

VICE PRESIDENT ADMINISTRATION COUNCIL REPORT

APRIL 20, 2013

The departments under administration are running very smoothly, thanks to the chairs of each area. There are no outstanding needs although research would dearly love to have more research requests. MGS is very well served by its volunteers.

The rolodex has been updated by our office co-ordinator, Arlene Guarard. Arlene quietly goes about doing her duties every Thursday and has been an asset to our organization. She is not able to attend today's meeting. She has told me that everything is running smoothly.

Judith Roe has been busy getting items organized for the garage sale. We have decided not to have a raffle at the Open House this year as the garage sale will be our spring money raiser.

Our roof has had another leak. The men came quickly to look at it. We will have to keep being vigilant about roof leaks as our roof is probably not in the best of shape over all. Apogee is responsible for the upkeep of the ceiling tiles, and replaced the tile damaged by the last leak.

Submitted by
Virginia Braid

PAINTING OF KITCHEN

The colour has been selected for the painting of the kitchen. The cost for the paint will be \$77.17. There will also be a cost for a chair rail and frog tape. So I estimate that the cost will be no more than \$90 or \$100. All other costs equipment and labour are being supplied by our volunteers. Thanks go to Dave Farmer and Joyce Elias who will be doing the painting. Labour is often the most expensive aspect of these types of jobs so we should be very appreciated of their efforts. With your approval of the expenses I will purchase the paint on Monday. We will be preparing the kitchen for painting on Sunday and the painting will begin this Monday.

Submitted by
Virginia Braid, VP Administration