

KUC Administration Committee Meeting
JUNE 25, 2019

Present –Liz Dillman, Gord Dunbar, John Phillips, Julia Metzger, Jack Nancekivell, Gerry Stephens, Ron Smith, Ralph Knowles

Regrets – Donna Mowry, Gregg McClelland

Opening Prayer – Gord opened the meeting with a prayer.

Minutes of the May 28/19 meeting –

MOTION to accept May 28/19 minutes as circulated.

Moved by: Gerry Seconded by: John **CARRIED**

Correspondence – Donna left notification that the new elevator fees are up 2%/year.

Treasurer's Report – Monthly deficit is still \$45K. Does not include last Sunday givings. PAR givings are up. Liz to confirm receipt of Power Church payment.

MOTION to accept Treasurer's Report as circulated.

Moved by: Liz Seconded by: Ralph **CARRIED**

Envelope Steward's Report – John went over the General Funds report.

PAR givers is up to 84/85 members.

Power Church Update: there are a few members already using it. Seems to be working well.

Power Church has lots of access to enable customized reports as long as the information is forwarded.

Tech was in to update Anti-Virus.

Property Report – Ralph brought forward the property report. The complete report is attached at end of these minutes.

Wheelchair accessibility sections in sanctuary was discussed. Gord will forward email to Council Chair to address Admin concerns.

Trustees Report – Meeting Thurs AM to discuss strategies. Looking into Line Of Credit with the bank for going forward.

Old Business – Donna signed the Bruce Telecom “Bundle” contract. It should show up on our next bill. Space for PRIDE material - Gord will buy a different colour bin for PRIDE information.

New Business – Security cameras at church – unsolicited email sent to Sarah for security cameras. Discussion was had about changing the office door to incorporate glass insert to allow visual of those entering the building – and passing by the office. Further discussion will be had at the Trustee meeting.

Addition to the Rental Form – why hasn't it been sent on to Sarah. Gord to follow-up with Sarah.

F/U – Facilities Manager job description has been finalized – to be approved via email is possible or brought to Next Admin meeting for approval.

Gord's Report – Fundraising idea proposal using envelopes, \$1 - \$200

MOTION Ralph moved to have committee of Gord, Liz & John to spearhead this fundraising idea.

Moved by: Ralph Seconded by: Gerry **CARRIED**

MOTION to use these funds toward General Funds.

Moved by: Gerry Seconded by: Ron **CARRIED**

Gord received email from Welsh Choir. To come in for fundraiser in April 2020 (Gord to confirm date).

MOTION to consider this as a fundraiser for the church.

Moved by: Ron Seconded by: Ralph **CARRIED**

Adjournment – Meeting adjourned by Jack.

Next Meeting – Tuesday, Sept 24, 2019 at 10:00 am

Administration Committee - Secretary

Administration Committee - Chair

KUC Property Committee Meeting June 25, 2019

Present: Ron S., Dotty, Jack, Bev, Jerry, Ralph

The following tasks to be reviewed:

1 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 Installation of a wireless smoke alarm system.

Status: Jack is reviewing the placement of these devices with Municipal Fire Prevention Officer. Approx 11 detectors are required

3 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: Ralph to provide list of all Emergency Light locations in a table form for monthly record keeping. Jack to arrange for computer drawings showing all emergency Lights, fire extinguishers, elect. panels for Fire Prevention Officer. Both items ongoing

4 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

5 Replacement of light bulbs.

Status: ongoing as needed. A new light to be sourced for activity board 1st floor entrance: Jerry to locate a new light.

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

Status: This task will be inspected and remedied by Jerry, Ralph and Stu

7 New leaks in roof of New Addition to be investigated this spring by contractor

Status: Contractor inspected roof and caulked at chimney and at windows where needed by Karn's Roofing costing \$389.85 Complete

8 A draft new Job Description for the Custodian has been prepared by Gord.

Status: property group met to discuss custodian duties on a daily, weekly, monthly term. These suggestions are to be compiled by Gord for final review and implementation.

9 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. Garden work complete

10 Accessibility for wheelchairs and walkers at pews in Sanctuary.

Status: Council to decide what row of pews to be modified to accommodate people with walkers and wheelchairs

11 Spare Pews in balcony to be sold. A suggestion to advertise these in the new Observer might help find a buyer. Other ideas.....

Status: Ralph to advertise spare pews in the Broadview. Approx cost to be \$25 per foot for seat \$25 per foot for backs. An inventory was made by Bev and Ralph. An advert to follow

12 Elevator: the cab walls and floor require painting.

Status: Howard Brown has volunteered to do this work. (Paint: POR 415 to be used on the floor) Presently waiting for Howard to return from vacation.

13 The sign for Scottish Festival Tea Room to be installed next week.

Status: Jerry and Rad to erect sign

14 Sign at front of church to have Kerry Stover's name removed.

Status: Donna to arrange changes to sign

15 A new toilet is needed in washroom 1st floor

Status: suggested that since it is used a lot, we buy a "Kohler" or equal.

16 Repair ceiling tiles in David's office