

**KUC Administration Committee Meeting**  
**MAY 28, 2019**

**Present** – Donna Mowry, Liz Dillman, Gord Dunbar, John Phillips, Julia Metzger, Gregg McClelland, Jack Nancekivell, Gerry Stephens

**Regrets** – Ron Smith, Ralph Knowles

**Opening Prayer** – Gord opened the meeting with a prayer.

**Minutes of the April 23/19 meeting** –

**MOTION** to accept April 23/19 minutes as circulated.

Moved by: Jack      Seconded by: John      **CARRIED**

**Correspondence** – none at this time

**Treasurer's Report** – Liz presented her report. Add \$2400 to income to incorporate April deposit. All committees are well under budget with expenditures. Suggested to make an appeal to congregation for assistance when warranted for special circumstances.

**Envelope Steward's Report** – John went over the General Funds report. PAR givers is up to 84 givers. Storage bins are here. Permanent labels will be added. Some files still need purging prior to being boxed and stored.

Power Church is here and we are online now. Working well. Personal updated information is still required from some members to have this program run efficiently.

We need to come up with a time-line to have data collection and input completed. All committees need to be on board to go forward.

Discussion was had to possibly set up another email address specifically for membership. Further investigation and communication with Bruce Telecom will be completed before a final decision will be made.

John confirmed that Boston Pizza on board to continue with the current fundraising program.

My Gift Foundation/Canada Helps has been set up online. We have received our first direct deposit already.

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

**Trustees Report** – The trustees had a meeting and made assignments of ongoing duties. They will give notice ahead of time of all meetings so anyone who wishes to attend may do so. Gord has volunteered to be the secretary for the Trustees Committee. Jack is standing as Chair for one year.

**Old Business** – Work bee on May 23 was very successful. Many jobs were completed. BBQ for Kerry on May 23 was successful with a great number of people coming out to show their support.

Hymn Sing on Sunday May 26<sup>th</sup> went very well. There were 30 sponsors and donations totalled \$2480. Clarification will be needed for forms for counters, etc. so that no information gets missed. Suggestion was made to offer to dedicate a verse of a hymn as an option. Better communication is needed.

Stewardship Program and Photo Directory will be looked at in the fall.

**New Business** – Bruce Telecom proposed to bundle our phones and internet for a substantial reduction from the current fees. We will have to sign a contract for a three year term.

**MOTION** to accept the proposed bundle package offered by Bruce Telecom.

Moved by Jack            Second: Gregg            **CARRIED**

Sign at front of church will include the following: Voluntary Associate Minister – Judy Zarubick  
Will be completed sometime after today – May 28/19.

Gord is secretary with Kincardine Pride. Kincardine Pride group has asked if we would consider creating an area where they would be able to have a small library for resource books/materials and if we would have a space available for them to store their minutes and financial reports.

Consultation with the librarian will be needed, as to location and space size, prior to offering them a “shelf” in the Resource Room for resource books/materials. We are also willing to offer to store their minutes and financial reports.

**Adjournment** – Meeting adjourned by Gregg.

**Next Meeting** – **Tuesday, June 25, 2019 at 10:00 am** Donna will not be here, Gregg to chair.

**KUC Property Committee Meeting May 28, 2019**

**Present: Jack, Gerry, Ralph, Dotty, Donna, Gord**

**The following tasks to be reviewed:**

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: Complete

3.0 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

4.0 The Modesty Rail is complete except for book holders.

Status: Complete

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: 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

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 Gerry & Ralph

9.0 Work Bee to be arranged for May. Status: Completed

10.0 A job description for a "Facilities Booking Manager" to be finalized.

Status: Complete

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

Status: Contractor inspected roof and caulked all suspect leak paths

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

Status: property group to meet and construct a new list of duties for custodian to be used for 3 month trial

13.0 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 has purchased new vacuum

14.0 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. Gerry, Bill and Ralph to organize

15.0 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

16. 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

17. Elevator: the cab walls and floor require painting.

Status: Howard Brown has volunteered to do this work. (Paint 415 to be used on the floor)