

## Administration Committee - 1st Quarter 2021 Summary

The Administration Committee met on January 25, 2021, February 22, 2021, and March 22, 2021. A quorum was present at each meeting.

### **Financial Review:**

A monthly financial review was conducted at each of the meetings reviewing the most current reports. It was noted that all of the all of the accounts are being reconciled, but there have been some problems that have required additional bookkeeper time to research the matters. Additional time was approved to allow that research and reconciliation.

The Church did receive a Payroll Protection (PPP) loan in the amount of \$51,883 and that plus the withdrawal from the Christian Church Foundation accounts in the amount of \$42,000 put us in good shape for our first 6 month budget.

Our financial reports have been updated to show all of our Christian Church Foundation (CCF) accounts and it has been noted that we have a large amount in our Checking account and Money Market accounts that could be placed in an investment account and that the Investment Committee was looking into that matter.

A request to increase the minimum hourly rate for Church employees to \$15.00 per hour was approved.

### **Property Review:**

Bids are being sought for the removal of the asbestos in the areas of the roof requiring roof repair. We have received bids for the actual repair but cannot proceed on a decision to accept the repair bid until we know the cost of the roof asbestos removal. Discussion was had as to including the seismic upgrades to the repair project but that was not included at this time. It was also noted that we have some rooms in the building that are not usable because of weather damage or asbestos concerns. Action on some matters have not been taken because of the uncertainty surrounding our future use of the building.

The Ventilation upgrades have been completed or are nearing completion to add an additional Covid safety feature to those parts of the building affected.

### **Committee Chair and Members:**

Mel Menegat has agreed to be committee chairperson. We welcomed Linda Bright, our Treasurer, and Lori Keivith, At Large Member, to our committee and also the return of Caroline Passerotti.