

Minutes of the Zoom Administration Committee Meeting,
Oct 6, 2022

Present: Ralph Knowles, Gregg McClelland, Jack Nancekivell, John Phillips, John Brash, Judy Zarubick (Chair and Secretary for this meeting)

Absent: Donna Mowry

Judy Zarubick opened the meeting with prayer.

Minutes of the September 8th, 2022 Meeting

Motion: that the minutes of the September 8th, 2022 meeting be approved as circulated.

Moved by Jack Nancekivell Seconded by Gregg McClelland **Carried**

Correspondence – Nil

Treasurer’s Report – prepared and presented by John Brash.

Revenue to September 30, 2022.....	\$ 154,823.99
Expenses to September 30, 2022.....	<u>\$ 172,031.28</u>
Deficit to September 30, 2022.....	<u>\$ 17,207.29</u>

Reconciled balance as of September 30, 2022.....	\$37,676.84
Allocated Funds.....	<u>\$40,648.54</u>
Net Funds Available.....	<u>\$ 2,971.70</u>

1. Last month sent to CRA the HST rebate for the first 6 months of 2022
2. One signature - paperwork has now been signed at the bank and it is now official. Both John Phillips and John Brash can keep their Debit card with the restriction that they cannot be used for purchases.
3. Now with E-Transfers and have the bank make payments for us, an item is paid within minutes instead of waiting weeks for cheques to be cashed.
4. Question as to AV Equipment – how to record/pay amount over what was donated. Council had decided at their meeting that the shortfall from the AV donations was to be covered by the amount donated for the Electrical Sign which did not meet the 50% donation threshold and therefore would be rolled into the total available for Capital Projects.
5. Question arose as to why we remove the HST from the beginning of the transaction. Answer was that putting HST in a separate account means ease of accounting when sending in request for HST reimbursement.
6. John Brash attended a webinar with Erik Mathiesen re: insurance and sent it to Gregg McClelland who said he would be checking out the United Church Self Insurance as our date for renewal came closer. Gregg McClelland wants to read the document (including the fine print) to make sure the coverage will meet our needs.
7. Question was asked as it says “unposted” at the top. John Brash said he leaves it unposted until approved because he has not been able to find how to change the information if it was put in the wrong account without reposting.

8. Question was asked as to why the difference in Pulpit Supply to Nan Grant, Liz Dillman and Jacqui Hillerby... Answer was that Nan Grant was not Pulpit Supply but rather a Mission Sunday Expense from Membership and Mission Committee, and it is Membership and Mission that decides how much they will put in their budget for Mission Sunday. Liz Dillman is designated as a Licensed Lay Worship Leader and paid according to the United Church Minimum Salary guidelines as decided by Kincardine United Church and Jacqui Hillerby is a guest speaker and Programme Committee has determined what they would pay for guest speakers. Nan Grant expense needs to be moved from Pulpit Supply under Programme to Mission Sunday Expense under Membership and Mission.
9. Question arose about Online Service Charges amount and whether can we budget closer or can some of our programs that are free cover our needs. This needs further discussion.

Donation Steward's Report – prepared and presented by John Phillips

The “General Fund Givings” for September was:

September --\$12,855 (below 5-year average, below 2021 monthly total)

PAR currently at 76 (NSF – PAR back-dated to August)

Legacy Tree, Memorial, Trust, Donations updates

Legacy Tree has a donation \$1200.00 Memorial Leaf Installation - DONE.

Legacy Tree has a new donation \$1000.00 Memorial Leaf Installation – In-progress

Note – Council approved the motion that all undesignated donations to the Memorial Wall will be automatically transferred to the Trustees without requiring Council’s permission each time. So the \$1000 and \$1200 may now be transferred to the Trustees.

Computer in small office may need upgrading as it is not taking updates and is preventing Sarah from installing Antivirus software. Programme Committee is looking at updating the AV Computer and the present AV Computer can then be moved to the small office which would be an upgrade.

Counting – Some inconsistency in counting. Put itemized list on back of form, no need to itemize cash as to how many dimes, nickels, etc. Donna will create a new Counting Schedule for November and December.

Bruce County Early On Child Care Rental Received a cheque for July & August, but they would like to do direct deposit and need banking info. Committee is not in favour of giving them our banking information, suggest they use etransfer if they continue to use our facilities.

Property Report

The heaters in the sanctuary and Fellowship Hall will be looked at this month

The recaulking of the sink in the kitchen will be done this month

Fisher Glass: The handle on the ramp door is waiting for a few bolts to come in so a new handle can be put on

Stu Metzger will be back for the winter

Jim Zarubick and John Phillips will look after putting the panels back in the balcony that were removed in order to install the new cameras

Heat has been turned on in the sanctuary and fellowship hall but it is on quite low to try to keep costs down. One heater in the sanctuary has been wired wrong and is on the Fellowship Hall circuit so comes on with Fellowship Hall.

Trustees Report

Council approved the request from the Trustees that the interest on our Investments be rolled over and reinvested instead of being turned over to the General Fund.

Stewardship Campaign

Judy Zarubick is looking for people to do Testimony on Sunday in the Offering Time and a committee to prepare the snail mailings and trying to lessen the snail mail being sent out from 168 as the list includes duplicates to the same household etc.

Discussion occurred re: email and snail mail procedures with Power church etc.

Prepare Budget for 2023

Jack Nancekivell suggested that each member take an item on the budget that they have responsibility for, suggest an amount and report back to the committee at the next meeting

Ralph Knowles and Jack Nancekivell will look at the Church Maintenance, Water Charges, Westario, and Elevator Maintenance

Gregg McClelland looks at the Insurance (will need time to do research)

John Brash will look at ADP Charges, Bank Charges, National Assessment (don't know what that will be yet), On Line Service Charges, Postage, Paper and Copier, Telephone and Internet.

Advertising, Council Miscellaneous at \$100 seems reasonable.

Training Conference was for WHMIS – do we need to keep it at \$600, probably not.

Question arose as to what responsibility Administration has in the budget preparation.

Judy Zarubick stated that Administration has a duty to let the committees know how we stand financially but it is the Congregation that makes the decision as to whether they will support the budget that is presented. Judy Zarubick will bring to the Membership and Mission and Programme Committees the Administration Committee's concern as to over budgeting for the monies we are bringing in.

Question arose as to whether we should budget for Income. Judy Zarubick stated that some church budget as we have in the past with just expenses budgeted and some congregations project what they believe their income would be for the year ahead. They do not necessarily present a balanced budget but do let the congregation know what they project the deficit to be. Jack Nancekivell suggested that the Stewardship Campaign would give us some of that information that John Phillips should be able with the PAR projection and other commitments be able to project a possible income.

Question arose about Mission and Service and if we could reallocate some of that money. Judy Zarubick reminded the committee that what is donated to Mission and Service must go to Mission and Service and that the budget amount is decided by the Congregation at the Annual Meeting with a recommendation from the Membership and Mission Committee. The budget amount is a pledge and we do not top it up if we do not reach the budget amount but we have surpassed the budgeted amount for years and have not upped our projected budget amount.

Neither Gregg McClelland or Jack Nancekivell can attend the Council meeting on October 11, 2022 while Donna Mowry is away. Ralph Knowles volunteered to attend to represent the Administration Committee at Council.

Adjournment – Gregg McClelland made a motion to adjourn.

Next meeting – Thursday, November 3, 2022 at 10 am