

**Executive Director Report
BOT Meeting 19 Dec, 2017**

Facilities:

Several projects have been completed since the last report, a number related to safety:

- Safety film has been applied to several large interior glass panes. This was done to prevent shattering in the event of something hitting the glass.
- The Ushers and Worship Associates task assignments are being revised so as to allow Ushers to focus on the foyer area, keeping an eye out for security, and helping with those who need the Lift.
- Additional safety steps include the installation of special buttons for emergency response in case of an active shooter incident.

With the installation of the Lift, the clearance for the door was very narrow and the door had difficulty opening when loaded. Our sexton has fixed this. Freedom Lifts has also been out once to repair it when it was malfunctioning.

Financial: see separate highlights showing the period July through October. The discussion with our auditor is still set for the January BOT meeting.

We are in compliance with Limitations Policy 3.4 Financial Conditions & Activities.

Donations:

As of the 1st of December, there were 369 people who had contributed at some point over the prior 12 months. This is slightly down from last month when 376 people had donated at some point between the 1st of Nov 2016 and the 31st of Oct 2017. We hope to see more at the end of the month.

The Holiday Appeal campaign started on the 26 of November; as it did last year, it includes a mailing as well as promotion along other channels. A total will be available in January as the bulk of the donations come in in the last 2 weeks of December.

The YRSC is also gearing up for the Budget Drive which kicks off the beginning of March – one month earlier. They are busy recruiting Visiting Stewards.

Staffing:

Our Weekend Custodian, Paul Franco has resigned due to the increasing demands from his primary job. We are currently looking to hire a replacement for him and hope they can be on board as soon as possible. We are in compliance with Limitations Policy 3.2 Treatment of Staff.