

**NOTE: There were no meetings held in February and March, 2025 although the Donation Steward, Treasurer and Property Chair sent out reports at the end of January and February.**

**Minutes of the Administration Committee Meeting, April 3, 2025**

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

**Regrets:** Jack Nancekivell

Judy Zarubick opened the meeting with a prayer.

**Minutes:**

No minutes were available to be approved.

**Correspondence** – None

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

Reconciled Bank Balance as of March 31, 2025: \$38,336.87

Total Allocated Funds as of March 31, 2025: \$12,929.19

Net Funds Available as of March 31: \$25,407.68

**Motion:** that Kincardine United Church move all financial accounts from the Bank of Montreal to the Royal Bank.

Moved by Ralph Knowles

Seconded by Dotty McClelland

**CARRIED**

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

“General Fund Givings” total for January (\$14,475), February (\$15,044) and March (\$13,593) were all below the rolling average and below the 2024 totals. The number of households on PAR is now down to 74 so we need to have a PAR drive. Judy will speak to the congregation on June 1 about Legacy Giving and Donna will speak on June 8 about signing up for PAR or maybe increasing your PAR. We will have PAR forms available at church that day.

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

Heat pump for the second floor will be replaced under warranty by Sepoy Trade Solutions. We were billed for the repairs to the heat pump on first floor but this bill has been put “on hold” as per discussions with Sepoy. We think the repairs should be covered under warranty.

The outside ramp railings have become loose making them a safety issue. The east railing was reworked by installing new hold down bolts by Howard Brown and Scott Marshall. They will be painted in warmer weather.

The front doors of the church are in need of a new wood finish. We need a couple of volunteers and instructions for wood prep and finish.

Bill McTavish will look after the grass cutting again this summer.

We agreed to continue to purchase facial tissues to be put in the pews and to purchase white paper towels for the kitchen instead of the brown ones. Brown ones will still be used in the bathrooms.

**Old Business**

Celebration of Life Hymn Sing has been moved to May 11.

**New Business**

None

Dotty McClelland moved the meeting be adjourned at 11:15am.

**Next meeting**

Thursday, May 8 at 10 am – note change of date from the first Thursday of the month.

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

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

**Reminder:**

The funeral for Dr. Art Wiebe will be held at the church on Thursday, April 17<sup>th</sup> at 2 pm.

The funeral for Sharon Cox will be held at the church on Sunday, May 4 at 2 pm.