

Administration Committee Minutes – May 25, 2015

Present: Donna Mowry (Chair and Secretary), Gregg McClelland, Wendy Williams, Liz Dillman and Jack Nancekivell.

Absent: Ron Smith and Don Harry

Guest: Lee Cox

Gregg McClelland opened the meeting with a prayer.

Minutes of the April 28 Meeting

Moved by Gregg McClelland and seconded by Wendy Williams that **the minutes of the April 28 meeting be approved as circulated.** Motion carried.

Correspondence

None

Treasurer's Report - presented by Liz

Revenue to April 30, 2015.....\$ 51,999

Expenses to April 30, 2015.....\$101,961

Deficit at April 30, 2015.....**\$ 49,962**

Reconciled Bank Balance at April 30, 2015.....\$32,656.42, however if you subtract the amount allocated to Special Projects and the amount payable to M & S, the total available funds would be **\$19,378.**

This total is shown on the Monthly Report which will be in the Bulletin this Sunday. Committee discussed this low balance and decided that Wendy should mail out the "Total Givings To Date" letters in June, instead of July, and that a letter be included in this mailing informing people of our financial situation and asking if they could possibly increase their envelope or PAR donations. Jack agreed to write this letter.

Guest Presentation – by Lee Cox

Lee showed us a copy of the Statistical Forms that each church must fill out every year for the United Church of Canada. Since Sarah does not have access to a lot of this information, Lee has been obtaining this data and helping her complete the form for several years now. He would now like to give up this job. He suggested that Council should have the responsibility of completing the form. Committee agreed with Lee. Donna will take this matter to Council tonight.

Envelope Steward's Report - presented by Wendy

General Fund Givings for April, 2015 were **\$11,704.**

General Fund Givings from Jan – April/2014.....\$51,982

General Fund Givings from Jan – April/2015.....\$45,466

Decrease in General Fund Givings for this 4 month period.....**\$ 6,516**

Wendy asked permission to order more "Donor Cards" which she sends to the family if a Memorial Donation is made directly at the church and not at the Funeral Home.

Committee decided we should put Nathan's drawing of the church on the front of these cards. Wendy will look after ordering them.

Property Report - presented by Jack Nancekivell

The rails for the ramp are now ready and Jack and Ken will be installing them soon.

Trustees Report – presented by Jack Nancekivell

The Trustees are meeting on June 4 to discuss the “Trustees Handbook/Manual”.

Old Business

Wendy and Jack are available to assist with the Memorial Hymn Sing on May 31 – we will practice on Friday morning at 9:30 am.

New Business

Liz and Wendy left the meeting and Committee then discussed the answers to the questions on the Staff Evaluation Sheets.

Donna moved the meeting be adjourned.

Next meeting will be on Tuesday, June 23 at 10 am.