

Minutes of the Administration Committee Meeting, January 9, 2025

Present – Donna Mowry (Chair and Secretary), Ralph Knowles, Jack Nancekivell, Judy Zarubick, Dotty McClelland and John Phillips,

Regrets – Liz Dillman

Dotty McClelland opened the meeting with a prayer.

Minutes of the December 5, 2024 Meeting

MOTION: that the minutes of the December 5, 2024 meeting be approved as circulated

Moved by Ralph Knowles

Seconded by Dotty McClelland

CARRIED

Correspondence – Nil

Treasurer's Report –

The financial report was not available.

Donation Steward's Report – Prepared and presented by John Phillips,

The General Fund Givings Total for December was \$22,542 which was below the rolling average but above the total for 2023. PAR is currently at 75 households.

Donations were received for a distressed family and for the Ukraine; from the frozen soup project, the ice cream sundaes served after church and from rentals.

John will send out the Income Tax Receipts mid-February.

The laptop from AV in the balcony was stolen. We decided to ask if anyone could donate a new or used one before we purchase one. We will now lock the door to the balcony to prevent further thefts.

Property Report – Prepared and presented by Ralph Knowles

Three wall heaters in the Sanctuary have been repaired and one on the southeast wall will be repaired soon. These heaters had burnt wiring and the controllers had to be replaced.

Don Manary will be refurbishing the exhaust fans in the washrooms on the second floor.

The electrical baseboard heater in the resource room is constantly being left on after use so signs have been posted to remind users to turn off this heater.

Old Business

Donna will continue to do the scheduling for counting, greeting and running the elevator each Sunday.

New Business

We need to complete a Review Form for the Donation Steward (John), the Treasurer (Liz) and the Custodian (Galyna). Ralph will complete the form for Galyna and Donna will complete the other two. Committee members are invited to send comments to Ralph and Donna for the Reviews.

Adjournment – Dotty McClelland moved the meeting be adjourned.

Next Meeting (if needed) – Thursday, February 6, 2025 at 10 am, via ZOOM

Administration Chair and Secretary

Another Member of the Committee