

ADMINISTRATIVE REPORT

DAVE RUSSELL

There were significant changes in the Admin Committee and Admin Function in 2019.

Johan Pretorius stepped down as chairman but continues in the role of Treasurer. Ken Render retired in May after serving on the committee for 23 years of faithful service. Ne-Ray Lubbe was appointed as United's Administrator from 1 June and David Wynne joined the committee in August. The current committee is:

Dave Russell (Chairman), Johan Pretorius (Treasurer), Shannon Wagstaff (Bookkeeper), Bevil Blaine (Maintenance) George Marchinkowski, Robert Baldi and David Wynne.

The sad passing of Denise Amory early in the year and the resignation of Veronica Swanepoel required a major restructuring of the admin function, the office and reception. This is largely completed and Ne-Ray's appointment has enabled an effective, friendly and integrated administration service to be re-established.

We are very grateful to all the members who volunteered for reception duty in 2019. The appointment of Stephen Anderson to cover morning reception duties has been a great help. We are hoping to appoint an intern to cover afternoon reception in 2020.

The lease agreements and staff employment contracts were reviewed and updated. Support was provided to the Link Café. Our IT infrastructure has been upgraded - thanks to Anthony Wait for his support.

The fire that occurred in late October was a huge shock. Fortunately our insurance had been reviewed just prior to the fire. Thanks to all the extra effort of all the staff and many of our members, the interruption to the church's functioning was limited and manageable. The restoration of the facilities will commence early in 2020 and the possibility of making some modifications is being explored.

Johan and Shannon continue to manage United's finances very effectively. Bethuel Lephallo manages the facilities on a day to day basis and Bevil Blaine provides support for maintenance. There were no major maintenance projects in 2019, but there are some large maintenance projects that will need to be undertaken in 2020.

Sincere thanks to the Committee, all our staff and the members who have ensured that by the Lord's grace, United's administration needs are met.

Dave Russell