

# The First United Methodist Church

of Santa Rosa

Pastors: Rev. Lori Sawdon & Rev. Lindsay Bell-Kerr

## THE BOARD OF TRUSTEES

### Meeting Minutes of April 22, 2019

**Attendance:**

**Members:** Nate Barker, Lynne Garrison, Norm Hardin, Kris McKelvey, Sharon Peterson, William Ward, Richard Steingruber, Jim Hurd

**Fijian Language Ministry:** Marika Solituraga, Nuibuka Vuli

**Attendance for this meeting:** Lynne Garrison, Kris McKelvey, Norm Hardin, William Ward, Richard Steingruber, Sam Cox

**Absent:** Nate Barker, Sharon Peterson and Jim Hurd

**Staff Representative:** Janis Brewster, Pastor Lori Sawdon

**Meeting Called to Order** by Lynne Garrison

**Opening Prayer:** Lynne Garrison

**Approval of minutes:** Approved by all members in attendance

**SPECIAL GUEST:** Don Jones and Dawn L from Berger and Jones Insurance

Insurance Policy Review: The Representatives from Berger and Jones Insurance gave a two-hour overview of insurance for the Church and Properties of the Church currently. Several items were covered thoroughly talking about the Property insurance and the Liability part of the insurance. A copy of the current policy was handed out with information to answer any question that may arise in the future concerning coverage for the Church.

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### REPORTS:

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**Operations Report:** Janis gave a report on updates for maintenance issues for the month of April that were completed and were up for estimates to be completed.

**Treasurer's Report:** Norm Hardin gave the Treasurer's report

**Financial Report:** Kris McKelvey updated the Board with notes from the Finance Committee meeting in April

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### OLD BUSINESS

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**Item:** Conversion of Susanna Wesley House (Lynne Garrison)

**Discussion:** Covered parking – The carport must be fire rated. Lynne has spoken with an engineer regarding the materials needed. Currently awaiting a bid for the cost of engineering the carport.

**Conclusion:** Still waiting for more information and bids to move forward with this project

**Action:** Still active on Agenda

**Item:** Sidewalks / Tree Replacement at Montgomery Campus (Lynne)

**Discussion:** Sidewalk grinding from Trip Stop approx. \$1500.00 is the bid for this project to be Completed.

**Conclusion:** Information from George Kemmerer is that the bid was \$1500.00. It is cleared by the City of Santa Rosa to complete this project. The Board approved to have George contact the company and set a date to have the sidewalks ground down for safety reasons. The estimated date of completion is from four to six weeks from this date.

**Action:** The Board voted in favor of funding this project Through the Trustee Fund Foundation Distribution account. Still active on agenda

**Item:** Insurance Policy (Lynne)

**Discussion:** Need: 1) video inventory of church personal property; 2) Verify how often the organ is serviced, need written estimate for brand / rating / replacement cost.

**Conclusion:** This project is half completed. Most of the video inventory process is almost completed. The Insurance representatives received copies of CD's with videos of some inventory at this meeting.

**Action:** Still active on Agenda

**Item:** Stony Point Outdoor Tasks (Lynne)

**Discussion:** Gutter issues at Stony Point and Stony Point Campus project Sunday the 5<sup>th</sup> Sunday

**Conclusion:** The Gutters were inspected cleared out of all debris by the hired Handyman per Janis Brewster.

**Action:** **This item should be removed from Agenda as the project has been completed**

**Item:** Facility Use Application of Giffen House by Women's Recovery Services (Lynne)

**Discussion:** Change in Dates from May 1<sup>st</sup> through approx. 10/31/2019.

**Conclusion:** **This item can be removed from Agenda. Completed and new dates approved by all**

**Action:** **Remove from Agenda**

**Item:** Montgomery Repairs (Lynne)

**Discussion:**

- 1) Furnaces and Water Heater
  - a) Wall Furnace in office that was Pastor Sekove's is non-functional
  - b) Furnaces for Fellowship Hall / Flue Pipe / Upgrade options for energy efficiency
  - c) Water Heater
- 2) Sidewalk repair / replacement (**Scheduled to be completed in four to six weeks**)
- 3) Roof Inspection to determine leak in the small dining room and damage to the sheet rock in the upstairs storage room (**Rainy season may have caused this. Roof needs to be checked again; gutter was clogged up with debris**)
- 4) Repair water fountain
- 5) Water intrusion at the doors next to the Butterfly room
- 6) Inspect exterior / repair and re-paint the exterior
- 7) McMullin Room door to be repaired or replace (**Norm is completing this project in April**)
- 8) Roof replacement for the small area (I call it a dog house) that covers organ equipment

**Conclusion:** Some of these projects are still in the process of receiving bids for completion. The areas in Bold above are updates to the current projects

**Action:** Still active on Agenda

**Item:** Repairs needed at Stony Point (Lynne)

**Discussion:**

- 1) Leak in the wall in the storage area. Gutter may be blocked which is causing water to build up and leak into the wall into the sanctuary.
- 2) Need to build a porch over the door to the Giffen House as water is leaking into the doorway.
- 3) The trees on the East of the Giffen House are hanging over the house and need trimmed.
- 4) Repair wood framing on privacy wall by garbage area.

**Conclusion:** These projects are all being considered for bids by companies or volunteers.

**Action:** Still active on Agenda

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## **NEW BUSINESS:**

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**Item:** Mortgage Due 2023 – Options for reducing or eliminating the debt – work with Finance on this item (Lynne)

**Discussion:** Sam Cox was present at this meeting to talk about the concern that the Financial Committee has with the current Church Mortgage coming up for renewal in 2023.

**Conclusion:** There will be more discussions in the future along with the Finance Committee concerning this agenda item.

**Action:** Active on Agenda

**Item:** Hand bell Storage closer to Sanctuary (Lynne)

**Discussion:** Currently the Hand Bells are stored on a second level and there has been a request to have the Bells moved to a room or a closet on the main floor closer to the Sanctuary.

**Conclusion:** The bells need to be moved to an area or a closet on the main floor in or near the Sanctuary.

**Action:** Still active on Agenda until the Bells can be moved to an area or closet for them to be stored in

**Item:** Backyard behind the library (Lynne)

**Discussion:** The area behind the library at Montgomery campus has a smaller patch of grass/lawn that needs to be added to the landscaper's duties. The volunteer who used to maintain this small area is unable to help any longer.

**Conclusion:** If the landscaper who currently mow at the Montgomery campus can add this small area to their duties, this agenda item can be removed

**Action: May be removed if landscapers can add this to their duties**

**Item:** Susanna Wesley House gutters (Lynne)

**Discussion:** The gutters appear to have plants growing in them. The Handyman is going to check out the gutters on the Susanna Wesley house per Janis.

**Conclusion: If gutters cleared out, can be removed from agenda**

**Action: May be removed from agenda**

**Item:** Fellowship Hall Stage Lights (Lynne)

**Discussion:** It was found during a children's performance that the lights in the Fellowship Hall were not working as they should have.

**Conclusion:** Janis will check with Elizabeth Walton to see if someone can check all of the lights and switches to see if there are any light issues.

**Action:** Still active on Agenda

**NEXT MEETING AT 6:30 PM, MONDAY MAY 27, 2019**