

Minutes of the Administration Committee Meeting April 24, 2018

Present: Donna Mowry (Chair and Secretary), Gregg McClelland, Gerry Stephens, Liz Dillman and Gord Dunbar.

Regrets: Ron Smith, Jack Nancekivell, Dotty McClelland, Ralph Knowles, John Phillips.

Opening Prayer: Gord Dunbar

Minutes of the January 23, February 27 and March 27 meetings:

Moved by Gregg McClelland and seconded by Gord Dunbar that the minutes of the January 23 meeting be approved as circulated. **Motion Carried.**

Moved by Gerry Stephens and seconded by Liz Dillman that the minutes of the February 27 meeting be approved as circulated. **Motion Carried.**

Moved by Liz Dillman and seconded by Gord Dunbar that the minutes of the March 27 meeting be approved as amended. **Motion Carried.**

Treasurer's Report: Liz presented the Treasurer's Report.

The Bank Account Reconciliation Statement showed a balance of \$18,156.48.

Liz stated that there will no longer be any details shown under "Ministry and Personnel" Committee on the Financial Statements, only the totals. This is in keeping with the Privacy Act.

Envelope Steward's Report: This report was prepared by John and presented by Donna. The "General Fund Givings" for March were **\$13,904**, which was approximately \$2000 more than last year.

Property Ministry Team Report: The minutes of the Property Ministry Team Meeting held prior to the Administration Meeting are included with these minutes.

Trustees Report: No Report.

Old Business:

- 1.0 Shortage of Keys: The Committee decided to address this issue if a problem arises.
- 2.0 Boston Pizza Program Policy (prepared by Jack Nancekivell): Committee agreed that the Policy be taken to Council for approval.
- 3.0 New Job Descriptions: Liz is preparing a new Job Description for the Treasurer and Gord is going to meet with Dave Walker to update the Job Description for the Custodian.

New Business:

- 1.0 "Celebration of Life" Hymn Sing: Date is May 27. Forms will be available on May 6, 13 and 20. Closing date for submissions will be May 22 at 2 pm. The Committee decided to leave the forms exactly as they have been in the past.
- 2.0 Spring Work Bee: Gregg reported that Dotty is organizing a Work Bee to be held on May 9.

3.0 Liz asked if the date for the Administration meetings could be changed. Donna will look into this.

4.0 Donna thanked Liz for preparing the Administration Report for the 2017 Annual Report.

Gord's Report:

Gord suggested we need a Policy regarding posting items on the glass doors at the Office entrance.

Gregg moved the meeting be adjourned.

Next meeting date will be in May. Date to be announced later.

Minutes for Property Committee Meeting April 24th, 2018 9:30 AM.

Present: Gerry, Bill McT., Ron E., Gord.

Regrets: Dotty, Ron S., Bev

Opening Prayer: Gord Dunbar

Approval of Previous Minutes: Minutes from March 27th meeting. Motion by: Gerry
Seconded by: Ron CARRIED.

On Going Projects:

Since we didn't really have an agenda, we talked about the following:

1. **Emma's Garden:** Gord will contact Jan Johnstone to discuss changes to the garden that keep the windows from being obscured, that eliminates the grow-over onto the walkway beside the garden and which allows for changes in the planted flowers seasonally. As well, Gord will discuss with Jan the maintenance of Emma's Garden so that Jan does not feel she is expected to maintain it, but that the garden will still respect Emma's memory.
2. **Front "Garden:"** The "garden" in the front of the church is not really a garden but a place in which bushes grow. Discussion included how to change the space to make it more of a community space – an extension of Victoria Park in many ways. This is an approach that provides a more welcoming space to the public and makes the church less intimidating. As well, the group decided that they would severely trim back the bushes this week and remove a few of them. Finally, a test hole will be dug to explore the condition of the foundation at the ground level with the sidewalk. Prospective plans may include removing the entire front garden, using old pews as public benches, making use of large flower pots in which the flowers can be seasonally changed and considerations for an electronic sign.

3. **Cutting Grass:** Bill volunteered to cut the grass once again this year. The rest of the committee thanked him profusely for his dedication, and in relief they wouldn't have to do it themselves....

Adjournment: The meeting was adjourned at 9:57 a.m. because the Administration Committee was about to meet and needed the space. Some of us even stayed for the Administration meeting.

Prepared by Gord Dunbar.