

# The First United Methodist Church of Santa Rosa

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

## THE BOARD OF TRUSTEES

### Meeting minutes of May 27, 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, Norm Hardin, Kris McKelvey, Sharon Peterson, William Ward, Pastor Lori Sawdon

**Absent:** Jim Hurd, Richard Steingruber

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

**Meeting Called to Order by:** Lynne Garrison

**Opening Prayer:** Pastor Lori Sawdon

**Approval of minutes:** Minutes were approved by the Board from April.

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### REPORTS:

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**Operations Report:** Janis was not present for this meeting and could not give the Operations Report. This meeting was conducted on Memorial Day and Janis was not working this date.

**Treasurer's Report:** The board did not have an update for the Treasurers report during this meeting

**Financial Report:** The Finance Committee did not meet during the month of May to report on anything new.

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### OLD BUSINESS:

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

**Discussion:** The Susanna Wesley House is not occupied at this time. The process for this conversion has been very slow due to so many factors including permits, etc.

**Conclusion:** The Board of Trustees talked about suspending the conversion of this building at this time.

We talked about setting up a sub committee concerning the use for the building as possible rental space Used for office space only. William Ward, Norm Hardin with Janis Brewster will be a sub committee to possibilities of use for the Susanna Wesley House.

**Action: Still Active on Agenda**

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

**Discussion:** Sidewalk grinding from Trip Stop approx. \$1000 - \$1500

**Conclusion:** George Kemmerer has helped with this project gaining the permits needed to complete this project. The Board has already approved the monies to complete with project. The company chosen has given that the project will be completed in the month of June 2019.

**Action: Still active on agenda**

**Item:** Insurance Policy (Lynne Garrison)

**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 almost complete. The video inventory has been completed for both campuses. The videos will be transferred to a disc for the Church and the Insurance Company. Janis will be contacted concerning the Organ service and written estimate for replacement if the organ was damaged in the future for insurance purposes.

**Action: Still active on agenda**

**Item:** Montgomery Repairs (Lynne Garrison)

**Discussion:**

- 1) Furnaces and Water Heater
  - a) Wall Furnace in office that is used by Fijian ministries is non-functional
  - b) Furnaces for Fellowship Hall / Flue Pipe / Upgrade options for energy efficiency
  - c) Water Heater
- 2) Sidewalk repair / replacement (**Will be Completed in June**)
- 3) Roof Inspection to determine leak in the small dining room and damage to the sheet rock in the upstairs storage room (**Need to ask Janis is this was completed by Handyman**)
- 4) Repair water fountain (**See Below**)
- 5) Water intrusion at the doors next to the Butterfly room (**Resolved**)
- 6) Inspect exterior / repair and re-paint the exterior (**No Information**)
- 7) McMullin Room door to be repaired or replace (**resolved**)
- 8) Roof replacement for the small area (I call it a dog house) that covers organ equipment (**Bob Lapin**)

**Conclusion:** The furnace in the Fijian Ministries office is being offered to be repaired and paid for by the Fijian Ministries. A bid has been received for this full replacement. Nate Barker is reviewing the bids that the Board of Trustees received for repairs and replacements concerning all the furnace and water heaters needed. The Board will notify the Fijian Ministries of the replacement costs when a bid is chosen

The Board approved for Janis to hire a plumber to assess the water fountain and for up to \$500.00 to be spent to repair it

**Action: Still Active on agenda**

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

**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. (**Resolved**)

- 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. **(A bid has been received by the Church and the Board)**
- 4) Repair wood framing on privacy wall by garbage area. **(Not completed)**

**Conclusion:** The Board talked about the water problem concerning the gutter section of the Giffen house that overflows onto the porch and doesn't drain properly. Nate had suggested to Kris that a gutter could be placed in the corner where the water would flow off the roof and away from the porch. The Board approved \$150.00 for the completion of this project installing an additional gutter downspout.

**Action: Still active on agenda**

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

**Discussion:** The Board is mindful of this but did not address this agenda item during the meeting

**Conclusion:**

**Action: Still active on agenda**

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

**Discussion:** Norm stated that he checked out a closet in the Narthex and found that there should be room for the bells after some items in the closet are relocated.

**Conclusion:** Norm is meeting with Ann Sekara to get more information

**Action: Still active on agenda**

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

**Discussion:** The lawn needs to be moved / have weeds pulled on a regular basis

**Conclusion: No information currently**

**Action: Still active on agenda**

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

**Discussion:** The gutters appear to have plants growing in them

**Conclusion: No Information**

**Action: Still active on agenda**

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

**Discussion:** Norm checked the lights and there are several switches to consider for certain lights used to light up the stage for performances.

**Conclusion:** Ian may need to be contacted to check the lightening to assess what works and what does not.

**Action: Still active on agenda**

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**NEW BUSINESS:**

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**No New Business from this Meeting of the Board of Trustees**

**NEXT MEETING AT 6:30 PM, MONDAY, JUNE 24, 2019**