

**Minutes from the Administration Committee Meeting, Sept. 5, 2024**

**Present:** Donna Mowry (Chair and Secretary), Ralph Knowles, Jack Nancekivell, John Phillips, Liz Dillman and Dotty McClelland. Judy Zarubick joined us in the middle of the meeting.

**Absent:** None

Donna Mowry opened the meeting with a prayer.

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

Motion: that the minutes of the June 6, 2024 meeting be approved as circulated.

Moved by Jack Nancekivell

Seconded by Ralph Knowles

**CARRIED**

**Correspondence – Dotty**

We donated wooden chairs and tables to the Consignment Auction at the Bruce County Heritage Association’s 31<sup>st</sup> Heritage Farm Show and they sent us a cheque for \$25.

Dotty’s daughter-in-law, Tanya McClelland, sold the two large cooking pots, which were now too big for our new stoves, on an on-line website for \$100 to be put in Capital Fund.

Donna will send a thank you card to the Heritage Association and to Tanya.

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

Bank Balance as of August 31, 2024.....	\$19,048.82
Reconciled Bank Balance as of August 31,2024...	\$ 5,840.29
Allocated Funds as of August 31, 2024.....	-\$17,257.07
Net Funds Available on August 31, 2024.....	-\$11,416.78

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

The “General Fund Givings” total for:

June - \$15,515, below the rolling average and below the 2023 June total

July - \$17,815, above the rolling average and above the 2023 July total

PAR total is currently 78 but will decrease in August to 77. We need to have a PAR

Drive to ask people if they would be willing to increase their PAR amount. Some of these amounts have not been changed for several years.

June Sunday Sundaes - \$232.05

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

Ralph and Jack are still working on the Electrical Panel Identification

Hy-Grade has completed the work of replacing the roof on the north side and the final invoice has been paid. YEH!!!

Under Construction hopes to begin working on the south side windows at the end of September.

Don Manary replaced the burnt wires in the wall mounted electrical heater in the sanctuary.

Jack relocated the Lockbox used by the Fire Department from the front entrance to the wall by the outside Office Door. A new Fire Cabinet has been installed just inside the Office Door entrance on the left side of the wall.

Another Emergency Light Unit was replaced at the top of the stairs in the Narthex.

Counters/Greeters are now responsible for locking up the church after Sunday Services. Keys for the ramp door will be issued to these people.

We discussed what changes should be made to the sign on the west wall of the church now that Gord is no longer our minister. Jack and Ralph will look into this.

Batteries and other supplies are needed for the AED machine. Ralph will purchase these.

Judy brought in 8 t-shirts which she had framed, dating back to 2017. These were designed each year for “Every Child Matters” and the National Day of Truth and Reconciliation. We discussed various locations where they could be mounted – Fellowship Hall and the Resource Room with the latest one being hung in the Sanctuary, if Council agrees to this.

**Old Business** – Administration held a meeting for the congregation on July 11 to discuss ‘What Next’ now that our minister, Gord Dunbar, has resigned. The purpose was to get everyone together to know the options. To have a discussion as to how we need/should proceed and what further work needs to be completed and by whom. Twenty-five people attended and many issues were discussed and answers were provided by Judy so we felt it was a worthwhile meeting. Lunch was provided by Liz Dillman assisted by Dotty McClelland. Thanks to these two ladies for the delicious lunch.

**New Business** – We discussed setting up an account in the Royal Bank to make it easier to transfer funds from our Investments, which are at the Royal Bank, to the General Account at BMO, as per an email from John Brash. Two types of accounts are available so Jack will look into this further. If we proceed with this, we will have to decide on the signing officers for this account.

**Adjournment** – Donna Mowry moved the meeting be adjourned.

**Next meeting** – Thursday, October 3 at 10 am in the Resource Room.

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

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