

Administration Committee Minutes – November 22, 2016

Present: Donna Mowry (Chair and Secretary for 1st part of the meeting), Ron Smith (Chair and Secretary for 2nd part of the meeting), Liz Dillman, Rod Coates, Ralph Knowles, Gregg McClelland, Jack Nancekivell, Gerry Stephens and Pastor Judy Zarubick.

Absent: Dotty McClelland

Guest: Ron Harris

Pastor Judy opened the meeting with a prayer.

Donna welcomed Ron Harris to our meeting.

It was moved by Gregg McClelland and seconded by Ron Smith that **the minutes of the October 25 meeting be approved as circulated.** Motion carried.

Ron Harris, Chair of the Trustees, presented the Trustees Report
Ron talked about saving the interest (4%) on our Insurance Policy by paying the premium in one lump sum. If we agree to this, the Insurance Company will move our Anniversary Date from November to February.

It was moved by Jack Nancekivell and seconded by Rod Coates that we pay the Insurance Premium annually instead of monthly, based on an Anniversary Date of February 1. Motion carried. Ron will inform the Insurance Company.

Ron Smith read the Correspondence

Ron read a letter from Krista Ritchie who asked permission to borrow our warming trays for a charitable function sponsored by the Secondary School. Permission was granted. (Note: This request lead to a discussion about our Borrowing Policy. We will now examine our Policy and make a few changes.)

Liz Dillman presented the Treasurer’s Report

Revenue to November 21, 2016.....	\$209,264	(includes \$25,000 Bequest & Loans)
Less Bequest Not Allocated.....	\$ 24,070	
Less Outstanding Loans.....	\$ 25,000	
Expenses to November 21, 2016.....	<u>\$190,603</u>	
Deficit to November 21, 2016.....	\$ 30,409	
Reconciled balance as of November 21, 2016.....	\$14,613.59	

Committee examined the Budget as a whole and made a few changes.

It was moved by Rod Coates and seconded by Liz Dillman that we approve the Budget as amended. Motion carried. Budget must now be passed by Council.

Rod Coates presented the Envelope Steward’s Report

Rod referred the committee to the October year-to-date report for the current givings status. It was agreed that the November contribution statements to the congregation would be sent out in conjunction with a stewardship letter prepared by Judy Zarubick. The committee reviewed the draft letter Judy had prepared and made some suggestions, and it was agreed that Judy & Rod would finalize the letters and arrange to have them mailed out.

Ron Smith presented the Property report

- a) Ron set up for both concerts held recently at our church
(Emily Shaw Guitar Concert – about 60 attended, twice as many as last year.
Marc Toth Piano Concert – about 75 – 100 attended)
- b) The Chapel and the Office walls have been painted. Baseboard has been reattached to the walls.
- c) The cable has been installed for the new Projection System. We are now awaiting the arrival of the TV's which will be installed by the vendor.
- d) It was suggested that we install a railing on the west side of the stairway leading to the balcony. Property will look into this during the winter.
- e) We still need people for snow removal during the winter. The problem is that you can't use a snow blower but must shovel ramp and office steps by hand. The "Sign Up" sheet is currently on the Bulletin Board in Fellowship Hall. We may have to pay someone to look after this.
- f) Property checked the freezer in the kitchen and it appears to be working okay at the present time.

New Business

Donna wondered if someone would take over the job as Chair of Administration, at least for one year while she is Worthy Matron of the Eastern Star or could the job be shared. There were no volunteers so the chairmanship may have to be rotated among willing members of the committee.

Report from Pastor Judy

Judy informed Administration that the Projection Committee is getting "boosters" for our computer/router system so that Wi-Fi will be available throughout the building.

Gregg McClelland moved the meeting be adjourned.

Next Meeting – Ron Smith will chair the January meeting and he will contact the Committee regarding the date and time. Rod Coates will act as Secretary.