

**MINUTES OF THE
ADMINISTRATIVE COMMISSION FOR
HAMILTON: WESTWOOD**

DATE: February 2, 2022

MEMBERS PRESENT: RE Janice Kronour, Chair; RE Danette Shuler; MWS Steven Schumm; MWS Denise Weaver; and RE Robert Storm, Clerk

The Administrative Commission (AC) for Hamilton: Westwood convened at 2:04 pm, via Zoom, on February 2, 2022. All members were present. Janice opened the meeting with prayer.

The meeting was conducted according to the agenda distributed to members by Janice on January 31, 2022.

Janice was pleased to report that many items in the AC's remit had been accomplished and thanked members for their efforts in assisting Westwood and shepherding their assigned tasks.

To date, no Westwood members have requested transfers of their memberships. Hamilton: The Presbyterian Church extended invitations to members to join them in worship. Denise continues to monitor this situation.

A discussion of financial matters followed. Steve continues to serve as the designated liaison to Westwood Treasurer Steve Angle. Rob reported that the billing addresses for utilities and taxes have been changed and will now be mailed to the Presbytery offices. No name change on the accounts has occurred, because doing so would require the creation of new accounts and accompanying fees.

Outstanding issues surrounding the printer remain. Danette continues to seek a resolution.

Discussions were held with the realtor who manages the rental payments and they, too, will now go to the Presbytery offices.

Janice reported on her conversations with the trustees concerning the property. Danette has been in contact with a prospective surveyor should the property need to be divided.

Janice then discussed possible next steps and reviewed tasks that remained outstanding.

Steve closed the meeting in prayer at 2:45 pm.

Respectfully submitted, Robert S. Storm, Clerk