

**Administration Committee Minutes – June 28, 2016**

**Present:** Donna Mowry (Chair and Secretary), Ron Smith, Liz Dillman, Rod Coates, Ralph Knowles, Gregg McClelland, Dotty McClelland, Gerry Stephens and Jack Nancekivell.

**Absent:** Don Harry

**Gregg McClelland opened the meeting with a prayer.**

It was moved by Jack Nancekivell and seconded by Liz Dillman that **the minutes of the May 24 meeting be approved as circulated.** Motion carried.

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

Revenue to June 27, 2016.....\$114,825

Expenses to June 27, 2016.....\$123, 121

Deficit to June 27, 2016.....\$ 8,296

However we do have \$25,000 (\$15,000 in April and \$10,000 in May) in outstanding loans so the actual deficit is **\$33,296**

Fortunately we didn’t need to borrow any more in June.

Reconciled balance as of June 27, 2016.....**\$13,552.03**

**Envelope Steward's Report** – presented by Rod Coates

The final total for General Fund Givings for May, 2016 (including May 29) was \$12,064

The total for June, 2016 was \$11,389

The “Donations to Date” letters will be sent out in July.

**Property Report** – presented by Ron Smith

a) Ron reported that the Work Bee, organized by Dotty McClelland, was very successful. Many volunteers showed up and many areas of the church were cleaned. Dotty provided the volunteers with a delicious lunch. She is planning to have another Work Bee in the fall.

b) The baseboard in the Chapel and Choir Room was “reglued” to the wall.

c) Hurontel has installed the conduit from the street to the side of the church in case we wish to switch to their fibre optic Cable system in the future.

Donna announced that the **Trillium Court Evacuation Plan** letter has been signed by Ron Harris and delivered to Trillium Court.

**Old Business**

a) Donna thanked those who assisted with the **Celebration of Life Hymn Sing**. We had 23 sponsors and we raised \$2380.

b) Rod announced that our donation box is back in place at **Boston Pizza** and we recently received a cheque from them for **\$200**.

c) It was moved by Rod Coates and seconded by Gregg McClelland that we accept the Recommendations of the Committee looking into Upgrading the Office Workcentre. The Recommendations were as follows: 1) That Kincardine United Church enter into an updated agreement with Midwestern Communications to supply us with a **Konica Minolta 364 workcentre copier**, with a 5-year lease term as proposed. 2) That the Kincardine United Church **activate user names and passwords** for use of the new workcentre. Motion carried.

### **New Business**

a) It was moved by Jack Nancekivell and seconded by Gregg McClelland that we purchase a **small fireproof strongbox** for the office, with the cost not to exceed \$250. Motion carried. Liz will look after purchasing this.

b) It was moved by Rod Coates and seconded by Dotty McClelland that we look into having an **energy management audit** done at the church to find out how we might save on energy costs. Motion carried. Rod will look after this.

c) The Committee discussed **upgrading the Office Computer**. Rod offered to check out various options such as switching the minister's computer and the office computer etc. before we make a decision.

**Gregg McClelland moved the meeting be adjourned.**

**Next meeting will be on Tuesday, September 27 at 10 am.**