

KUC Administration Meeting Minutes February 28th. 2019

Present: Jack Nancekivell, Gregg McClelland, Ralph Knowles, Gord Dunbar and Liz Dillman.

Regrets: Donna Mowry, Ron Smith, Gerry Stevens, Kerry Stover and John Phillips.

Guest: Judy Zarubick

Opening Prayer: Graciously provided by Gord Dunbar.

Minutes of the last meeting January 22nd. 2019: The minutes of the last meeting were approved on a motion by Gregg and seconded by Liz.

Correspondence: A letter was received from Elaine Holmes on behalf of the UCW Sunshine Unit.

The letter was a request to have the replacement of the stove in the kitchen added to an item on the "Blooming Faith" list. The Sunshine Unit has already raised funds for this purpose. They also expressed their understanding that others in the congregation have indicated that they would financially support this project.

On a motion by Ralph, seconded by Gregg, it was unanimously approved to have this project added to the "Blooming Faith" list for financial support.

Gord will follow up on this item to have it entered on the "Blooming Faith" list, which is expected to be issued shortly.

Elaine will be verbally informed of this decision.

Treasurer's Report:

1.0 The financial statement to the end of 2018 was reviewed along with the budget for 2019

2.0 The financial statement to the end of January 2019 was reviewed showing a bank balance of \$35,000 less current commitments leaving a balance for cash flow of \$23,000.

3.0 The 2018 financial accounting data review did indicate a few irregular entries and insufficient information. Those items have been addressed and resolved in the note form Liz that was provided to the Administration Committee members, prior to the meeting, along with the agenda. There was no further discussion.

Envelope Steward's Report: Since John is away, there was no report.

Property Report: Ralph presented the Property Committee report. The report was sent out to the members along with comments on the progress on the content items to date.

There were two items added to the “New Item” list.

- 1.0 A door stop was requested for the south east entrance door near the office. This item will be added to the RFP for the south side ramp door replacement.
- 2.0 The modesty rail requires pockets for books to accommodate those persons sitting immediately behind it in the choir. Ralph will follow up on that item.

Trustee’s Report: KUC insurance policy has been placed through Marsh and Associates with a lower annual rate.

Gregg has been working with the Insurance Broker, Nicol Insurance, to clarify areas of the policy.

Old Business :

- 1.0 Jack explained to the meeting that Council had approved using the recently received substantial Memorial Gift of \$10,000 to replace the south ramp entrance door. Funds donation to date along with these funds should cover the anticipated cost.
- 2.0 The provision of a defibulator in the Church was discussed and it was approved to be purchased by a motion from Ralph and seconded by Gregg.
- 3.0 Judy reviewed the revised “Rental Policy” with the members present. The Committee that revised the policy consisted of Gregg, Liz, Judy and Grant Ross.
The policy was applauded by everyone present. On a motion by Gregg and seconded by Ralph the Rental Policy was approved to be presented to Council for their approval.
- 4.0 A general discussion ensued regarding the application for grants to support the replacement of the south ramp door with an automatic opener. Since this door will assist those with limited mobility, it was thought that the project would be eligible for a Trillium Grant.
Since Donna has previously suggested the application for grants, it was decided that we would ask her to address this possibility.

New Business: M&P has requested staff evaluations to be performed by the Committees of Council.

The only known staff persons that come under the authority of the Administration Committee were the Custodian and the Treasurer.

Gord suggested that the Administration Committee might offer some evaluation of the Office Coordinator, since they work with the coordinator during the course of their duties.

Presently, Gord has been reviewing the duties of the Custodian with that person and will advise the Administration Committee when a further review can be carried out involving the Committee members.

The evaluation of the Treasurer is usually done by the chair of the Administration Committee.

Gord's Report: None

Kerry's report: None

Adjournment: On a motion by Gregg, the meeting was adjourned.

Next Meeting: March 26th. 2019