

### **Minutes of the Zoom Administration Committee Meeting, Feb.2, 2023**

**Present** – Donna Mowry, Gregg McClelland, Jack Nancekivell, Liz Dillman, Ralph Knowles and Gord Dunbar

**Regrets** – John Phillips

Gord Dunbar opened the meeting with a prayer.

#### **Minutes of the December 30, 2022 Special Meeting**

MOTION: that the minutes of the December 30, 2022 meeting be approved as circulated

Moved by Jack Nancekivell

Seconded by Ralph Knowles

**CARRIED**

#### **Minutes of the January 12, 2023 Meeting**

MOTION: that the minutes of the January 12, 2023 meeting be approved as circulated

Moved by Ralph Knowles

Seconded by Jack Nancekivell

**CARRIED**

#### **Correspondence - Nil**

#### **Treasurer's Report** - prepared and presented by Liz Dillman

Liz prepared a monthly statement showing only the expenses to date for 2023. No Income totals were available because our Donation Steward, John Phillips, is on holidays.

Liz had problems with sending in the January payroll amounts because the procedure had recently been changed. She worked steadily for several days to make sure all the staff received their wages for January.

#### **Donation Steward's Report**

No report, John Phillips is on holidays.

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

Georgian Bay Fire will be installing new fire extinguishers sometime in March.

Electrical Panels require an inspection as the existing Directories are not accurate which includes missing and incorrect information. Jack and Ralph are in the process of checking this out and making new Directories.

The Heat Pump for the second floor Learning Centre is not responding properly to input at the thermostat so we are strictly on electric heat. Cliff's Plumbing is coming today to correct the problem.

#### **Old Business**

Donna, Liz and M & P held discussions regarding hiring a new custodian. We decided that the best option was to hire Stuart Metzger on a contract for 4 months from the

beginning of January to the end of April/2023. The Committee members agreed with this decision. Administration will now recommend to Council that we hire Stuart Metzger on a contract for 4 months.

### **New Business**

On January 25, 2023, Pat Porter and Leanne Guppy reviewed the 2022 financial books and found them to be in order. They have agreed to act as Reviewers for 2023.

Donna reminded the Committee of the Congregational Meeting for the 2022 year which will be held on February 19, 2023 after the church service. Jack agreed to present the Financial and the Administration report because Donna will be on holidays.

Judy Zarubick took on the task of sorting through old financial reports and envelopes and has shredded reports older than seven years. She has stored the remainder in plastic tubs, to prevent any water damage, and organized them by year. Many thanks to Judy for completing this time-consuming task.

Donna announced that Gregg is officially resigning from the Administration Committee as of the Congregational Meeting in February but will remain as a Trustee and continue to look after our Insurance. Donna thanked Gregg for all the work he has done for the Committee, all the advice he has given us and his lengthy commitment to this committee. The other members added their thanks too.

A discussion was held regarding obtaining new members for our Committee. Please send any suggestions to Gord and he will personally contact them.

Gord updated us on his idea for a new direction for Stewardship. It will be an ongoing process throughout the year with various members giving presentations about why they come to church, why they donate to the church, our financial status, how we are helping our community, the talents people wish to share etc. In other words, we'll be talking Time, Talent and Treasure throughout the year instead of a one-time campaign in the fall.

**Adjournment** - Gregg adjourned his last meeting with the Administration Committee.

**Next Meeting** – We will not meet in March but the Treasurer, Donation Steward and Property Ministry Team Chair will complete their regular reports for February and email them to the Committee members.

**The next meeting will be April 6, 2023 at 10 am.**