

**Minutes of the Administration Committee Meeting, June 6, 2024**

**Present:** Donna Mowry (Chair and Secretary), Ralph Knowles, Jack Nancekivell, John Phillips, Dotty McClelland, Liz Dillman and Judy Zarubick.

**Regrets:** None

We began the meeting with a moment of silence in memory of Ron Smith. Ron was the head of the Property Ministry Team for years.

Dotty McClelland opened the meeting with a prayer.

**Minutes of the May 9, 2024 Meeting**

**MOTION:** to accept the minutes from the May 9 meeting as amended.

Moved by: Jack Nancekivell

Seconded by: Dotty McClelland

**CARRIED**

**Correspondence** – Dotty sent our Children’s Choir robes to the Burloak Theatre Guild and she read a thank you note which she received from the Theatre Group.

**Treasurer’s Report**– prepared and presented by Liz Dillman

Reconciled Bank Balance as of May 31, 2024..\$17,886.28

Total Allocated Funds as of May 31, 2024.....-\$56,023.49

Net Funds Available on May 31, 2024.....-**\$38,137.21**

**Donation Steward’s Report** – prepared and presented by John Phillips

“General Fund Givings” total for May (\$14,126) was below the rolling average and below the 2023 May total. The number of families on PAR is currently 78.

Sundaes on the first Sunday of the month - \$163, Rentals - \$475

The Audio Visual Team has had a request to see if we could broadcast on Sunday to U-Tube live. This would be on our KUC U-Tube channel and is a built-in feature in our OBS software. The AV team will look into this and test it for a couple of weeks. This might end up being a replacement for ZOOM as it is supposed to offer a better video and sound than ZOOM.

**Property Report** – prepared and presented by Ralph Knowles

The quotes from Under Construction (Dan Schiestel) to complete all the repair work necessary on the north and south side windows are as follows – north side \$7000 + HST, south side \$14,000 + HST. After much discussion about our finances, we decided to proceed with the south side only at this time.

**MOTION:** to award the contract to Under Construction to proceed with the restoration of the windows on the south side.

Moved by: Jack Nancekivell

Seconded by: Ralph Knowles

**CARRIED**

Jack and/or Ralph will now contact the company.

At the May meeting, we voted to award the contract for replacing the north side roof to Hy-Grade at a cost of \$58,245.85. Council approved this recommendation and the first installment has been paid. The company is hoping to begin the work either the last week in June or the first week in July.

There was a request to have wall mounted hand switches for the lights in the sanctuary to replace using the circuit breakers for on/off use. Don Manary completed the electrical portion of this work and John Phillips and Ralph Knowles completed the repairs to the wall.

An Emergency Exit light in the kitchen was replaced.

Custodian Situation – Vova (Galyna’s husband), who has been replacing Galyna as our custodian, has now had knee surgery. Galyna would like permission to replace Vova until her husband is fit enough to return to the job. When Vova takes over again, she would then be able to get more hours at other jobs. The Administration Committee agreed to this by consensus.

**Old Business**

Total proceeds from the Celebration of Life Hymn Sing Service were \$2650.00. Thanks to all those who sponsored a hymn and to those who attended the service, in person or by Zoom, to make this Service a success.

Sarah is still having problems with the telephone system. Donna will look into this again.

**New Business**

What next in our search for a minister?? Judy went over the steps we have to follow and the forms we need to complete for the Region before we can set up our Search Committee for a new minister. We decided the congregation should know all these details and have input into completing the forms so Administration is going to call a meeting on July 11 in Fellowship Hall from 10am -2pm for all members of the congregation. Liz Dillman will organize a lunch.

Donna Mowry moved the meeting be adjourned.

**Next Meeting** - Thursday, September 5 at 10 am in the Resource Room.

Chairperson and Secretary\_\_\_\_\_

Present at the Meeting \_\_\_\_\_