

Minutes of the Administration Committee Meeting. March 7, 2024

Meeting began at 10:00am.

Present: Ralph Knowles, Dotty McClelland, Judy Zarubick, John Phillips and Liz Dillman.

Regrets: Donna Mowry

Opening Prayer: Judy provided a reading from the book "Act Fast" followed by a prayer.

Minutes of the December 14th. Meeting: The minutes stated that \$28,510.63 was transferred to the Trustees, when in fact it was \$25,610. The minutes were approved as amended by a motion from Ralph and seconded by Dotty, carried.

Treasurer's Report: Prepared and presented by Liz. Funds as of February 29th. 2024

Bank Balance	\$47,132.45
Reconciled Bank Balance	\$36,213.82
Total Allocated Funds	\$60,902.37
Net Deficit of Funds	\$24,688.55

A discussion ensued on the proposed monthly Financial Summary Report to the Congregation, which was included in the Treasurer's report. It was considered important to identify the financial status of KUC to the members each month.

The proposal was approved by a consensus of the Administration members present.

Property Report: Prepared and presented by Ralph.

Karn's Roofing has repaired the caulking on the Learning Center Roof as well as an inspection of the window caulking.

Presently an extensive examination of the electrical panel in the Narthex is being carried out with the assistance of Don Manary. The front spot light on the signage has been repaired and operating.

There is a continuous monitoring of the emergency lighting as well as the smoke alarms that need to be periodically replaced.

Georgian Bay Fire will be inspecting the Fire Extinguishers next week.

Ralph and Jack will proceed to obtain quotations on the replacement of the north roof of the sanctuary from Karn's Roofing and Hy-Grade Roofing.

Insurance: Jack reported on the request for quotation from three insurance companies including HUB through the United Church of Canada.

Donation Steward Report: General Fund Givings for February was \$15,278 to bring the total for 2024 to \$31,842.

John's earlier proposal of pursuing grants was discussed. Liz reported that we did not qualify for a grant from Hydro One Community Fund. However, Liz has contacted Stephanie Hartwick to check other source of grants for which KUC would be eligible.

A concern over membership was also raised. With recent visits by the Donation Steward within his neighbourhood, there has been three members renew their personal contact information and expressed the intent to be more active in KUC.

The subject of membership also raised the need for more members on the Administration Committee. There are number of areas that would benefit from having more members to follow up on fund-raising and grants. It was suggested that each member of the Administration committee prepare a list of KUC members that could be asked to join the Administration Committee for the next meeting.

John also raised a concern on how he is able to account for various fund-raising activities in order to track them accurately for the United Church statistical report which in turn establishes the United Church assessment. This matter will be further clarified with the Treasurer.

Booking Facilitator Report: Judy reported that presently the rental policy on the website states a maximum for the rental of space to "for profit" rentals. This limit is preventing higher rent revenues, particularly on the repeated use of space over several occasions.

Consequently a motion was made by Ralph "to remove the ceiling limit on "for profit" rentals and to revise the website accordingly". The motion was seconded by Dotty and carried.

Old Business: Nil

New Business: A concern was raised by Jack regarding the identification of Bequests and Legacy gifts transferred to the Trustees for investment. The concern is two-fold: 1.0 is there restrictions on the use of the funds such as to be used for income only with the principle amount to be retained in investments, and 2.0 should the source of the bequest or Gift be identified.

John clarified that there were no restrictions on the funds recently transferred to the Trustees.

Adjournment: Dotty.

Next Meeting: April 4th. 2024 at 10:00 am "in person".

Prepared by Jack

