

Administration Committee Minutes – October 4, 2016

(date was changed from that stated at the June meeting so Pastor Judy could attend)

Present: Donna Mowry (Chair and Secretary), Liz Dillman, Rod Coates, Ralph Knowles, Gregg McClelland, Jack Nancekivell and Pastor Judy Zarubick.

Absent: Ron Smith, Gerry Stephens and Dotty McClelland

Donna welcomed Pastor Judy to our Meeting.

Pastor Judy opened the meeting with a prayer.

It was moved by Jack Nancekivell and seconded by Gregg McClelland that **the minutes of the June 28 meeting be approved as circulated.** Motion carried.

Treasurer's Report – presented by Liz Dillman

Revenue to September 30, 2016.....\$131,464 (includes the \$25,000 Bequest)

Loan Advances.....\$ 25,000

Expenses to September 30, 2016.....\$158,005

Deficit to September 30, 2016.....\$ **1,541** (plus the Loan Advances)

Reconciled balance as of September 30, 2016.....**\$21,119.26**

We didn't print a Financial Report in the Announcements during the summer but we will begin to do so again now. It will contain the basics – Revenue, Expenses, Deficit/Surplus, the details for the Reconciled Bank Balance and the graph.

Envelope Steward's Report – presented by Rod Coates

The “General Fund Givings” were as follows:

July - \$12,860 August - \$12,586 September - \$13,177

The “General Fund Givings” at the end of September 2016 are \$5877 less than the same period in 2015.

The “Donations to Date” letters will be sent out in November along with a current Financial Statement and a note re: the \$25,000 loan.

The Offering Envelopes for 2017 have been ordered (20 less boxes).

Property Report – presented by Ralph Knowles

a) Our elevator passed the Annual Inspection.

b) Ralph gave an updated report on the Church Key situation – number lost, number returned, the number currently issued to people and the number available in the Office.

c) Pastor Judy asked for a window to be installed in the Office door. Ralph will look into this.

d) Jack Nancekivell has some office furniture he will donate to the church, if we can use it. Judy will follow up on this.

Trustees Report –

Pastor Judy reminded us that, according to the Organizational Handbook, the Minister is a member of the Trustees Committee and therefore Judy should be invited to all

Committee meetings and sent all Communication (Don Harry had asked to be excused from these meetings). Jack Nancekivell will inform Ron Harris, Trustees Chairperson.

Old Business

a) Donna was pleased to report that two churches (one in Ontario and one in Virginia) have asked for permission to use the template for our Celebration of Life Hymn Sing Service and use actual parts of the service.

b) Rod Coates has solved the office computer problem **for now** by replacing the Office Manager's computer with the one in the Minister's office and migrating all software from one to the other, including the "Donations" software. (Pastor Judy is using her own laptop). Liz Dillman and Rod Coates visited with the Port Elgin United Church treasurer in late July and will have some recommendations for upgraded software at a future Administration meeting.

New Business

a) Ron Smith looked after getting Judy's name put on the sign at the front of the church.

b) We need to prepare our Budget at the next meeting.

Donna Mowry moved the meeting be adjourned.

Next meeting will be on Tuesday, October 25 at 10 am.