

Swansboro United Methodist Church
Trustees' Meeting Minutes
August 5, 2021

PRESENT: Pastor Kevin Baker, Jeff Conaway, Jim Gamble, Mel Guss, Elizabeth Holtz, Tom Scholl, Paul Williams

ABSENT: Pastor Adam Barth, Becky Doris, Roger Fulp, Patti Heller, Alan Tate

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. Pastor Kevin stated the church finances are a bit tight.
2. Paul gave an update on the phone system. He said Advanced Office Solutions has delivered and set up all the VOIP phones, but still needs to port the existing numbers over to the new phones. Once this is complete, the Century Link analog telephone lines can be cancelled, except for the elevator lines. Spectrum was hired to set up the elevator lines as part of the approved option 5 VOIP telephone solution. Spectrum routed a coax cable to the building 2 communications room, but is having difficulty determining how to route a coax cable to the building 3 communication room. The Day Care purchased intercom system / walkie talkie devices for the classrooms and these are meeting their needs. The plan includes establishing Day Care facsimile capability using a fax application service. Paul reported he recently discovered that a HIPAA compliant fax solution must be obtained for Day Care since they are receiving child medical records. He obtained a quote for a HIPAA compliant fax application from eFAX and the cost was more expensive than he originally presented to the Trustees with option 5, so he is investigating other options for the fax solution.
3. Tom reported that Atlantic Glass and Mirror has replaced all of the 6 fogged windows and did a very good job.
4. Paul provided an update on the parking lot lights. After presenting the transition to LED fixtures at the previous meeting, the trustees were concerned that the light output of the proposed LEDs would not be as bright as the existing lights. Paul stated the engineer from Duke Power told Paul that even though the lumen levels for the proposed LED lights are lower than the lumens for some of the existing lights, he assured Paul that we will not be disappointed in the light output because the quality and frequency of the light emitted from the LEDs is better than the quality and frequencies emitted from the existing types of non-LED existing fixtures.
5. Tom asked if anyone had any new business and reported he investigated a request to investigate painting and cleaning carpet in the Sunday school classrooms on the first floor of building 2. He obtained 2 painting quotes. Cowell Painting proposed \$8675 plus \$1250 for the youth room. Jesse Watson Painting proposed \$4800 using Sherwin Williams paint. Tom said he has used Jesse Watson numerous times and he does a good job.
6. The trustees visually inspected the condition of the Sunday school classrooms and agreed the paint in the classrooms needed to be refreshed, but thought the carpet looked relatively clean.

CONSENSUS: The trustees gave consensus to hire Jesse Watson Painting to paint the Sunday school classrooms on the 1st floor of building 2.

7. Paul showed the end of a downspout pipe located on the east side of building 2 near the road closest to the north end of the building that he observed spewing water during a recent heavy rain. Observation revealed the pipe exit was partially obstructed with dirt and grass that should be cleaned out to avoid future back up of water in the guttering system, which could create a water problem at the building.

8. Paul, Mel and Tom took action to investigate the conduit system in buildings 2 and 3 to determine the best way to route a coaxial cable into the building 3 communications room, which is needed for Spectrum to establish a telephone line for the building 3 elevator.

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

Respectfully submitted,

Paul Williams, Secretary