

Kincardine United Church Administration Committee Meeting

March 28th. 2017

Attendance: Rod Coates, Gregg McClelland, Ralph Knowles, Donna Mowry, Jack Nancekivell, Dotty McClelland, and Pastor Judy Zarubick.

Regrets: Ron Smith and Liz Dillman.

Opening Prayer: Provided by Gregg.

Minutes of the February 28th. 2017 Meeting:

Motion to accept the minutes as printed was made by Jack, seconded by Rod and approved by the Committee.

Correspondence: Letter from Municipality of Kincardine to be discussed under "Property".

Treasurer's Report:

1.0 The monthly report was received and noted that the deficit through March 23rd. 2017 was \$16, 802.

It was pointed out that added to the Bank Loan of \$25,000, the actual deficit is \$41,802.00

A discussion ensued about the reporting of the Bank Loan on the Income Statement. It was a consensus that the loan should be identified separately at the bottom of the Statement and not as a Budget item under Administration.

The interest only on the loan from the bank would be shown as a budget item under Administration.

2.0 Given the anticipated requirement to replace the north side of the roof over the Sanctuary in the near future, the committee discussed at length the need for "Fund-Raising" by the Church congregation.

It was agreed that a proposal would be made by the Administration Committee Chairman to Council recommending that "Fund-Raising" Committee be established.

Envelope Steward's Report: Presented by Rod.

Rod' report was extensive and included the following topics:

1.0 Review of the "General Fund Givings" showed a deficit of \$142.00 compared to the 5-year yearly average.

2.0 Retention of Accounting records of giving etc. to comply with CRA requirements including the responsibility of disposing of obsolete records.

It was clearly decided by the Administration Committee to recommend to Council that the Envelope Steward and the Treasurer should be responsible for the disposition of the “Donation” and “Financial” records, respectively.

A motion was made by Donna “that the Envelope Steward and the Treasurer be jointly responsible for the retention and disposal of the donation and financial related records in accordance with the CRA rules”. This motion was seconded by Jack and unanimously approved.

3.0 Rod discussed the task of using the new software program to combine membership lists. Included with this discussion was the need of a “Membership Steward” or a “Membership Ministry Team”.

4.0 Rod identified that the Sunday morning service “Head Count” of those attending was not being consistently carried out with the numbers recorded on the attendance sheet. After discussing the matter, it was decided that the ushers should be assigned this task.

The following motion was made by Dotty: “The counting and recording of the attendance at the Sunday Morning Service, including the main floor of the Sanctuary, in the Balcony and Choir be the responsibility of the Ushers as assigned by the monthly House Leaders.”

This motion was seconded by Ralph and unanimously approved by the Committee.

After Rod’s report, we had a discussion regarding the removal and reinstatement of members by Council.

Property Report:

1.0 The elevator hose and battery pack were replaced recently.

2.0 A letter was received from the Kincardine Municipality to alert the Church that a review of the kitchen operation would be conducted beginning January 2018 with regard to the requirement for a grease interceptor. No action is required at this time.

3.0 Items were identified that would be required for the Good Friday/Easter Service. Ralph and Dotty volunteered to place the Cross, Tomb along with the Stone and the Purple Cloth in the Sanctuary for the service.

4.0 Ron has been in contact with Hygrade Roofing to provide a quotation to replace the roof on the north side of the sanctuary. This matter will be dealt with further after quote has been received.

5.0 The south washroom floor serving Fellowship Hall urgently needs to be replaced. The approximate cost of this replacement is \$1,000.00 provided that the members of the Property Committee remove the existing floor material. This project will be proceed in May, hopefully to include Church members that will be returning from the south.

6.0 The clean out and painting of the small room at the south west corner of Fellowship Hall will be scheduled for June 2017.

Trustees Report: None at this time.

Old Business:

1.0 The improper location of the Propane, tank by the adjacent neighbour to the north of the Church, has been assigned to the Trustees for appropriate action.

2.0 Transporting the food donations, from the last Sunday of the month, to the Anglican Church has been arranged by Dotty.

3.0 The new computer required for the office will be coordinated between Rod and Sarah.

4.0 Ron Smith informed the Royal LePage office that the Church was not in need of furniture.

5.0 The full listing of those members that have passed in 2016 will be listed in the Annual Report, including those who funeral was not conducted by the Church Minister. Bequests will also be listed in the annual report, but not the amounts. Pastor Judy will provide oversight to this matter.

Report from Pastor Judy:

Judy reported that video system is working much better since the HDMI cable had been replaced.

Judy will be away during Holy Week, but will be present for the Good Friday and Easter services.

New Business:

1.0 The new Minister has been called, which has created a great deal of excitement within the Search Committee and the congregation.

2.0 Staff evaluations are required to include the Envelope Steward, Treasurer and the Custodian. Forms were given to the members of the Committee to be reviewed and on which to place comments.

3.0 The “Celebration of Life” Hymn Sing service will be held on May 28th. An advance letter will be sent out by Donna in the weekly Announcements to invite suggestions regarding hymns and the content of the service.

Adjournment: Gregg moved for adjournment.

Next Meeting: Tuesday April 25th. 2017 at 10:00 am.