

Minutes of the Administration Committee Meeting, Dec.5, 2024

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

Regrets – None

Donna opened the meeting with a prayer.

Minutes of the November 7, 2024 Meeting

Motion: that the minutes of the November 7 meeting be approved as circulated.

Moved by Dotty McClelland

Seconded by Donna Mowry

CARRIED

Correspondence – Nil

Treasurer's Report – Prepared and presented by Liz Dillman

Bank Balance as of November 30, 2024..... \$50,866.68

Reconciled Bank Balance as of November 30, 2024 \$30,711.12

Total Allocated Funds as of November 30, 2024.....\$12,691.42

Net Funds Available as of November 30, 2024.....\$18,019.70

Jack checked various insurance companies to try and get the best coverage at the best price. He finally chose a policy through the United Church of Canada at a savings of \$3200 per year. This reduces our 2025 budgeted amount for Insurance from \$13,800 to \$10,600. This is not shown in the Budget amounts sent out to the Congregation in preparation for the Budget Meeting so Donna will announce this at that meeting.

The 2025 Budget was passed at the Budget meeting on Dec.8, 2024 as presented.

Motion: that we move the funds recorded under “AV Upgrade” to the Programme Committee to cover license fees.

Moved by Donna Mowry

Seconded by Ralph Knowles

CARRIED

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

Total Givings for November were \$25,209 which was above the rolling average and above 2023's November total. There are currently 76 households on PAR.

John sent out midyear statements to those on the email list with a well written note on the back – for anyone wanting to go on PAR or increase it, he included his kucdonate@bmts.com address. Two households increased their PAR after receiving this letter.

Re: the AV equipment - John and Judy discovered last Sunday that cables were removed from the laptop and left on the floor, OBS Software was messed up and PTZ camera had issues as well. Now we are wondering if we should lock the balcony door as we used to do. We will wait and see if anything else happens.

Property Report – Prepared and presented by Ralph Knowles

We paid the invoice received from Under Construction for the work completed on the south side Sanctuary windows (\$11,815.29) which was less than his original quote.

The dishwasher is now working. A manifold fitting was cracked, a new part was ordered and Don Manary and Howard Brown installed the new part on arrival.

Don Manary repaired several electrical wall heaters in the Sanctuary which involved replacing controllers, burnt wiring and connectors.

Randy from Randy's Lock and Key from Hanover is coming today to remove a broken key lodged in the cylinder of the ramp door.

Old Business

None

New Business

Re: the Evacuation Agreement with Trillium Court which expires December 31/2024. Donna hasn't heard from them yet and since this is our last meeting in 2024, we passed the following motion.

Motion: that we agree to renew the Evacuation Agreement with Trillium Court effective January 1 – December 31, 2025 if they still want it. The contacts from our church will remain the same.

Moved by Dotty McClelland

Seconded by Ralph Knowles

CARRIED

Donna announced that the Celebration of Life Hymn Sing will be on May 4, 2025.

Adjournment – Dotty moved the meeting be adjourned.

Next Meeting – Thursday, January 9, 2025 at 10am by Zoom.