

Minutes of the Administration Committee ZOOM Meeting, August 17, 2023

Present - Donna Mowry, John Phillips, Ralph Knowles, Jack Nancekivell, Liz Dillman and Gord Dunbar

Regrets – None

Gord opened the meeting with a prayer.

Minutes of the June 13, 2023 meeting

MOTION to accept the minutes of June 13, 2023 as circulated.

Moved by: Jack Nancekivell

Seconded by: Ralph Knowles

CARRIED

Correspondence - none

Treasurer's Report – prepared and presented by Liz

Bank Balance August 15, 2023.....	\$41,976.71
Less outstanding cheques.....	\$ 1,956.19
Less M & S Funds.....	\$ 9,701.00
Less UCW Funds to be transferred.....	\$ 754.00
Less Funds to be transferred to Trustees	<u>\$25,510.63</u>
Reconciled Bank Balance August 15....	\$ 4,054.89

General Fund Bank Account Reconciliation

Capital Projects.....	\$26,737.14
Other Pass Through Funds.....	\$ <u>2,530.00</u>
Total Allocated Funds.....	\$29,267.14

Net Funds Available, August 15, 2023...-**\$25,212.25**

Donation Steward's Report – prepared and presented by John

Monthly Report – General Fund Givings total for June was \$24,276 which was above the rolling average and above the 2022 monthly total.

The General Fund Givings total for July was \$14,950. This total was above the rolling average but below the 2022 monthly total.

There have been two major monetary donations which were undesignated. Donna will bring this to Council.

Discussed the status of KUC sending out Memorial Thank You cards but no definite decision was reached. Will discuss again at the next meeting.

John completed the Benevity Fund Re-Certification for 2023.

Property Report – prepared and presented by Ralph

Nothing has been done yet with the southside sanctuary windows.

North Sanctuary roof has to be replaced no later than next year. It was suggested that maybe we should set up a committee of about 10 people to discuss how to pay for this project.

Lights in Fellowship Hall were replaced with LED bulbs.
Heat pumps showed a leakage which turned out to be water condensation due to high humidity days.
Galena, our new custodian, has completed her probation period and we are quite satisfied with her work. Ralph will inform Galena that her probation period has ended and she is now a permanent employee. Galena has also joined the AV Team.

Old Business

A letter was sent out explaining that due to increasing costs, our expenses are much higher therefore would members consider increasing their donation. Some people didn't receive the letter so it was revised and sent out again.

New Business

We discussed whether to hold the next meeting by Zoom or in person. Committee decided to meet in person at the church. Liz, as one of the Booking Facilitators, will book the Resource Room for us.

Gord closed the meeting with a prayer.

Adjournment - meeting adjourned by Donna Mowry

Next Meeting – Thursday, September 7 at 10am in person at the church.

Chairperson and Secretary _____ Present at the Meeting _____