

**KUC Administration Committee Meeting  
ZOOM Meeting**

**Meeting, March 4/2021**

**Present** – Jack Nancekivell, Donna Mowry, Julia Metzger, Ralph Knowles, Gregg McClelland, John Phillips, Dotty McClelland

**Regrets** – Liz Dillman, Gord Dunbar

**Opening Prayer** – Gregg opened with a prayer

**Minutes of the February 4, 2021 Meeting** –

**MOTION** to accept the February 4, 2021 minutes as circulated

Moved by: Jack

Seconded by: John

**CARRIED**

**Correspondence** – none at this time

**Treasurer's Report** – Prepared by Liz Dillman (sent out on March 2)

The Monthly Report and the Financial Statement were reviewed.

We are doing very well.

Discussion was had on balances and where monies are allocated.

**Donation Steward's Report** – Prepared by John Phillips (sent out on March 1)

Monthly Report – January and February were good. PAR at 82 people.

Donation Tax Receipts are all done.

Name change and email address domain has been completed for Donation Steward. John will work on making announcement for new domain.

Suggested looking at two window envelopes vs having printed envelopes for future bulk mailings.

Power Church Membership needs updating.

New total for fundraiser - \$1,245 “Around the World in 60 Minutes” as a few more donations have come in.

**Property Report** – Prepared by Ralph Knowles (sent out on February 23)

- a) Recommendations from Ecclesiastical Insurance (from Walk-Through by phone) – draft report of recommendations: fire alarm system, video surveillance, snow shovelling & salting log, accident log book – Fire Alarm System, – placement being done tomorrow (Friday); Jack will be developing a Fire Plan to satisfy the local fire department requirements. Stu is keeping a log for snow shoveling/salting in event of any accidents.
- b) Painting under the balcony – to be scheduled at some point. Carpet at office – Kendra suggested to have ceramic tile from entry to office. Ralph will get quote for installation.
- c) Exhaust fans in washrooms to be controlled by separate switches. Not an easy fix and would require complete new wiring – recommended to take off list.
- d) Lending Policy – re lending stuff from the kitchen, church items. May be good idea to keep a log of items that have been borrowed from the church. Leave this item until church is open again. Facility Use Co-ordinators could maybe keep track of items loaned out.
- e) Brick Pointing – need to get idea of cost. Ralph to contact Marvin Albrecht. To be completed later in the year.

- f) Windows on Southside of church need to be scraped and painted. Suggest to talk to someone who will be able to complete this at the same time the brick pointing is being done.
- g) Windows for nursery are rotting and should be replaced this year. Ralph and Jack will work on getting a quote.
- h) HVAC system, new lights and fans in Sanctuary + financial aspect of those – Pollock Electric have the fans and are in process of obtaining scaffolding – may be this month or so.
- i) Bill McTavish to do lawns for summer
- j) Lock for new door still outstanding. Ralph working with Fischer Glass to get this resolved.
- k) Georgian Bay Fire have not been in the building for some time. Will happen shortly for fire extinguisher inspections.
- l) Underlay in sanctuary has deteriorated. Will need to look into potential of replacing.

Council is looking for recommendation as to where to allocate the \$8,800 remaining from the Automatic Doors Project.

Jack proposed, Gregg seconded, and all attendees agreed on the following recommendation to council: All funds that are left over after any capital project is completed are to be moved into the capital fund account for future capital projects.

Donna will bring this recommendation to the next council meeting.

#### **Old Business** –

- a) 2020 Staff Review Forms – Donna compiled all submitted information regarding the Staff Review Forms for the Donation Steward, the Treasurer and the Custodian and forwarded them to Mary Phillips, Chair of M & P.

#### **New Business** –

- a) Governance Handbook – has been revised – will discuss next month. Draft will be sent out by Donna
- b) Next Congregational Meeting will be the Budget Meeting – Dec.12, 2021
- c) Legacy Ministry Team – have selected a sampling group to follow up on a letter that was sent out to discuss Legacy considerations for giving funds.
- d) M & P looking into training sessions for the staff – WHIMIS, Workplace Safety, etc. Will hear more about this at a later date.
- e) Gord's Fundraiser Idea – keep or shave beard – money for General Fund. To Beard or Not To Beard. Will let Gord go ahead.

Adjournment - Gregg adjourned the meeting at 10:07 am.

**Next Meeting – Thursday, April 1, 2021 at 9am**

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Administration Committee - Secretary

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Administration Committee - Chair