

Minutes of the Administration Committee Meeting March 26th. 2019

Present: Gord Dunbar, Ralph Knowles, Liz Dillman, John Phillips, Jack Nancekivell, Donna Mowry, Gregg McClelland and Gerry Stephens.

Regrets: Ron Smith and Kerry Stover.

Gord Dunbar opened our meeting with a prayer.

It was moved by Jack Nancekivell and seconded by Gregg McClelland that the minutes of the February 28, 2019 meeting be approved as circulated. Motion carried.

Liz presented the Treasurer's Report which showed that from Jan.1 to March 23 our expenses exceeded our revenue by \$26,866. The loan interest for those three months amounted to \$357.

The Envelope Steward reported that the General Fund Givings in February were \$2500 higher than last year and more members signed on for PAR in January and in February. Boston Pizza has been sold and John is going to meet with the new owners to discuss the Boston Pizza Fundraising Program.

The Property Report is attached.

Gregg reported that our new Insurance Policy is a work in progress but we have been assured that we are still covered.

The defibrillators are now listed on the Blooming Faith Menu and will be purchased when sufficient funds have been donated.

Gord created a DRAFT version of a new Custodian Job Description in consultation with Dave Walker. Committee members are to examine the draft and send comments to Gord. Gord stated that Julia Metzger wishes to join the Administration Committee.

Under New Business, Donna informed the Committee that the Howlin' Dog Band will join us at our Celebration of Life Hymn Sing Service on May 26. Kerry Stover will be ordained during the Regional Meeting Church Service in Port Elgin May 25 at 3:30. A "Goodbye Kerry" Barbeque will be held on Thursday evening, May 23 and weather permitting, this will be held in the park. Donna will give the 2018 Financial Report at the Annual Meeting on Sunday, April 7. Donna talked about a fundraising idea which we might use in the future when raising money for a specific project. John and Liz left the meeting and we then completed their 2018 Annual Staff Review Forms for the M&P Committee.

Gregg moved the meeting be adjourned.

Next Meeting: Tuesday, April 23, 2019 at 10 am

KUC Property Committee Meeting March 26, 2019

The following tasks were discussed and assigned as listed below:

1.0 (a) Repair drywall on ceiling on the Learning Center second floor plus the wall at the main entrance to the Church Sanctuary.

Gord, through his brother, has found a drywall contractor (Howard Madill from Kitchener) who will complete the drywall repairs stated above. Howard will be retiring soon to his cottage in Lorne Beach so will be in this area this summer. Hopefully, over the next few weeks the roof repairs will have been completed to allow for the repair of the drywall in the Learning Centre. An approximate cost from Howard is well within the budget discussed at previous meetings, less than \$2000.

1.0 (b) Painting the east wall of the main entrance area to the Church Sanctuary and in the Sanctuary under the balcony.

This task will be undertaken after the drywall repairs in 1.0 (a) are completed.

2.0 Replacement of faulty Emergency Lights.

Gerry and Jack have completed about 75% of this task.

3.0 Installation of a wireless smoke alarm system.

Jack is reviewing the location of these alarms with the Municipal Fire Safety Officer.

4.0 Modify Modesty Rail so it can be used in front of the choir.

Jack and Ken modified the Modesty Rail and it is now in place in front of the choir. Jack and Ralph are now working on Book Holders for the first row of the choir.

5.0 Fire Safety and Prevention Policy including security.

This is a work in progress. Jack, in conjunction with the Municipal Fire Safety Officer is developing a "Fire Safety Plan" for our church.

6.0 Remove the snow from all pathways to the entrances.

Dotty found a couple who would perform this task (\$30 per session) and made arrangements for them to record their time and pick up a cheque at the office after four sessions. This worked out very well this past winter.

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

Jack will inspect them sometime in the spring when the weather is warmer.

8.0 A Work Bee to be held on May 23.

Dotty will organize this.

9.0 Create a job Description for a "Facilities Manager" to be presented at the next Administration Committee Meeting.

Gord will create a Draft Copy of this Job Description for the next Admin. Meeting.

10.0 A Key Box for our entrances, similar to the one used at Pine River United Church, is under consideration (Liz brought this idea to the Property Ministry Team).

11.0 A door stop is required for the outside door to the office and will also be required for the ramp door once it is replaced.

12.0 The Custodian needs a new vacuum cleaner.

Property Committee agreed to this purchase & Dotty will took after purchasing it