

Swansboro United Methodist Church
Trustees' Meeting Minutes
January 7, 2021

PRESENT: Jeff Conaway, Becky Doris, Barry Fetzer, Jim Gamble, Mel Guss, Patti Heller, Elizabeth Holtz, Tom Scholl, Paul Williams

ABSENT: Pastor Kevin Baker, Pastor Adam Barth, Roger Fulp, Sanders Hall, Carl Mullins, Alan Tate

Enclosures: (1) 2021 Trustee Contact Information List
(2) Trustee's Task List updated January 8, 2021

Tom Scholl called the meeting to order at 5:30 PM and opened the meeting with a prayer.

1. Tom welcomed everyone and introduced new members, Barry Fetzer, Elizabeth Holtz and Alan Tate. Paul Williams volunteered to create a Trustee Contact List for all members. See Enclosure (1).

2. The trustees discussed election of 2021 officers.

CONSENSUS: The trustees provided consensus to elect Tom Scholl as 2021 Chairman, Jeff Conaway as Vice Chairman and Paul Williams as Secretary.

3. Jeff recommended a different person be selected as Vice Chairman for 2022 with the intent to facilitate a smooth transition for that person from 2022 Vice Chairman position to 2023 Chairman position when Tom completes his term at the end of 2022.

4. Becky Doris provided a brief review of the Day Care. The Day Care requested a facsimile machine to ease the staff's ability to obtain medical / immunization records for children. Currently, the staff must go to building 1 to receive facsimiles.

CONSENSUS: The trustees provided consensus to purchase a facsimile machine for the Day Care. Tom took action to notify Pastor Kevin Baker since this may impact Kevin's on-going analysis of transitioning from the existing analog telephone system to a digital Voice Over Internet Protocol (VOIP) telephone system.

5. Tom shared some of the 2020 trustee accomplishments:

- Approved space for the Jacksonville YMCA staff to provide an organized environment for children whose families are having difficulty with the online portion of the pandemic-related hybrid back to school schedule.
- Approved the Town of Swansboro, Swansboro Response Team, to use our spaces as a staging area during hurricanes since our buildings 2 and 3 are rated for hurricane category 3 winds, which is much greater than the structural ratings of any Swansboro-owned buildings.
- Submitted the final Hurricane Florence insurance claim before the 2-year deadline in September 2020.
- Approved purchase of a new HVAC unit to replace a 15-year old unit for building #3.
- Completed carpet replacement in building #2 after Hurricane Florence damage and the UMCOR Hurricane Relief Team vacated the building.
- Approved 2 Gethsemane cemetery plots to be used by St. Peter's Methodist Church in Morehead for needy families.

- Approved SUMC Pastor to give 2 Seaside Memorial cemetery plots to needy families on his/her discretion.
- Completed building #2 Sacristy repairs required after damage from Hurricane Florence.
- Created a trustee's task list to help organize, track and manage trustee workload intended to facilitate responsible financial decision-making based on consistent priority assignment.
- Selected the American Church Group insurance policy after the difficult Hurricane Florence claim experience with our previous insurer, United Methodist Insurance Program.

6. Tom reported the trustee budget for 2021 is \$60,000.

7. Tom shared notes from John Freshwater, P.E., SUMC member and owner of Crystal Coast Engineering. These notes pertained to 3 existing storm water action items on the Enclosure (2) Trustees' Task List, i.e., permit modification, constructed wetland certification and permitted infrastructure completion. Jeff Conaway took action to follow up on the notes and determine the best path forward for these 3 priority 1 tasks.

8. Tom shared a drawing from John Freshwater to install a pull over lane in front of building #3 Day Care entrance. This was developed in response to concerns over child safety related to vehicle traffic on the road in front of the Day Care. There were varying opinions among 2020 trustee members over the risk level associated with this concern. This construction would require a storm water permit modification per the note from John Freshwater mentioned above. This item is tracked on Enclosure (2).

CONSENSUS:

The trustees provided consensus to obtain construction quotes to build the pull over lane in front of the building #3 Day Care. Jim Gamble took action to obtain quotes.

9. The trustees went over all of the Enclosure (2) trustee tasks and updated status based on information available. Enclosure (2) has been updated accordingly.

10. Tom discussed the exterior rot and sagging wall above the building #1 entry door with stained glass above and on both sides. This repair will require installation of a metal plate above the door to prevent the wall from sagging. This issue is tracked on Enclosure (2).

CONSENSUS: The trustees provided consensus to hire Roger Fulp to perform all of the required repairs to the building #1 entry door wall for \$5,000 or less.

11. Tom asked if there was any other new business. Patti Heller volunteered to replant 2 plants in building 1 that have become unsightly and in need of care. Jim Gamble reported the audio/music system in building #3 is humming/buzzing. A musician in the band is an electrician and said this buzzing/humming is caused by interference from the fluorescent lights. He is going to provide a quote to replace all of the lights in building #3 sanctuary with LED lights and Jim took this for action on behalf of the trustees. This will be added to Enclosure (2). Tom stated our next regularly scheduled meeting will be February 4th at 5:30 P.M.

Tom adjourned the meeting at 7:30 P.M. and closed the meeting with a prayer.

Respectfully submitted,

Paul Williams, Secretary

