

Minutes of the Administration Committee Meeting, Nov.7, 2024

Present: Donna Mowry (Chair and Secretary), John Phillips, Dotty McClelland and Jack Nancekivell

Absent: Ralph Knowles, Liz Dillman

Donna Mowry opened the meeting with a prayer.

Minutes of the October 3, 2024 Meeting

Motion: that the minutes of the October 3 meeting be approved as circulated.

Moved by Jack Nancekivell

Seconded by Dotty McClelland

CARRIED

Correspondence – Nil

Treasurer's Report – prepared by Liz Dillman, presented by Donna Mowry

Reconciled bank balance as of October 31, 2024.....\$23,271.47

Allocated Funds:

Capital Projects.....\$23,350.70

AV Upgrade.....342.23

Total allocated funds.....\$23,692.93

Net Funds Available.....-\$ 421.46

Liz made two changes to the 2025 Budget that we prepared in October. She increased the water charges by \$500 and the Insurance by \$1300. The Committee agreed to these changes by consensus.

We decided that more discussion was needed between Liz Dillman and John Phillips before we decided whether to move our account(s) from the Bank of Montreal to the Royal Bank. How many things will John have to change? Is it worthwhile?

Donation Steward's Report – prepared and presented by John Phillips

The “General Fund Givings” total for October was \$13,557. This was below the rolling average and below the total for October 2023. Number of households on PAR is 77.

John will send out midyear statements to those on the email list.

John installed and set-up 1 of the older computers in the Minister's Office. It is an older operating system but has HDM1 for the monitor etc. He installed KUC Microsoft 365 and it is now tied to KUC network and the One Drive. Sarah will have to set-up the printer if it is to be used in the future.

Property Report – prepared by Ralph Knowles, presented by Jack Nancekivell

John and Jack were able to remove Gord Dunbar's name from the sign in the glass case at the front of the church.

Work on the south side sanctuary windows has been completed; no invoice has been received yet.

Don Manary and Howard Brown worked on the dishwasher and they found tubing that was disconnected and a manifold fitting that was cracked. Replacement part is on order and will be installed when it arrives.

The electrical heater on the north wall of the sanctuary is not working properly and it appears that a controller inside the panel will have to be replaced. Don Manary will do the electrical work.

Don Manary will look into fixing the noise problem with the exhaust fans in the washrooms of the new addition; one may have to be replaced and perhaps a separate switch can be installed for the fans.

The electrical baseboard heater in the resource room is constantly being left on after use. Don Manary will see if a separate thermostat can be used to control this problem.

Old Business

Even though we had stopped communicating with them, we finally received the refund cheque from Pitney Bowes for the amount of the stamps still on their stamp machine which we returned – amount was \$127.80.

Jack is checking with various insurance companies to try and get us the best deal for 2025.

New Business

The meeting for the congregation to approve the Budget will be on December 8.
The meeting with the congregation to review the year 2024 will be held on February 23.

Adjournment – Dotty McClelland moved the meeting be adjourned.

Next meeting – Thursday, December 5 at 10 am.

Chairperson and Secretary_____

Present at the Meeting_____