

Administration Committee Minutes – September 22, 2015

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

Absent: Ron Smith and Don Harry

Donna welcomed **Meg Jordan**, our new intern, to the meeting.

Meg Jordan opened the meeting with a prayer.

Minutes of the June 23 Meeting

Moved by Jack Nancekivell and seconded by Liz Dillman that **the June 23 minutes be approved as amended.** Motion carried.

Treasurer's Report - prepared & presented by Liz Dillman

Revenue to August 31, 2015 \$126,631

Expenses to August 31, 2015 \$166,752

Deficit at August 31, 2015 \$ 40,121

Reconciled Bank Balance at August 31, 2015 was \$35,390.13

At the Council meeting, Donna will remind the Committee Chairs that their 2016 Budgets should be given to Liz by the end of October.

Envelope Steward's Report – prepared & presented by Wendy Williams

Monthly donations for July were \$18,637 and for August were \$15,421.

Property Report - presented by Jack Nancekivell & Donna Mowry

a) Meg's name is now on the sign at the front of the church. Ron Smith made the "Welcome Meg" banner on the table in the Sanctuary.

b) Our elevator passed the yearly inspection.

c) Property Committee decided that no tables or chairs should be rented to church members or any other individuals or organizations.

d) Only two of our extra pews have been purchased.

e) The repairs to the heating/air conditioning unit in the Office cost \$84.75.

Old Business

Committee discussed the "**FundScrip**" project again and decided not to take on this fundraiser. There were many hidden costs.

New Business -

a) The profit on the Scottish Tea was \$1951.45.

b) Midwestern Communications has suggested that we purchase a special surge protector for the photocopier. If we purchase one from them, they will ensure 100% guarantee and if it fails, we would then deal directly with them. Cost of the protector would be approximately \$275. The Committee decided to let Ron Smith, an electrical engineer, determine whether we should purchase this protector.

- c) Since there is no longer a Catering Committee Chairperson, who should sign the Rental Agreement Forms for the use of the kitchen? Committee decided that an Administration Committee member should sign.
- d) Gregg said Bob Ferguson asked if we were sponsoring a refugee family – the Presbyterian Church is doing this. Donna will ask at Council.

Gregg McClelland moved the meeting be adjourned.

Next Meeting will be on Tuesday, October 27 at 10 am.