

## KINCARDINE UNITED CHURCH TRUSTEES' MINUTES

*Thursday, September 26<sup>th</sup>, 2019*

**Present:** Jack Nancekivell (chair), Gregg McClelland, Art Danahy, Joan Norris, Ron Elliott, Stu Mowry, Gord Dunbar (secretary).

**Regrets:**

1. Jack Nancekivell called the meeting to order at 9:30 a.m.
2. Gord Dunbar led the Trustees in prayer.
3. Moved by Art Danahy and seconded by Joan Norris **that the minutes of the Kincardine United Church Trustees of June 27<sup>th</sup>, 2019 be approved as amended. CARRIED.**
4. **Reports from Trustees:**
  - a. Gregg McClelland: In light of the new booking policy for the church facilities, the insurance company indicated that:
    - i. If a group is using the church has liability insurance, they have to prove it before the booking is approved.
    - ii. if a group is using our church and they do not have liability insurance, the insurance company has a process through which to go which is hosted on-line, the fee is based on amount of usage. The fee must be paid by credit card.

Note that there is the process continues to evolve to ensure insurance needs are properly met. This process flows through the newly appointed Booking Facilitators (Liz Dillman and Judy Zarubick) in consultation with the Office Co-ordinator. Gregg McClelland has shared the "Liability Coverage Procedures" required by the insurance company which will be passed on to the Booking Facilitators and the Office Co-ordinator for their information and use. Gregg has also spoken at length with the insurance company to see if the coverage required for rebuild valuation could be reduced. It cannot. Gregg is certain we have the least expensive coverage available for what we require.

- b. Investment Report from Art Danahy: Art believes we are in good shape and the investments are providing as good a return as we can secure with relatively low risk. The market value of our investments is \$109,035.00 as of September 2019. Joan would like to see procedures put in place to guide the investment process, review of the insurance policy, the insurance provider and the needs to preserve the integrity of the real property. Ron Harris will be contacted by Gord to see if he might be willing to take on the task of formulating a draft proposal of a policy and process to address Joan's concerns.

- c. Property Report from Jack Nancekivell: A certain number of pews will be removed to eliminate the old, disassembled and stored ones while increasing the accessibility of the sanctuary for wheelchairs, for walkers and for strollers, etc. Jack is meeting with a Mennonite member of the Tiverton Community to make arrangements for disposal. The Programme Committee will be taking on the physical removal of the pews which yet need to be removed. Regular inspection of the emergency lights and the fire extinguishers will be co-ordinated by Jack with the volunteers of KUC who act in this capacity. The placement of the wireless smoke alarms will be reviewed with the Municipal Fire Department. Subsequently, there will be a "Fire Safety Plan" completed and registered with the local Fire Department. We also have purchased an AED (defibrillator) which currently is in the building and includes training on the device. It will be installed soon with signage to direct folks to its location. Gregg and Joan noted that the town is formulating a plan for Epi-Pens which we will have to examine as a church in the future.
- d. Governance Report from Joan Norris: Nothing more than what was raised by Joan in the minutes above.

**5. Comments from Gord Dunbar:**

- a. The "Celebrate Kincardine United Church" special giving programme raised a little over \$4,000.00 so far over the summer. Recommendations for improving on this programme for next year – while affirming the goal of giving our summer congregation the opportunity to give generously – include modifying the envelopes for ease of processing, beginning the programme in July and posting the envelopes in monetary sequence. An attempt to discourage people from taking many lower denomination envelopes just to clear them off the wall will be made next year.

**6. Other Business:**

- a. A question was raised about nut-free and fragrance-free status for the church facility. We would have a liability issue if we were to claim such a status. The best we can do is state "we strive to be nut-free and fragrance-free." We cannot guarantee anything beyond that.
- b. Joan Norris has agreed to take on the role of secretary. Yahoo!

**7. Next Meeting:** Wednesday, January 15<sup>th</sup>, 2020 at 9:30 a.m. in the Resource Room.

**8. Adjournment:**

- a. Stu Mowry moved and Gregg McClelland seconded **that the meeting be adjourned at 10:28 a.m. CARRIED.**