancekivell

Gregg McClelland opened the meeting with a prayer.

MINUTES:

Moved by Rod Coates and seconded by Liz Dillman that the January 26 minutes be approved as amended. Motion carried.

Moved by Gregg McClelland and seconded by Gerry Stephens that the February 17 minutes be approved as circulated. Motion carried.

Moved by Ralph Knowles and seconded by Rod Coates that the March 17 minutes be approved as circulated. Motion carried.

TREASURER'S REPORT: prepared and presented by Liz Dillman

Revenue to April 26, 2016 \$60,828

Expenses to April 26, 2016 \$88,175

Deficit at April 26, 2016 \$27,347

Reconciled Bank Balance at April 26, 2016 was \$7,707.80

KUC was required to borrow \$15,000 in April from the Bank in order to meet Payroll Expenses. We will also be required to borrow approximately \$10,000 in May in order to meet Payroll Expenses.

A discussion was held regarding our safety deposit box at the bank. This info will be passed on to Ron Harris, Chair of the Trustees.

ENVELOPE STEWARD'S REPORT: prepared and presented by Rod Coates

The "General Fund Givings" for April were **\$12,987**. This amount is higher than the April 2015 total but it still does not meet the monthly total required to meet the Budget.

Rod is now saving the Income Tax files on a memory stick.

Rod is going to look into the Boston Pizza situation.

PROPERTY REPORT:

- a) Ralph fixed the door handle on upstairs washroom, closest to the chapel.
- b) Gerry will install receptacle(s) behind the organ and possibly other places.
- c) Jack fixed the tap at sink next to the stove.
- d) Dotty is organizing a "Cleaning" Bee - possible date is Thursday, June 16.

OLD BUSINESS:

Liz Dillman and Dave Walker's evaluations were updated & will now be given to M & P.

NEW BUSINESS:

- a) The "Celebration of Life" Hymn Sing is on May 29 – note name change from "Memorial" Hymn Sing. Forms will be in "Life & Work of the Church" on May 8, 15 & 22

b) A discussion was held about permanently combining Property and Administration meetings. Property Ministry Team members would like to have their meetings separate. It was decided that Property would meet separately for most months but may need to combine again in January, February and March.

COUNTERS:

No counters will be required for July 10—we'll join the Blues Festival in the Park.

Donna Mowry **adjourned** the meeting.

Next meeting will be on Tuesday, May 24 at 10 am.