

## Trustees Meeting Minutes

2/2/23

5:30 pm

Attending: Ken Raper, Bill Smith, Linda Folger, Elizabeth Holtz, Linda Folger, Bruce Poland, Kevin Baker, Lance Tucker

Members not in Attendance: Anna Hall and Kathie Fairchild.

**Opening Prayer** – Kevin Baker opened the meeting with a prayer.

### Old Business:

- **Follow up on Insurance Review** – Linda Folger reported that the request for increase in building and contents limits is being processed now by Brotherhood Mutual. The increase in the Employee Dishonesty limit is also being processed, following our submission of additional information on controls in place.
- **Storm Water Management – Bill Smith** – This was tabled until next month.
- **Sanctuary Leak above the Altar** – Bill Smith reported that he does not have details, but the leak has been repaired and Pastor Kevin checked it several times during the recent storms and no leaks were observed.
- **Parasite Infestation** – There are a couple shrubs with cinch bugs and our tree specialist recommended Triazicide, which Bill has in hand. He will see that it is applied once there is a dry spell.
- **Boy Scout Closet Lock** – This closet is on the lower level of Building 1. Part of the lock is missing but the scouts should have a key that they were given. Bill Smith will talk with Tim Brouhard about the key to the storage closet door, storage of soft food in the closet, which attracts rodents, and their failure to supply us with copies of the Scout Insurance Coverage via a Certificate of Insurance.
- **Fire Inspection, January 10, 2023 – (Attended by Bill Smith, Pastor Kevin, and Anna Hall)** – There were a number of recommendations:
  1. Exit signs need to be tested for brightness to determine when to replace failing batteries. Recommendation is that every month (or quarter) – implement a method to record results of testing.
  2. No curtains are allowed on exit doors, as they are a tripping hazard. It was noted that some that were removed have been reinstalled. We need a memo to all users of the rooms or a sign on the door. Also, some wall brackets need to be removed in Building 3 classrooms over the double doors.
  3. Missing ceiling tiles – With the assistance of the Methodist Men – all the missing tiles have been replaced.
  4. Kitchen vent hoods are to be cleaned yearly from the hood to the vent on the roof. All ducts must also be cleaned. Our last cleaning was April, 2020. This has now been completed by Smith's Mobile Washing.

5. Sprinkler system riser valves in Building 2 do not have the identification signs permanently attached to the valves as required by code. BPFE has been contacted to complete this work.

We will have another inspection since this was a reinspection.

- **Team Assignments:**
  - We still need a team for grounds and landscaping. Lance Tucker volunteered to be part of this team.
  - Other team assignments – Building 1 – Bruce Poland and Anna Hall, Building 2 – Elizabeth Holtz and Bill Smith, and Building 3 – Ken Raper and Kathie Fairchild
- Discussion on replacement for Carl Mullen, Facilities Tech – Bill Smith reported that he is currently following up on a phone call on Monday of a retired man in the congregation that is interested and does not want any compensation.

#### **New Business:**

The vast majority of the meeting was devoted to reviewing the budget for operation/maintenance of the church buildings. We looked at the various contracts in place to consider if the contracts are cost effective. The total maintenance/operation budget for the buildings is \$295,961, which is 22.29 % of the total budget.

Please refer to the attached Trustee Budget Analysis for a breakdown of the areas discussed and proposed changes. This is still a work in progress, as there is more research to be done on a number of topics to determine if it is feasible to change the budget. For example, the budget for our HVAC Maintenance contract was discussed and we are exploring the utilization of another contractor and/or taking on part of this in-house. Another significant expense is the Lawn Care contract. We are exploring other options for that and will revisit at our next meeting.

The meeting adjourned at 7:25 pm.

Respectfully submitted by:  
Linda Folger