

SUMC Board of Trustees

Meeting Minutes

August 2, 2016

Present: John Freshwater, Ken Raper, Steve Wheaton, Tom Scholl, Mel Guss, Charlie Johnson, Phil Keagy, Karen Shipp, Lois Craig and Brenda Geraghty

Tom Scholl opened the meeting with prayer.

The July minutes were approved and will be sent to Bonnie Johnson and Christy, Administrative Assistant.

After discussion all agreed to change Trustee's meeting day from the first Tuesday of the month, to the first Wednesday of the month to avoid conflict with Teen CBS.

There was discussion of available funds. At this time, there is \$45K for maintenance and an undesignated gifts & wills amount of \$50K.

John White will be submitting an estimate for HVAC maintenance. A piece has been ordered to repair AC unit for the sanctuary. All agreed that proposals should be submitted for a service/maintenance contract from several contractors. It was suggested that Jacksonville Heating & Cooling and Carteret Heating & Cooling submit proposals.

Construction is underway to correct drainage problem between Buildings 1 and 2.

Karen Shipp will be meeting with Becky to discuss security access for the Day Care Center. Karen will also ask Becky about drug testing for Day Care Center employees.

Ken Raper reported that the pictorial inventory is near completion. He will also be given a complete list of all AV equipment.

Steve Wheaton will review all current insurance policies in preparation of Fall renewal for policies.

Lois Craig and Brenda Geraghty will organize Trustee files in the designated Trustee file cabinet located in the church office area.

Telephone and Computer systems will be monitored by Carol Ferry.

Phil Keagy will continue to work with the Town regarding receptacles needed for trash and recycle removal.

Steve Wheaton will identify and monitor service contracts, i.e. pest control, waste, communications, data, landscaping, HVAC, etc.

Brenda Geraghty reported that the ad has been placed in Tideland News and Carteret Times for the sale of the two cemetery plots and headstone.

There was discussion of the prioritization of the List of Repairs submitted by Roger Fulp. A new List of Repairs will be presented at our next meeting and will include other areas that need repair.

Swansboro United Methodist Church

Prioritization of List of Repairs

1. Fix leak under stairwell Sanctuary building. I have identified the source of the leak and believe that most of it can be taken care of with some additional waterproofing outside, with some concrete poured at the top of the hill to divert the drain on the canopy roof away from the building, and with some dry loc paint installed on the interior walls of the storage room.
2. The columns at the entrance of the Sanctuary need to be repaired and painted. One has a hole where someone has hit it at the bottom. The top caps on the columns are leaking causing the paint to blister on the columns. There is also a metal channel that runs along the soffit at the top of the columns that is rusting and needs to be repaired and painted.
3. Some of the windows in building 1 are leaking and most if not all need to be re-caulked.

There are four windows on the upper level of building 1 that have broken seals and are fogged. (The glass inserts should be replaced by a glass co.)

There is a window in the Narthex that has a broken seal and is fogged (lower panel facing the Ministry Center next to the door)

The large glass panel over the Sanctuary has a broken seal and is fogged.

4. We need to caulk along the sidewalk and under the side door to the Sanctuary building to help with the leaking problems.

The Sanctuary building needs power washed along the lower side as well as the lower side of building 1.

5. Fiberglass beauty band a top of building 1 is in need of attention. Places are coming apart and the metal channel along the bottom of it is rusting. These areas need repaired and the beauty band needs to be painted or refinished.
6. The lower level sanctuary has 2 storage rooms other than the one mentioned above that has leaks and the paint is blistering and coming of the walls. These walls should be scraped and dry loc paint installed on these walls. Storage on end that was peanut storage and what used to be the Jr. high room

The lower parking lot needs to have the pot holes fixed, the pavement sealed, and the parking lot re-lined. (People are double parking because the lines are not clear and people are also parking in the handicap spaces because they are not clearly marked.) I will research this and give some recommendations on this.

The upper parking lot needs to be re-lined. (again I can handle this)

7. Barnum House

7.1 The drop ceiling in the office needs to be replaced (not too big)

7.2 Sheetrock repairs need to be done to the ceilings in the main room and the bedroom (not a big expense)

7.3 Painting walls and upgrading the interior could make this usable as temporary housing for various missions and for disaster relief. It is now mostly used as storage and sewing.

8. Replace rubber base board in hallways lower level of building 1.

The following items are in addition to the items identified by Roger and listed above.

- **Building 1**
 - Canopy at connection to education building (1) leaking
 - Lintels? Some /all need painting?
 - Stairwell wall leak
 - Roof Leaks
 - HVAC pad settling
 - New door needed on girls' bathroom, LL of Building 1; Status?
 - Mel and Charlie will check the plans for Building 1 for location of AC duct work; Status?

- **Building 2**
 - Stairwell wall leakage
 - Construction joint sealant voids in walls and at walks
 - Replace mulch at HVAC enclosure with stone or concrete; unclog drain
 - At main entrance – holes in columns, rusted lintels, etc.
 - Disposal of freezer & coffee machine?

- **Building 3**
 - Bill will be asked to replace any leak-stained ceiling (or missing) tiles ~status?

Work Completed or in Progress

1. Remove fence, playground equipment not needed, railroad ties, and mulch from old playground and sod yard to enhance appearance and make better for children and youth to play (in progress)

2. Install Azek skirt boards around new playground to stop mulch from washing out into yard. (complete)

3. Install new exterior door for outside storage building 1 (door on order)
4. Install new bathroom doors in hallway downstairs building and install closers. (doors on order)
5. Install existing playground equipment on new playground. (complete)
6. Remove storage container (thank you Ray) complete
7. We need to keep on the leaks in the Ministry Center for resolution. (on-going)