

Minutes for the Administration Committee Meeting February 27th. 2018

Present: Gord Dunbar, Liz Dillman, Ralph Knowles, Gerry Stephens, and Jack Nancekivell

Regrets: Gregg and Dotty McClelland, Donna Mowry, Ron Smith and John Phillips

Opening Prayer: Gord Dunbar

Since there was not a quorum in attendance, no motions were put forward for approval.

Minutes of the January 23rd. 2018 meeting: The minutes had been distributed and there were no errors or changes identified by those present.

Correspondence: None other than those identified in the following reports.

Treasurer's Report: The report submitted by the Treasurer prior to the meeting was reviewed with a few questions from Ralph, that were clarified. The highlight was the fact that the revenues for the month of January 2018 actually met the expenses for the month with the exception of the yearly payment for the insurance.

The bank balance to support cash flow at the end of January was \$13,658.34

The Treasurer informed the meeting that the 2017 financial statements were reviewed by Mary Phillips, Leanne Guppy, and Bev McLelland.

Items of correction had been itemized with the appropriate corrective action required.

Envelope Steward's report: The report was provided with the material for the meeting and was briefly discussed. It was encouraging to see that the "Givings" had increased over the previous January 2017.

Property Committee Report: The minutes from the Property Committee meeting held just prior to the Administration Meeting are attached for review.

Trustee Report: The minutes of the Trustee meeting held on February 16th. 2018 were attached to the agenda for the meeting. The only change that is noted was the Office Secretary was changed to Office Coordinator.

Tasks from council to be assigned: (Only items that are not assigned to the Property Committee).

1.0 Celebration of Life Hymn Service: This Sunday morning service has become a very important event when the minister is away in May to attend Conference. Gord will coordinate the procedure to be used in preparation of this service with Donna and David Hamilton.

2.0 Counting and Recording the Offering: This task has been prepared and submitted by the Envelope Steward.

3.0 Boston Pizza Program: The procedure for interfacing with Boston Pizza and the monitoring of the receipts to provide the 10% donation to the Church will be prepared by the Envelope Steward.

4.0 The process of receiving and approving applications for the rental of the Church space will be assigned to a Committee of Gord, Liz and Jack.

Old Business:

1.0 Assessment of Spare Keys: It was suggested that an announcement be placed in the weekly "Announcements" to ask that anyone with keys to the church building that are no longer required to be used by that person, be returned to the Church Office.

2.0 Upcoming Stewardship Programs planned for 2018: Gord informed the meeting that something similar to the Hope Project would be presented again this spring to culminate on May 11th with the theme of "Blooming Faith". The Stewardship program would begin after "Thanksgiving" for a period of five weeks.

3.0 Review of Committee members that will remain on the Administration Committee. Ralph, Gerry and Jack indicated that they would remain on the committee.

4.0 The Strategic Plan Formation: Each Committee of Council are encouraged to meet with their groups and explore which strengths the Church can use to grow from good to great. After that input is examined by Council, Gord is planning to hold a "Town Hall" meeting on May 6th to invite input on the Strategic Plan. The possible outline of the meeting agenda is attached for inclusion in the Administration committee minutes.

New Business:

1.0 A proposal was brought forward to compensate John Phillips for the time that he spent during 2017 while assuming the duties of Envelope Steward. A discussion ensued with a positive acceptance of this proposal.

2.0 Personnel Reviews are required for the Custodian, Treasurer and the Envelope Steward. It was agreed that the review of the Envelope Steward was not required at this time due to the fact that a new person has just assumed those duties. Jack will conduct a review of the Treasurer. It was discussed that the Property committee should meet with the Custodian and prepare a review. Gord will assist in this matter.

Gord's Report: Gord brought up the point that the “Annual Report” for the 2017 activities of the Administration Committee had not been received by the office. Liz volunteered to prepare this report.

Meeting Adjourned at 11:25 am.

Next Meeting March 27th 2018