

Administration Meeting Minutes Jan. 22, 2019

Those in attendance: Liz Dillman, Jack Nancekivell, John Phillips, Gerry Stephens, Gregg McClelland (Chair) and Gregg welcomed our guest Judy Zarubick.

Gregg opened with prayer and Minutes from Nov 27th meeting was moved by Jack Nancekivell and seconded by John Phillips and passed with no further discussion.

Liz Dillman and Judy Zarubick played a video from the United Church discussing the pros and cons of Rental Agreements. As a result of the video and discussion thereafter it was moved to set up a “task force” to review and if possible safeguard our Rental Agreement document/policy. This will be proposed at the next Council Meeting with a suggested task force of Liz, Judy and Gregg plus church member Grant Ross (who has experience with rental agreements).

Liz submitted her Treasurer’s report as of Dec. 31st 2018 and we had a bank balance of \$19,373. It was also noted that in future years we will have the church open for donations at year end.

John discussed the Envelope Steward’s report with his General fund givings page to follow.

Jack gave the Property report a copy included herein and he also discussed snow removal (Dotty has secured a couple who will look after this) and Jack brought us up to date on the fire safety policy that he is developing.

Gregg reported on behalf of the Trustees that we had met with the Insurance Broker and were changing plans but with the same

Underwriter and were getting a slight reduction in premium. (Invoice will be received shortly and passed to Liz)

Old Business information was reported by Donna in notation to Gregg – She advised all paperwork has been completed and new signing authority has been completed at BMO. In addition, Donna advised that sign out front was revised with J&D Signs and 3 new lights were added (@ \$35 each).

New Business items from Donna was she had received a fund raising idea from a church member and wanted to propose it for our consideration to either replace the Blessings Menu or add to it but with time of essence and no Donna or Gord present we put this item in abeyance until next meeting. The other item Donna wanted to discuss was the possibility of the church having an epi-pen. And our discussions were not in favour at this time with further discussion needed. We also discussed the need to check and possibly upgrade our first aid kit that resides in the kitchen and make this known to our congregation. And Gerry suggested we could look into possibly getting a defibrillator for the church.

There was no minister present so no report other than another note from Donna to indicate that Gord Dunbar had a suggestion to pursue grant money from the Trillium Foundation and we can also put this in abeyance for next meeting which Jack will chair on February 26th.

We then mutually agreed to adjourn at 12:00 noon

KUC Property Committee Meeting January 22nd. 2019

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: This item is the responsibility of Jack and to date the drywall contractors will not respond due to the ongoing heavy demand for their services. This item will proceed with a lower priority.

2.0 Replacement of faulty Emergency Lights.

Status: The replacement of the defective units will be carried out by Gerry and Jack and is a high priority.

3.0 Installation of a wireless smoke alarm system.

Status: Jack is reviewing the location of the smoke alarm system with the Municipal Fire Prevention Officer and subsequently will install the alarms with Gerry's assistance.

4.0 Modify Modesty Rail and determine if it is feasible to be used in front of the choir.

Status: Ken Zurbrigg with Jack will proceed to modify the Modesty Rail presently stored in the Learning Center to determine if it would be suitable for the Choir location in the Sanctuary.

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.

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: Replacement of light bulbs is ongoing, but will be primarily addressed by Gerry at a work bee on January 30th.

8.0 Snow Removal:

Status: Over the past several months, the property Committee has been trying to identify someone to perform this task. Dotty has agreed to place ads on some community posting boards to advertize for a person to perform this function.

9.0 North window panels of the Sanctuary will not close properly.

Status: This task will require some investigation by Jack and others.

10.0 Presence of mice and moles in Fellowship Hall and the kitchen area.

Status: Dotty has investigated this problem and will place the appropriate material to control the problem.

11.0 TV electrical power source in the Fellowship Hall.

Status: Judy Z. has arranged for this electrical source to be installed in collaboration with Gerry.