

**KUC Administration Committee Meeting**  
**NOV 26, 2019**

**Present** – Donna Mowry, Julia Metzger, Gord Dunbar, Gerry Stephens, Jack Nancekivell, Gregg McClelland, Ralph Knowles

**Regrets** – John Phillips, Liz Dillman

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

**Minutes of the October 22/19 meeting** – (emailed to Committee members Nov 22/19 with amendment sent out Nov 25/19)

**MOTION** to accept the Oct 22, 2019 minutes as circulated.

Moved by: Gregg

Seconded by: Gerry

**CARRIED**

**Correspondence** – none at this time

**Treasurer's Report** -

No report as Envelope Steward is away

The Budget for 2020 was sent out for review and was passed by council Nov 17/19.

The approximate bank balance about \$22K.

**Envelope Steward's Report** - none this time as John is away

**Property Report** – see below

**Trustees Report** – presented by Jack

None at this time

**Old Business** –

Defibrillator – UPDATE – Deb Michielson has volunteered to be the administrative point person/co-ordinator for operations and use of the defibrillator.

Credit Card – the Not-For-Profit businesses do not qualify for business credit cards, according to BMO. After discussion it was decided to not go forward with a credit card for the church.

**MOTION:** We recommend to council to empower the treasurer to investigate moving our ongoing bank accounts to one of the other 5 banking institutes within our community to better service our requirements.

Moved by: Jack

Seconded by: Ralph

**CARRIED**

**New Business** –

Insurance – Gregg has had several discussions with the insurance company about the notice he received regarding the annual amount due on Dec 1/19. He had not received the Renewal notice – which should have been sent/received 60 days prior to renewal. The broker is willing to assist us with possible installment payment plan if needed.

Discussion was had as to what we should do – annual payment vs. monthly payments.

**MOTION:** that we opt for monthly payment for the next policy year for our insurance, effective Dec 1, 2019.

Moved by: Jack

Seconded by: Gregg

**CARRIED**

Progress Report on Stewardship Programme – we have no idea why some folks didn't have their names included when the labels were printed.

More information will be added into the database so that all "Rolls" and "Talents" of our church members can be located in one place.

Julia Metzger has volunteered to assist with the database updating.

Quarterly updates will take place to keep our database updated.

Need a chair for meetings in the winter Jan and Mar 2020 and someone to receive info re: Council meeting – March 3, 2020

Gregg has agreed to chair the Admin meeting in January

Jack has agreed to chair the Admin meeting in March and to attend the March Council meeting.

Budget changes will be announced in church prior to the start of the annual meeting.

**Adjournment** – meeting adjourned by Gregg

**Next Meeting** – Tuesday, January 28 at 10 am

Meeting in February only if necessary

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Administration Committee - Secretary

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Administration Committee - Chair

**UPDATE** on Insurance: Email sent from Gregg McClelland Nov 27/19 to committee members.

Date 27 Nov 2019 11:51

Hello all,

I want to confirm that the insurance process has been completed.

I contacted the Broker after our Tuesday meeting and I received forms from our Broker after and forwarded them to Liz for her to sign regarding monthly payments of \$616.41 commencing in January 1 2020.

The renewal annual premium is \$7,396.92 plus a 3% surcharge for paying on a monthly not a lump sum up front basis. Liz provided a void cheque for this purpose plus a cheque for the first and last month's premium of \$1,232.82.

I picked up the forms and the cheques from the church this morning and had Donna co-sign the cheque and the forms as they required 2 signing authorization persons.

I then delivered them to Nicol Ins here in Kincardine, explained the transaction to the Agent there who was going to forward them today to their head office for processing by Friday's due date.

I think we are in good shape for the next policy year. Thanks to Liz for expediting the cheques and forms for me as she was on her way out of town today.

Regards, Gregg

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**KUC Property Committee Meeting Nov. 26, 2019**

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

**Regrets:** Dotty

**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 will be meeting Howard Madill for an assessment on Dec 11 and then will be using a local contractor to do the work based on Howard's recommendations.**

2 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: Computer drawings are ongoing. Smoke alarms purchased and waiting for Fire Dept. to finalize locations**

3 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**

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

**Status: Howard Brown has completed the doors and walls and painting of the floor will be in the near future.**

5. AED (defibrillator)

**Status: the box has been mounted in Fellowship Hall beside entrance to Nursery and the piano. The coordinator is Debbie Michielson. Gord will purchase a new First Aid Kit that can be mounted on the wall beside the AED. A new sign stating the location of the AED and First Aid Kit will be mounted in 3 locations in the building**

6. Carpet at outside door entrance to New Addition.

**Status: carpet has bubbled and soiled with oil from opener on the narrow strip by door and should be replaced. Jack suggested a 12" wide strip of tile be installed at the entrance which will replace the damaged section. Jack to arrange for installation.**

7. Noisy washroom exhaust fans:

**Status: Gerry to investigate installing a separate switch for the fan**

8. Dump Run.

**Status: the old toilet from the second floor stored in the electrical room has to be taken to the dump. Ralph to arrange truck and helper.**

9. Choir Loft Lights.

**Status: burnt out light on north side by organ to be replaced. Someone that is comfortable with heights required for this job. Ralph to assess if there is a need for these lights.**

10. Other.....