

**KUC Administration Committee ZOOM Meeting**  
**August 25, 2020**

**Present** - Donna Mowry, John Phillips, Gregg McClelland, Gerry Stephens, Ralph Knowles and Gord Dunbar

**Regrets** - Liz Dillman, Jack Nancekivell, Julia Metzger

The meeting began with a moment of silence in memory of Karen Nancekivell.

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

**Minutes of the May 26, 2020 meeting**

**MOTION** to accept the minutes of May 26, 2020 as circulated.

Moved by: John Phillips

Seconded by: Ralph Knowles

**CARRIED**

**Correspondence** - none at this time

**Treasurer's Report** - Liz submitted a report which was e-mailed to the members.

Revenue from Jan.1 to August 22, 2020	\$129,063	
Investments Cashed	\$ 16,330	
Expenses from Jan.1 to August 22, 2020	<u>\$146,095</u>	
Deficit to August 22, 2020	\$ 702	Bank Balance - \$25,756.38

**Envelope Steward's Report** - John reviewed his report which was e-mailed to members.

Monthly Report – The General Fund Givings total for July was \$13,341. This total was below rolling average and below the 2019 monthly total. We still have 83 families on PAR for a total of \$10,971 per month.

John worked with Terry Boyd to update PayPal so that John is now listed as the administration contact person for PayPal.

John updated the **Envelope Steward Job Document** and it was e-mailed to the Committee members.

**MOTION** to accept the updated Envelope Steward Job Document as circulated.

Moved by: Gregg McClelland

Seconded by: Ralph Knowles

**CARRIED**

Gord will file this document in the Binder for Job Descriptions in the office.

Committee gave approval for John to send out Mid-Year Statements. Gord agreed to write a message to be included with the Statements.

**Property Report** - Ralph presented the following report:

1. Fishers in Goderich has agreed to do the ramp door. Start date is unknown at this point. The electrical work has to be done by us.

2. We have had donations to cover the cost of cleaning the fans and replacing the 40 light bulbs. Pollock Electric from Ripley will begin this project when all the light bulbs have arrived; some are on back order.
3. Two toilets were purchased (one for the second washroom on the second floor and one for the washroom under the stairs on the first floor). Don Manary from Tiverton installed the toilets.
4. A new set of pots and pans has been purchased for use on the new stoves.
5. Ralph is working with Mr. Fyke to get a portion of the carpet at the office door entrance removed and replaced with tile.
6. David Walker is resigning as Custodian as of August 31, 2020. David Hamilton has agreed to do the walk-through and complete the check list for the Insurance Company until a new custodian is hired.
7. RE: switching to gas in the Learning Centre. We need to purchase furnaces and air conditioners. When should we have them installed and how will we pay for them - by a monthly installment plan with the company, borrow money using our Investments as collateral etc. Gord suggested that maybe the church would be open by September and we could do a Capital Campaign to obtain funds for this project as well as several other capital projects.

**Trustees Report** – none at this time

**Old Business**

Donna and Gord gave an update on the Pilot Project undertaken by the Financial Task Group re: Legacy Giving.

**New Business**

To fill the position of Custodian, a Hiring Team was created consisting of Pam Plagos from M&P, Ralph Knowles from Property Ministry Team and Donna Mowry from Administration Committee. A writeup in the weekly Announcements stated that anyone wishing to apply should send his/her resume to a member of the Hiring Team.

There may be funds available to purchase Covid Protection Equipment from various sources. Donna will look into this.

(John left the meeting at this point due to a Conflict of Interest.)

**Envelope Steward's Honourarium:** due to the extra amount of work required now with the different types of on-line donations being received by the church, the Committee felt we should increase his Honourarium.

**MOTION** to increase the Envelope Steward's Honourarium to \$1500 per year, effective September 1, 2020.

Moved by: Gregg McClelland

Seconded by: Gerry Stephens

**CARRIED**

**Adjournment** - meeting adjourned by Gregg McClelland

**Next Meeting** – Tuesday, September 22, 2020 at 10 am (Probably a ZOOM Meeting)