

**KUC Administration Committee Meeting**  
**Oct 22, 2019**

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

**Regrets** – Gord Dunbar

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

**Minutes of the Sept 24/19 meeting** –

**MOTION** to accept Sept 24/19 minutes as circulated.

Moved by: Jack

Seconded by: John

**CARRIED**

**Correspondence** – None at this time.

**Treasurer's Report** – presented by Liz

Report for the month and balance – committees are well within budgets. Deficit increased by \$5,000. Deficit of cash almost \$26K. Statement circulated dated for Oct 19/19 – PAR numbers not included as only deposited yesterday.

Suggested to inform the congregation on a regular basis as to where we stand – year-to-date totals.

Suggested that Gord add a line on to the narrative budget that is being sent out to show our current financial status.

Update on Credit Card application – no update at this time.

**Envelope Steward's Report** – presented by John

Monthly report – Sep slightly down YTD - \$10K in the general givings

83 members on PAR may be going down to 82 and some have reduced the amount of their givings.

Boston Pizza to tally sales and donate a percentage to our church.

Visited Port Elgin Church and brought back a PAR flyer that was placed in the pews. Suggested that we may wish to pursue this with the Stewardship committee.

Mid-term statements can be sent out electronically if we have ALL members emails and if we have permission.

Suggested to email for permission for those who have already submitted their email address.

John away for 6 weeks – will do updates upon his return.

Sarah's computer is backed up every night. It is recommended that we back up all files locally.

**Property Report** – presented by Ralph a copy is attached at end of report.

**Trustees Report** – presented by Jack

Trustees had their meeting. Gregg has put together an Insurance procedure for room renters which has been forwarded to Gord to be implemented through the church office and/or the Room Renter Facilitators.

Investments sit at around \$100K

Information of membership qualifications/interests should be collected and inputted into Power Church for access when needed.

**Old Business** –

- a) Update on Insurance for 3<sup>rd</sup> parties – Gord updated it for PRIDE and is working.
- b) Cleaning Fee Schedule – is it now added to the Room Rental Policy? Judy and Liz updated to add cleaning fee.
- c) Defibrillator – did anyone respond to ad for a co-ordinator? As noted in property report. Suggested to explain what is required from the individual who would take on this position.
- d) **Reminder of Fall Work Bee on Thursday, October 24** - has been cancelled

**New Business** –

- a) Prepare Budget – as reviewed. See attached.
- b) Surprise Kitchen Inspection on Oct.10/19 – we passed with flying colours
- c) Stewardship Campaign – underway
- d) Celebration of Life Service – Howlin Dog Vintage Jazz Band would like to come again for this service. All agreed that we invite them back.

**Adjournment** – Meeting adjourned by Gregg

**Next Meeting** – Tuesday, Nov 26, 2019 at 10:00 am

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Administration Committee - Secretary

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Administration Committee - Chair

## KUC Property Committee - Meeting Oct. 22, 2019

Present: Jack, Bev, Gerry, Donna, Ralph

Regrets: Dotty, Gord

### 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)

Jack is still trying to track down Howard but is thinking another contractor may be required.

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.

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 Replacement of light bulbs.

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

Dotty provided a new light and was installed by Gerry.

5. Gardens at front of Church. Status: to be reviewed in 2020

6. Spare Pews. Status: spare pews in the balcony and choir loft have been removed by selling some and the remainder went to the Mennonites where they will be used for making furniture.

7. 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) Howard will be starting this work soon.

8. Branches to be trimmed on south side that are touching the building. Status: arrange work party to trim and remove branches to land fill. Bev, Gerry, Ralph

9. AED (defibrillator) Status: Jack has purchased new defibrillator. To be installed in Fellowship Hall outside the kitchen wall. We are still in need of a co-ordinator.

10. 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. The rug will be removed by approximately 4 feet inside the door and replaced with tile. (not to exceed \$500)

11. Ramp Door. Status: waiting for approval from Council to ask for quotes from suppliers.
12. Snow Shoveling this winter. Status: the people who shoveled last year are not available this year so we should begin looking for someone.
13. Noisy washroom exhaust fans: Status: Gerry to investigate and may suggest wiring to the fan be separated from the light switch in the washroom below steps to 2<sup>nd</sup> floor and washroom above office.
14. Front Door Outside Lights are off. Status: Gerry to check timer and bulbs to correct the no light condition.
15. Street address numbers. Status: Ralph to locate numbers and Jack to supply backing for them.
16. South Garden. Status: Dotty, Ralph and Big Sisters worked on removing and cutting back plants under direction from Jan Johnstone. Shirley Marie Harris obtained a plan from Rachel Butorajac. Her price of \$880.00 would transform this garden into easy maintenance. Shirley Marie offered to fund this project as Property was not willing to contribute. Work to begin next Spring.
17. Hope Menu. Status: Jack made a motion to discontinue this program and everyone was in agreement as there is only so much, one can contribute to these stewardship programs.

KUC - ADMINISTRATION BUDGET - 2020

ADMINISTRATION	2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2020 BUDGET
Envelopes	\$100	\$201	\$0	\$100
Donation for Church Envelopes	\$0	-\$110	-\$82	\$0
ADP Payroll Charges	\$375	\$273	\$200	\$375
PAR Costs	\$450	\$335	\$368	\$450
Bank Charges	\$400	\$385	\$277	\$450
Loan Interest	\$500	\$357	\$0	\$0
Church Maintenance	\$8,700	\$3,754	\$3,672	\$5,000
Donations to Church Maintenance	\$0	\$0	-\$200	\$0
Municipal Water Charges	\$1,000	\$680	\$618	\$1,000
Insurance Church	\$7,500	\$5,880	\$7,032	\$7,000
Hydro	\$25,000	\$18,049	\$17,564	\$22,000
Elevator Maintenance	\$1,200	\$1,614	\$1,078	\$1,200
National Assessment	\$8,204	\$6,711	\$5,195	\$8,500
Postage, Paper & Copier	\$4,500	\$4,721	\$3,921	\$5,500
Office Furniture	\$0		\$339	\$0
Office Computer & Backup System	\$2,000	\$0	\$0	\$1,000
Advertising	\$100	\$48	\$454	\$100
Miscellaneous	\$300	\$1,077	\$32	\$200
Training/Conferences	\$300	\$0	\$0	\$600
Telephone and Internet	\$2,900	\$1,691	\$2,043	\$2,100
<b>TOTAL</b>	<b>\$63,529</b>	<b>\$45,666</b>	<b>\$42,511</b>	<b>\$55,575</b>