

Minutes of the Zoom Administration Committee Meeting, Jan.12, 2023

Present – Jack Nancekivell, Donna Mowry, Ralph Knowles, Gord Dunbar, Judy Zarubick, Liz Dillman and John Phillips (on-line)

Regrets – Gregg McClelland

Donna welcomed Gord Dunbar back from his sabbatical and she also welcomed Liz Dillman, our new Treasurer.

Judy Zarubick opened the meeting with a prayer.

Minutes of the December 8, 2022 Meeting

MOTION: that the minutes of the December 8, 2022 meeting be approved as circulated

Moved by Jack Nancekivell

Seconded by Ralph Knowles

CARRIED

Correspondence – Nil

Treasurer's Report – Prepared by John Brash and presented by Liz Dillman

We ended the year with a deficit of \$6033.41 which is being covered by borrowing money from the Capital Project Fund.

Liz was able to prepare the payroll although she had a very short timeframe in which to complete it. Congratulations, to you, Liz on a job well done.

We discussed getting a dedicated email address for the Treasurer. Liz said she is fine without one.

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

The General Fund Givings Total for December was \$20,651 which was below the rolling average and below December 2021. We received a total of \$185,326 in donations in 2022. We began and ended the year with 77 households on PAR

We received a donation for the Legacy Memorial Tree designated for the General Account.

John will send out the Income Tax Receipts mid-February.

John moved the old computer connected to the audiovisual system into the small office.

John purchased Microsoft 365 Premium for Non-Profits. He explained some of the uses and advantages of this program. He updated the Office Co-ordinator's computer, new audiovisual computer and the computer in the second office to Microsoft 365. We will now cancel our subscription to Frieburgers and Dropbox.

John has sent Year End Reports to the following:

Memorial Report to Liz Dillman

Year-to-Date Donation Summary to John Brash

Memorial Legacy Tree Report to Mary Phillips

Rental/Key Deposit Report to Judy Zarubick and Liz Dillman

Broadview/Observer Report to Sarah Mackenzie

Property Report – Prepared and presented by Ralph Knowles
Stuart Metzger is investigating the purchase of a new vacuum cleaner.

Due to the possibility of another power problem with the audiovisual system and electrical items used at the back of the church, a dedicated power supply will be installed from the distribution panel. Don Manary will install a new circuit and cable.

We discussed the issue of hiring a new part-time custodian.

Judy thanked Ralph Knowles and Stuart Metzger for hanging the survivors' flags.

Old Business

Donna will continue to do the scheduling for counting, greeting and running the elevator each Sunday. Donna will send Sarah any of our 2022 minutes missing from the website so she can update it.

New Business

We need to complete a Review Form for John Phillips and Stuart Metzger. Donna will be sending everyone a copy of the Form. Ralph and Jack agreed to complete the form for Stuart. She will complete the form for John Phillips. All members are invited to send comments about the custodian to Ralph and about the Donation Steward to Donna ASAP.

Gregg McClelland has stated that he will not be extending his term on the Administration Committee as of the Annual General Meeting in February.

Judy Zarubick and Jack Nancekivell gave a short report from the Deficit Dilemma Zoom Session organized by the UCC. Key words from the session included – use a positive approach, especially when giving reports; engage the members as much as possible; keep congregation informed about how our donations are being spent, how we are helping out in the community; redefine what our church is all about in this new technological world etc.

Future meetings – February and March meetings will be by Zoom. Starting in April, we may meet at the church.

Adjournment – Donna moved the meeting be adjourned.

Next Meeting – Thursday, February 2, 2023 at 10 am, via ZOOM

Administration Committee – Chair and Secretary

Administration Committee – Another member