

KUC Administration Committee Meeting
Sept 24, 2019

Present –Liz Dillman, Gord Dunbar, John Phillips, Julia Metzger, Jack Nancekivell, Gerry Stephens, Donna Mowry, Gregg McClelland

Regrets – Ralph Knowles

Opening Prayer – Gord opened the meeting with a prayer.

Minutes of the June 25/19 meeting –

MOTION to accept June 25/19 minutes as circulated.

Moved by: Jack

Seconded by: Gerry

CARRIED

Correspondence – None at this time.

Treasurer's Report – presented by Liz still \$40K deficit, committees within budgets

Report from the beginning of 2019

Current reconciled Bank Balance

Bequest from Barb Burton as noted

Changes to be made:

Observer name change to Broadview

Donations for Envelopes on page 1 (\$105) to be added to \$5 shown under Admin on page 3.

Insurance –Gregg just got a new procedure to be put in place. Those renting our facility will have to apply online and follow the instructions for payment of insurance (if they don't already have insurance in place)

Jack made **MOTION** to allow the church treasurer to obtain a credit card for payments up to \$5,000 as required for church charges. Liz to bring monthly statement to Admin for approval.

Seconded – John

CARRIED

Envelope Steward's Report – presented by John

Monthly Report for June, July, August

Contribution Statement – looking for easier way to complete/send tax receipt updates. Will work in conjunction with a mailing by Stewardship.

PAR at 83 members. Monies are down on 5 year average. Trends show decline. Bequest on line 7. Year to date not looking great.

Special Offering Envelopes – are going to be changed for future use, colored and event specific. Name and Amount on same side.

Tax Receipts – re Assistance Fund was approved in the existing budget

Projects Wish List needs to be updated online.

Skills & Activities – easy enough to set up. Power Church has a great part of the process to enable us to use the Activities & Skills section.

Property Report – presented by Gerry Attached at end of report.

An updated contact list for emergencies (plumbing, heating, etc.) needs to be posted – in case a church contact isn't available when needed.

Trustees Report – Meeting set for later this week.

Old Business –

Stored Pews Removed – Jack meeting with Mennonites tomorrow to see if they are willing to take some. Judy suggested that there be 4 long pews taken out and replaced by 4 shorter pews. Pews at back of church to be removed. Liz has offered to store any leftover pews if necessary.

New Business –

- a) Custodian's Job Description – has been circulated. This has come through property – approved by all parties involved.
- b) Cleaning Fee Schedule to be added to Room Rental Policy – recommendations are to cover costs to cover any cleaning necessary if facilities are damaged during a rental. Liz and Judy to add these numbers to the rental policy.
- c) Trillium Court Evacuation Agreement – via email

AFFIRM E-MAIL MOTION: That the following e-mail motion be affirmed and entered into the records of the Administration Committee.

MOTION of August 15, 2019: That the Kincardine United Church renew the Evacuation Agreement with (Revera) Trillium Court, according to the terms stated in the contract, until December 31, 2020.

Moved by: Donna Mowry Seconded by: Julia Metzger **CARRIED**

- d) Zoll AED from Berrn Consulting – inside front door, waiting to be set up
- e) Toilet – thank you to Don for fixing/replacing the toilet. Jack will express our verbal thanks at this time as there are still items for Don to assist with.
- f) Booking Facilitators Job Description – as circulated
Duties #1 – Admin all booking Agreements
MOTION – To accept the Booking Facilitators Job Description as circulated
Moved by: Jack Seconded by: John **CARRIED**
- g) Spaces for wheelchairs and walkers as noted in property report
- h) Rooms available – Chapel room available for bookings – tabled for another time
- i) Rental situation – Judy & Liz looking into this.
Would like to have Facility Rental policy in place – tabled to next meeting

- j) Prepare Budget – tabled to next meeting
- k) Welch Choir - April 25, 2020. \$3,000 flat fee for them to come, any income over \$ above the \$3,000 is profit to the church funds.
- l) Fall work bee – Dotty to organize
- m) Gregg to put together a formal insurance at Trustee meeting this week and bring back to next meeting.

Adjournment – Meeting adjourned by Gregg

Next Meeting – Tuesday, Oct 22, 2019 at 10:00 am

Administration Committee - Secretary

Administration Committee - Chair

KUC Property Committee Meeting Sept 24, 2019

Present:

The following tasks to be reviewed:

1. Repair drywall on ceiling on the Learning Center second floor plus the wall at the main entrance to the Church Sanctuary.
Status: Jack is meeting with Howard Madill to assess drywall issues. (approximate cost \$2000.00)
2. Installation of a wireless smoke alarm system.
Status: Jack is reviewing the placement of these devices with Municipal Fire Prevention Officer.
3. Fire Safety and Prevention Policy including security.
Status: Jack has been developing a policy for this purpose and will proceed with the immediate mandate to obtain an approved "Fire Safety Plan" with the Kincardine Municipal Fire Prevention Officer. The Policy intent will be to include Fire Safety, Prevention facilities along with the key security for the Building.
Ultimately the monitoring and inspection of all fire extinguishers, emergency lighting, smoke alarm system and key security will be assigned to specific personnel of the Church.
Status: Computer drawings are ongoing.
4. Painting the east wall of the main entrance area to the Church Sanctuary and in the Sanctuary under the balcony.
Status: In order to combine these tasks, this job will be delayed until the drywall repairs can be made to the east wall of the entrance. Jack will provide oversight of this task
5. Replacement of light bulbs.
Status: ongoing as needed. A new light to be sourced for activity board 1st floor entrance:
Jerry installed new light fixture.
6. Gardens at front of Church. Status: to be reviewed in 2020
7. Accessibility for wheelchairs and walkers at pews in Sanctuary. Status: Council to decide what row of pews to be modified to accommodate people with walkers and wheelchairs. Decision made for removal of certain pews and work has been completed
8. Spare Pews. Status: spare pews in the balcony and pews from choir loft will be available for a donation to the church. Remaining pews after Oct 15 will be taken to Tiverton where the Mennonites will use them for woodworking projects
9. Elevator: the cab walls and floor require painting.
Status: Howard Brown has volunteered to do this work. (Paint: POR 415 to be used on the floor)
Howard will be starting this work soon.

10. A new toilet is needed in washroom 1st floor **Status: this toilet will be monitored as it has been temporarily repaired. A new toilet has been installed**
11. Repair ceiling tiles in David's office.
12. Branches to be trimmed on south side that are touching the building. **Status: arrange work party to trim and remove branches to land fill. Completed**
13. AED (defibrillator) **Status: Jack has purchased new defibrillator.**
14. Carpet at outside door entrance to New Addition. **Status: carpet has bubbled and soiled with oil from opener on the narrow strip by door and should be replaced if**
15. Ramp Door. **Status: waiting for approval from Council to ask for quotes from suppliers.**
16. Other....