

Swansboro United Methodist Church
Trustees' Meeting Minutes
November 4, 2021

PRESENT: Pastor Kevin Baker, Jeff Conaway, Roger Fulp, Jim Gamble, Mel Guss, Patti Heller, Elizabeth Holtz, Tom Scholl, Alan Tate, Paul Williams

ABSENT: Pastor Adam Barth, Becky Doris

Tom called the meeting to order at 5:00 PM, lit a candle symbolizing the presence of God, and Pastor Kevin started the meeting with a prayer. Joys and concerns of the group were shared.

1. Tom reported that Church Counsel members stated one can see into the showers in building 2 when the bathroom doors are opened. Roger suggested installing a curtain across the room that can be pulled back for handicap access and avoid mildew growth on the curtain since they will not be in contact with shower water. Tom took action to investigate.

2. Tom spoke with 2 locksmiths about short delay self-locking locks on the doors to prevent the recurring problem of doors being left open. Both locksmiths said they were unfamiliar with these locks or these locks were not available to them. Roger suggested using locks that require the operator to turn the key to the lock position before the key can be removed and to install self-locking Allen key push bars on the inside of the doors.

3. Tom reported the Town of Swansboro has completed the installation of a generator and transfer switch between buildings 1 and 2 to allow the capability to have back-up power in the event of an electric power outage when the town uses the 1st floor of building 2 as an emergency response center during hurricanes. The trustees approved establishing this relationship with the church via a Memorandum of Agreement in 2020. Tom and Kevin stated the installation required removing all electrical power to buildings 1 and 2 and future testing or work on the system would also require this power removal, which causes loss of all power/telephones to the church offices and loss of telephones in the Child Care since all telephones use internet modem connections.

4. Tom asked if anyone had any new business. Kevin stated the building 2 Sanctuary lights are not bright enough. He said Carl had been changing bulb sizes, but this has not resulted in success. Kevin also stated that each light has an individual dimmer switch in the fire alarm closet in the hall, which requires a very cumbersome process to change sector dimming during services that require lighting changes during the service. Tom took action to contact Ellis Guy and Blue Water Electric Stage and Lights for advice/estimates.

5. Tom reported that he investigated the recurring and moldy-looking ceiling in the building 3 kitchen. Tom met with our HVAC maintenance contractor, Piedmont Air. Piedmont confirmed it is was dirt, not mold, and determined the HVAC dampers' settings were the root cause for the dirt accumulation in the area of concern. Tom cleaned the ceiling with bleach and soap.

Tom adjourned the meeting at 6:30 and stated our next meeting will be December 2nd at 5:00 P.M. Pastor Kevin closed the meeting with a prayer.

Respectfully submitted,

Paul Williams, Secretary