

**KUC Administration Committee Meeting
ZOOM Meeting**

Meeting – March 3, 2022

- Permission was granted October 7, 2021, to allow Julia to record the minutes for play-back purposes to make sure the minutes and motions are accurate. Said recording to be deleted once minutes are approved by the meeting Chair.

Present – Jack Nancekivell, Gord Dunbar, Julia Metzger, Ralph Knowles, John Phillips, John Brash, Gregg McClelland

Regrets – Donna Mowry

Opening Prayer – Gord opened with a prayer.

Minutes of the February 3, 2022 Meeting –

MOTION to accept the February 3, 2022 minutes as circulated.

Moved by: Gregg McClelland

Seconded by: Ralph Knowles

CARRIED

Correspondence –

The Annual Reviews of Financial Statements for 2020 and 2021 will be facilitated as soon as allowed by the “reopening Committee”. John Brash is prepared to provide the accounting information for this purpose.

In accordance with the KUC Governance Handbook, the Treasurer and the Donation Steward are a resource only to the Administration Committee and are not voting members.

Treasurer’s Report – Prepared by John Brash

John Brash reviewed his submitted report.

Currently have \$7,415.65 available net funds.

Sat Apr 23/2022 – Male Welsh Choir to perform concert as fundraiser for KUC.

Donation Steward's Report – Prepared by John Phillips

John Phillips reviewed his submitted report.

PAR givers remain at 77.

Around The World update – Received \$300 in donations to date. John & Mary enjoyed putting this together. Enjoyed the fellowship with the members who participated by sharing their travels.

Food Bank donations – At the Feb 15/2022 M & M meeting there was a motion made that any excess funds from the Pancake Supper donations are to be forwarded to the Kincardine Food Bank.

Property Report – Prepared by Ralph Knowles

Ralph reviewed his submitted report.

Lettering for new office hours have been put on the door.

Westario Invoice for January was way up so new adjustable thermostats have been installed which automatically return the setting to a lower set temperature after a set period of time.

The contracts for the Custodian job share between Stuart and Laura Metzger have been signed, and to begin April 1/2022.

Old Business –

EPCOR – letter & \$500 sent Jan by registered mail and has yet to be cashed. No response from EPCOR regarding this matter.

Policy for Memorial Legacy Tree – to be taken to Council meeting in March.

Stamp Machine Update – Gregg – read contract, didn't see any way to get out of the contract. Make note of the end of contract date – send letter to Pitney-Bowes – cancellation of service must be received by Pitney-Bowes 90 days prior to contract renewal (per the contract). Gord will forward email to Sarah to arrange for the termination notice.

New Business –

FOR INFORMATION – Policy & Procedure for the use of e-transfer by the Treasurer – prepared by Jack for review by Administration Committee. Jack is willing to take this proposal forward to Council in March.

MOTION: To proceed to go forward with the Proposed Policy and Procedure for the Payment of Accounts for the Kincardine United Church, with the suggested modification and to presented to Council for their information and discussion.

Moved by: Gregg McClelland

Seconded by: Ralph Knowles

CARRIED

Adjournment – Gregg moved for adjournment at 11:22 am

Next Meeting – **Thursday, April 7, 2022 at 10 am, via ZOOM**

Administration Committee - Secretary

Administration Committee – Chair