

The First United Methodist Church of Santa Rosa

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

THE BOARD OF TRUSTEES

Meeting Minutes of January 28, 2019

Attendance:

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

Fijian Language Ministry: Marika Solituraga, Nuibuka Vuli

Attendance for this meeting: Nate Barker, Lynne Garrison, Norm Hardin, Kris McKelvey, Sharon Peterson, William Ward, Richard Steingruber, Jim Hurd, Mary Brunet, and Pastor Lori Sawdon

Absent: Marika Solituraga, Nuibuka Vuli

Staff Representative: Mary Brunet

Meeting Called to Order by: Lynne Garrison

Opening Prayer: Lynne Garrison

REPORTS:

Operations Report: Mary Brunet detailed in her handout 7 items that need repair and or were repaired in the month of January. One item of concern is the soft flooring issue in the Giffen House.

Treasurer's Report: Norm Hardin sent out a handout outlaying the Trustees Memorial Fund and Balances

Financial Report: Lynne Garrison gave a quick overview of the Financial Committee meeting

OLD BUSINESS:

Item: Conversion of Susanna Wesley House (Lynne Garrison)

Discussion: Brian Garrison is meeting with Fire suppression people and needs a completed floor plan of the Susanna Wesley House. Norm stated that there is a copy of the floor plan available for Brian. A bid for this job will be put together soon.

Conclusion: There are still issues with installing a carport. The City of Santa Rosa will be contacted **again, to come up with a possible solution** to move forward with permits etc.

Action: Still active on agenda

Item: Election of 2019 Officers – Still need Vice Chair and Finance Committee Representative (Lynne)

Discussion: Lynne opened the opportunity for a volunteer to be Vice Chair for the Board of Trustees. No volunteers yet.

Conclusion: Kris McKelvey volunteered to attend the Finance Committee meetings on the second Wednesday of each month in the Carriage House as a representative for the Board of Trustees.

Action: Still active until Vice chair is filled

Item: Warehouse Camera needed (Nate Barker)

Discussion: Nate stated that he has been working with Ian to decide on the perfect camera for this project. He found a camera with a wireless connection and a cloud Key which includes video recording software For a total of \$600.00.

Conclusion: Eventually, the church could adapt up to 20 cameras between the Giffen and the Montgomery campus's using this system down the road. Ian and Nate will complete the install themselves.

Action: The Board of Trustees approved for the purchase of the Camera and wireless package for this project to be completed. The Trustees approved to use Memorial funds for Michele Dorsch (3813-700) Total of \$600.00 to purchase and install the camera.

Item: Giffen House Floor (Mary Brunet)

Discussion: Mary gave us an overview in her operations report concerning the Giffen House floor by the back door. The handyman will be contacted concerning this issue.

Conclusion: The handyman will have to pull the new carpet back to access the area for possible dry rot or water damage in that area.

Action: Still active on agenda

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

Discussion: Lynne suggested that the sidewalk areas of main concern could be grinded down as a quick fix for this project. The board would have to consider rental fee of the grinder for a day which could be around \$160.00 a day.

Conclusion: At this time, the trees are not being considered for replacement. Grinding the sidewalks down is a suggestion to investigate.

Action: Still active on agenda

NEW BUSINESS:

Item: Miscellaneous cars parking by the Cottage at Stony Point (Lynne)

Discussion: Bob Cheal from safe parking at Stony Point passed on that cars that are found parking on the property are giving notices not to park on the property especially by the cottage.

Conclusion: Kris McKelvey passes the church property daily and can give notices to those who are found to be parking their cars on the property.

Action: Remove from agenda

Item: Insurance Policy – research to verify if the current policy will cover the Safe Parking so that the additional rider can be removed. This will save the Safe Parking Taskforce an additional \$2000 year if it is included. (Lynne)

Discussion: Lynne stated that she is going to contact Sam Cox who is Chairman of the Finance Committee about this issue.

Conclusion: She will contact Bergen and Jones Insurance Company if the church can absorb this is the current policy.

Action: Still active on agenda

Item: Montgomery Facility Tour observations (Lynne)

Discussion: Lynne noted several points of interest on the Montgomery Campus that need to be addressed.

1. Windows in the Hallway upstairs need new handles
2. Leak in Dining room roof area which need to be inspected and resolved. Coming from the duct area
3. Downspouts at Montgomery need to be cleared
4. Rooms upstairs need to be cleaned out of items that are no longer in use
5. A plumber needs to check the water fountain which keeps backing up
6. Custodian closet handle needs to be replaced

Conclusion: These items will be added to be assessed in the near future for repair

Action: Still on agenda

Item: Butterfly Room and Library Furnace is non-functional (Mary)

Discussion: HVAC fixed the Furnace with a part replacement

Conclusion: Completed

Action: Remove from agenda

Item: Pastor Sekove's wall furnace non-functional (Lynne)

Discussion: The Wall Heating unit in his office needs to be replaced. The HVAC company will be giving a bid for this project soon.

Conclusion: HVAC bid to come which could be as much as \$3,000.00

Action: Still active on agenda

Item: Replacement of furnace for upstairs. (Lynne)

Discussion: The HVAC company is going to write a bid for this project.

Conclusion: A bid to replace all the other furnaces should be considered

Action: Still active on agenda

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

Discussion: A few concerns to the contract were noticed by Trustee members. The non profit status document needs to be included.

Conclusion: Questions were asked if the Women's Recovery Services when occupying the building from 8am to 3pm would need anonymity. Another question would be if a handyman or any other member from the church needs access to the Giffen house, if it would be off limits.

Action: A draft of the MOU will be revised and the Non-Profit will be contacted with the Boards questions to be clear on what they need while in the Giffen House between April and September 2019.

Still active on agenda

The Board agreed to change the meeting times for the Board Of Trustees' to 6:30 p.m. starting on February 25th, 2019.

NEXT MEETING AT 6:30PM, MONDAY FEBRUARY 25, 2019