

Minutes of the Administration Committee Meeting, November 27, 2018

Present: Donna Mowry, Liz Dillman, John Phillips, Ralph Knowles, Gregg McClelland, Jack Nancekivell, Gerry Stephens, Gord Dunbar and Kerry Stover.

Regrets: Ron Smith

Our Intern Minister, Kerry Stover, opened the meeting with a prayer.

It was moved by Jack Nancekivell and seconded by Gregg McClelland that the minutes of the October 23 meeting be approved as circulated. **Motion carried**

Training Session Video: Liz suggested that we postpone this video until the January meeting so that she can use the monitor in the kitchen. Kitchen was unavailable today. Donna will ask Sarah to book the January Administration meeting in the kitchen.

Treasurer's Report

1.0 Reconciled Bank Balance on October 22, 2018..... -\$6,835.94

2.0 Jack Nancekivell moved and Ralph Knowles seconded a motion stating that the motion to accept the 2019 Budget which was approved by e-mail vote on Nov.7 (see motion below) be confirmed. **Motion carried**

In a Nov.7 e-mail, Jack moved & Ralph seconded a motion to accept the 2019 Budget.

3.0 At the Budget Meeting on Dec.9, Jack will present the Budget and move its acceptance. Donna will move a motion allowing us to apply for grants from the Trillium Foundation.

Envelope Steward's Report—no report because John just returned from holidays yesterday

Property Report

See Report from Ralph Knowles, November 24, at the end of these minutes.

Trustees Report

Ron Harris and Stu Mowry met with our Insurance Broker to discuss the renewal of our Insurance Policy which comes due at the beginning of February. The Broker is checking various companies. Liz asked if they were checking the United Church's Insurance Company (HUB). Donna will look into this.

Old Business

1.0 Ralph made arrangements for the carpet in Fellowship Hall to be professionally cleaned. Stu and Donna purchased a small runner carpet for under the serving window.

2.0 Just a reminder that Sarah orders the soap for the dishwasher so she must be contacted whenever more soap is needed.

3.0 Council approved the new "Signing Authority Motion" which we passed last month adding a fifth person to the list – a member-at-large. Marion Boyd was appointed as the member-at-large. When the Council minutes are completed, Donna will take them to the Bank of Montreal and have all necessary paperwork drawn up and signed.

New Business

1.0 Gregg McClelland will chair the January Administration Meeting and attend the January Council Meeting. Jack Nancekivell will chair the February Administration Meeting and attend the March Council Meeting.

2.0 Committee discussed the results of the Hope Menu.

3.0 Donna and Gord gave a Progress Report on the Stewardship Programme. The testimonials were inspiring. The financial side of the Programme was a success.

4.0 Donna and Gord prepared the wording for the sign in the glass case at the front of the church. Donna then contacted the owner of J&D Signs who peeled off old letters, cleaned the surface and attached new letters.

Gregg McClelland moved the meeting be adjourned.

The next meeting will be on January 22, 2019 in the kitchen.

Kincardine United Church Property Committee **November 24, 2018**

Work Completed in November

1. New timer installed to control lights at front of church
2. Fellowship rug cleaned
3. Brackets installed on wall in electrical room for ladders
4. Electrical room cleanup started (cabinet yet to be organized)
5. Old paint was removed from church for hazardous waste
6. Fire extinguishers checked by “Georgian Bay”
7. Multiple trips to dump for trash and recycle
8. Investigated fault in kitchen oven.....now working
9. Bat problem temporarily under control (may need screens)
10. Some light bulbs have been changed over to LED

Work Schedule for winter 2019

1. Repair and paint damaged plaster at front foyer...Contract
2. Repair and paint ceiling 2nd floor New Addition....Contract
3. Repair or replace faulty Emergency Lights
4. Start work on modesty rail for choir
5. Some Policy and Procedures to be completed
6. Repair and paint walls and ceiling below balcony....Contract
7. Volunteers needed for monthly checks for fire ext. & emer. Lights
8. Volunteers required for replacing light bulbs as needed
9. Snow shoveling contractor required
10. Electrical Circuit Manual must be found.

Ralph Knowles

