

KUC Administration Committee Meeting
APRIL 23, 2019

Present – Donna Mowry, Kerry Stover, Liz Dillman, Gord Dunbar, John Phillips, Ralph Knowles, Julia Metzger

Regrets – Ron Smith, Gregg McClelland, Jack Nancekivell, Gerry Stephens

Welcome our new member - Donna extended a warm welcome to me, Julia Metzger, as a new member to the Administration Committee and as committee secretary.

Opening Prayer - Kerry opened with a prayer.

Minutes of the March 26 meeting –

MOTION to accept the March 26/19 minutes as circulated.

Moved by: Ralph Knowles Seconded by: John Phillips **CARRIED**

Correspondence – none at this time

Treasurer's Report – presented by Liz Dillman

Due to the Easter holiday monies should be in the account as of today – (i.e. PAR)

Currently have a deficit showing. Report will be updated to April 30th for council meeting.

Suggested that sometime in June we should revisit Expenses/Income prior to new Stewardship Committee focus and possibly piggy back the church photo directory with a Stewardship event.

Envelope Steward's Report – prepared by John Phillips

Monthly report: General fund totals were sent out. All positive.

Working on cleaning up the outdated records. Will look into purchasing plastic boxes to hold the reports for the Treasurer & Envelope Steward.

New owners of Boston Pizza have agreed to continue with the Sunday program. John will talk with them 2 times/year to keep this program on track.

Computer/IT – Discussion on current needs for updating the existing program(s) used at the church.

MOTION to update Office 365 and to purchase Power Church Software online version as soon as possible.

Moved by: John Phillips Seconded by: Ralph Knowles **CARRIED**

John received a letter from My Gift Foundation. It was noted that there is a major markup prior to us receiving the donation: 8% plus \$10 per cheque issued to the church for any credit card or online donations only. The cheque fee would be waived if direct deposit is set up. John will talk to the funeral home to see if there are any other options, i.e. Canada Helps.

John has been contacted by someone that there will be an estate donation coming in.

Property Report – report from Property meeting held prior to Administration meeting is attached at the end of this report.

Trustees Report – presented on behalf of Gregg McClelland
The Final Contract for Insurance Policy has saved us \$681.60.

Old Business –
Custodian's Job Description – property committee is still working on it.
Staff Review Forms – all positive feedback, have been completed and handed in.

New Business –
Donna asked who would be available on May 26 to take part in the Celebration of Life Hymn Sing Service. Will need an announcement put into the bulletin – May 5, 12 & 19 – Donna will talk to Sarah about this and about adding “Other Donors” section.

Gord's Report – Stewardship committee – If there is anyone you would like to suggest for this committee please forward their name to Gord. John offered to put his name forward.

Kerry's Report – Kerry thanked us for these last 8 months. He also appreciated being invited to attend these meetings. Thank you for taking the shamrocks off his hands. He has really enjoyed his time here at Kincardine United Church.

Donna thanked Kerry for being here. We will all miss him.

Gord ended the meeting with a prayer.

Adjournment – Meeting adjourned by Donna.

Next Meeting – Tuesday, May 28, 2019 at 10:00 am

KUC Property Committee Meeting April 23, 2019

Present: Ralph, Gord, Ron E., Bev J.

Regrets: Ron S., Stu Metzger Dotty, Jack

The following tasks were discussed and assigned as listed below:

- 1.0 Repair drywall on ceiling on the Learning Center second floor plus the wall at the main entrance to the Church Sanctuary.
Status: Jack is meeting with Howard Madill to assess drywall issues. (approx. cost \$2000.00)
- 2.0 Replacement of faulty Emergency Lights.
Status: The replacement of the defective units is ongoing. Status: 90% Complete
- 3.0 Installation of a wireless smoke alarm system.
Status: Jack is reviewing the placement of these devices with Municipal Fire Prevention Officer
- 4.0 The Modesty Rail is complete except for book holders.
Status: new book holders are being made.
- 5.0 Fire Safety and Prevention Policy including security.
Status: Jack has been developing a policy for this purpose and will proceed with the immediate mandate to obtain an approved "Fire Safety Plan" with the Kincardine Municipal Fire Prevention Officer. The Policy intent will be to include Fire Safety, Prevention facilities along with the key security for the Building.
Ultimately the monitoring and inspection of all fire extinguishers, emergency lighting, smoke alarm system and key security will be assigned to specific personnel of the Church.
Status: In progress.
- 6.0 Painting the east wall of the main entrance area to the Church Sanctuary and in the Sanctuary under the balcony.
Status: In order to combine these tasks, this job will be delayed until the drywall repairs can be made to the east wall of the entrance. Jack will provide oversight of this task
- 7.0 Replacement of light bulbs.
Status: ongoing as needed. A new light to be sourced for activity board 1st floor entrance
- 8.0 North window panels of the Sanctuary will not close properly.
Status: This task will be inspected and remedied by Bev & Ralph
- 9.0 Presence of mice and moles in Fellowship Hall and the kitchen area.
Status: Traps are being monitored. Ron E. to offer spare spare plug-in devices which deter mice etc.
- 10.0 New Key Box for entrance similar to Pine River United Church under consideration
Status: low priority
- 11.0 Work Bee to be arranged for May.
Status: Dotty is arranging a Work Bee for May 23
- 12.0 A job description for a "Facilities Booking Manager" to be finalized.
Status: Gord will obtain revised copy from Judy Z. and pass along to Liz D. for implementation

- 13.0 New leaks in roof of New Addition to be investigated this spring by contractor
Status: Jack to arrange contractor
- 14.0 A draft new Job Description for the Custodian has been prepared by Gord.
Status: property group to discuss and revise as necessary at next meeting
- 15.0 A new Dyson portable vacuum cleaner is to be sourced by Dotty for the custodian to enable him safer and easier cleaning of stairways (portable 8)
Status: Dotty is checking prices
- 16.0 Junk to Dump.
Status: Dotty is arranging with W.Hartwick to truck numerous items to the landfill site.
- 17.0 Grass cutting.
Status: Ralph to check if Bill is willing to cut grass again this year. Job could be shared.
- 18.0 Front of Church.
Status: Gord suggested Property look at removing garden completely and replacing it with benches and plants placed in urns, all to be placed on a concrete deck. For the present some of the existing shrubs should be cut back until plans are finalized.
- 19.0 Accessibility for wheelchairs and walkers at pews in Sanctuary.
Status: Property to investigate removing part of a pew to allow parking of wheelchair/walker