

**Swansboro United Methodist Church**  
**Trustees' Meeting Minutes**  
**May 6, 2021**

PRESENT: Pastor Adam Barth, Jeff Conaway, Barry Fetzer, Roger Fulp, Jim Gamble, Patti Heller, Elizabeth Holtz, Alan Tate, Paul Williams

ABSENT: Pastor Kevin Baker, Becky Doris, Mel Guss, Tom Scholl

Enclosures: (1) Trustees' Task List dated May 10, 2021

Jeff Conaway called the meeting to order at 5:30 PM and Pastor Adam Barth opened the meeting with a prayer.

1. Paul Williams presented 5 options to transition from our current Century Link analog telephone system to a Voice over Internet Protocol (VoIP) telephone system. Paul obtained quotes from 2 VoIP providers: One Call Communications and Advanced Office Solutions. Paul recommended the Advanced Office Solutions option which implements VoIP telephones and service, BFPE International converts building 2 & 3 fire panels to cellular service, Spectrum provides analog telephone service to the building 2 & 3 elevator telephones, and the 6 day care classroom telephones are replace with a multi-channel intercom or walkie talkie system in the day care. This option would reduce costs from the current \$11,808/year analog service with Century Link to \$9,896 for the 1<sup>st</sup> year after conversion and save an estimated \$63,148 after 10 years and \$131,188 after 20 years. Barry Fetzer suggested we inquire about the cyber vulnerability of the Advanced Office Solutions VoIP telephone system; coordinate with Kevin Frasier, SUMC Security Committee Chair, on the need for telephones in building 2 Sacristy and building 3 Narthex and stairwell areas, and to follow up with the staff at First United Methodist on their satisfaction with Advanced Office Solutions. A consensus to proceed was not made.

2. Jeff reported the trustees had discussed the possibility of replacing the 2 18-year-old HVAC units in the parsonage. Jeff said Tom had spoken with Pastor Kevin Baker and Kevin does not think we need to replace these units at this time.

3. Jeff discussed the quote from Chris Sewell to pressure wash all of the buildings and flat work and rent a lift for \$9,000.64. Jeff said Tom had recommended pressure washing building 2 only at this time. Tom had also passed along that this quote was about the same as the price that was paid 4 years earlier and said 1 or 2 other quotes were requested without a response. The trustees discussed it and thought it would be beneficial to also pressure wash the east side of building 1, i.e., the side of the building with the lighted cross. Tom was assigned action to follow up with Chris and obtain a quote to wash only the east side of building 1.

4. Jeff discussed the controls management system portion of the Piedmont Service Group proposal presented to the trustees in March. Specifically, Jeff discussed reducing the proposal from being incorporated into all 3 buildings into only buildings 1 and 2 since these are the buildings where the most cost savings could be realized. Since Piedmont Service Group did not provide an estimated energy savings for implementing controls in these 2 buildings alone, an action was assigned to Tom to obtain this from them.

5. Adam Barth reported H&H Landscaping was called since the parsonage grass had not been mowed and the owner said the church should be looking for other contractors. Adam said the contract with H&H is about \$20,000/year. No action was assigned.

6. Jeff discussed the upcoming purchase of speakers. Adam took action to ask Kevin why speakers were purchased without consulting the trustees and if a process will be established to state purchases above a certain limit that would typically fall under the responsibility of the trustees must be taken to the trustees before purchases are made.

7. Barry reported that a down payment has been made for the repair of the lighted cross and the contractor has ordered the LED lights.

8. Adam stated Alysia, who works in the front office, wants to remove a cabinet in her office and replace it with cubby cubes. Adam took action to obtain a quote and pictures of the changes desired.

9. Roger reported that the Atlantic Glass contract to replace the fogged windows has been received.

10. Jeff stated our next meeting will be June 3rd at 5:30 P.M.

Jeff adjourned the meeting at 7:00 P.M. and Adam closed the meeting with a prayer.

Respectfully submitted,

Paul Williams, Secretary