

# The First United Methodist Church of Santa Rosa

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

## THE BOARD OF TRUSTEES

### Regular Meeting of February 24th, 2020

**Attendance:**

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

**Fijian Language Ministry:** Marika Solituraga, Sikeli Tabakaucoro

**Attendance for this meeting:** Nate Barker, Lynne Garrison, Norm Hardin, Kris McKelvey, Sharon Peterson, William Ward, Richard Steingruber, Jim Hurd, Judy Finley

**Absent:** Marika Solituraga, Sikeli Tabakaucoro

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

**Meeting Called to Order by** Lynne Garrison

**Opening Prayer:** Pastor Lori Sawdon

**Approval of minutes:** Approved minutes from last meeting

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## REPORTS:

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**Operations Report:** Janis gave the board a list of seven projects that had been completed or are in the process of being completed on both campuses. The Board of Trustees voted and approved property (House) in Santa Rosa that was gifted to the FUMC as one of four beneficiaries for this said property.

**Treasurer's Report:** Norm reported that some smaller funds that were under one hundred dollars in older funds in the Board of Trustees accounts were moved to an undesignated account for suture use. \$75.00 that was designated for Steve Kemmerer will go to Kids Camps Fund (03) at his father's request.

**Financial Report:** Kris reported that the Finance committee did not meet this month of February. She did note that contributions in January 2020 were strong with 71,325.00 per Sam Cox.

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## OLD BUSINESS:

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**Item:** Conversion of Susanna Wesley House (sub-committee / Lynne)

**Discussion:** Lynne talked about meeting with George Kemmerer where they will be starting with the City of Santa Rosa again over the USE code for the Suzanna Wesley House. Taking it Stage by Stage now.

**Conclusion:** The idea is to get an existing use permit and per the advice of an engineer, start with the City of Santa Rosa again to get all the facts and maintain the actual current status us use for this property per the City of Santa Rosa. Consideration needs to emphasize what information is on record for this property per the City on paper. The most recent and formal copy we received for the property was from 1993.

**Action: Still active on the agenda**

**Item:** Insurance Policy (Lynne)

**Discussion:** Need: 1) video inventory of church personal property – still need for Stony Point – Mike Ferrel

**Conclusion:** No new information on this agenda Item

**Action:** Still active on agenda

**Item:** Montgomery Repairs (Lynne)

**Discussion:**

- 1) Susanna Wesley House Conversion ...**Gaining more information soon**
- 2) Exterior repair and re-paint – Est \$22,000... **Received a very detailed map of priorities in completing the paint and repair project for the Montgomery Campus buildings.**
- 3) Roof Inspection to determine leak in the small dining room and damage to the sheet rock in the upstairs storage room – wait until the fall to verify resolved...**No rain to determine**
- 4) Actual sidewalk and tree replacement – **long term goal**
- 5) Phone System Replacement ...**Not a lot of information to move forward with this project**
- 6) Cross on Fellowship Hall taken down or repaired ...**No new information**
- 7) Window cranks both restrooms by Williams Parlor ...**No New information**
- 8) Lights to be replaced...**This project is in the process of being completed**
- 9) Sanctuary door – lock on north half does not function properly...**Bob Lapin is working on this**
- 10) Verify all light switches and thermostats function properly. **Currently completing this project**
- 11) Furnace filters – add to list for semi-annual replacement. **This will be conducted semi annually**

**Conclusion:** See above responses in Bold as to the current status of these projects

**Action: Still active on Agenda**

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

**Discussion:**

- 1) Need to build a porch over the door to the Giffen House as water is leaking into the doorway.
- 2) Downspout at Giffen House to be installed - **Nate will complete**
- 3) Repair wood framing on privacy wall by garbage area. **Norm repaired this on 2/29/2020. Remove from next agenda.**
- 4) Eucalyptus Tree Branch Removal / Trimming – Bid included
- 5) Flashing that has come up. **Nate gave an update via E Mail on 3/1/2020 in that there are five to six roof flashing that needs to be replaced at the edge of the gutter.**

**Conclusion:** most of these project items for Stony Point are still on the list to be completed soon

**Action:** Still active on the agenda

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

**Discussion:** No change for this agenda item

**Conclusion:** No change for this agenda item

**Action:** Still active on the agenda

**Item:** Spring Clean Day March 21<sup>st</sup>, 2020 (Lynne)

**Discussion:** Per Sharon Peterson, there are lists up on the bulletin board at Montgomery for volunteers to sign up for certain projects that have been designated for this day of cleaning.

**Conclusion:** During these events sometime, there is a lack of volunteers to maintain the monthly needs of cleaning and or maintaining a continuing organization needs of this facility. It was discussed that some people may want to Adopt an area of the Montgomery Campus to maintain cleanliness and order such as a room or the library etc.

**Action:** This Agenda item may be removed after this date of Spring Cleaning has elapsed

**Item:** Custodial Issues after hours / weekends use of facilities (Lynne/Norm)

**Discussion:** Notifications are needed as to whom should be notified for after use hours for both facilities but mainly the Montgomery campus. A sign or name and number should be posted for notification for those groups renting the space for events and find a problem within the facility as a plumbing or electrical issue for example.

**Conclusion:** Norm and Lynne have volunteered to be the point contacts to be notified of potential issues that may arise after hours. A list of vendors that the Church contracts with will be for them to notify if an issue arises. Janis has a form she has developed for these notifications.

**Action:** Still active on Agenda until this new process has been finalized

**Item:** Facility Tour of Montgomery and Stony Point (Lynne)

**Discussion:** The Board agreed to complete tours of both facilities to make notes and inspect the properties for any issues that have not been detected.

**Conclusion:** The Board has set April 4<sup>th</sup>, 2020 at 1000 am to tour Montgomery Campus  
The Board has set April 18, 202 at 1000 am to tour Stony Point Campus and Property

**Action:** Still active on agenda until tour and inspection completed

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## **NEW BUSINESS:**

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**Item:** Stony Point ground care (Lynne)

**Discussion:** The Board was notified that there needs to be another request for volunteers to mow the grounds at Stony Point. Charles Rhodes who is currently the volunteer who coordinates the mowing, is willing to train a replacement.

**Conclusion:** The Board will need information on who is currently mowing the grounds and who is on the list to volunteer. The Board will reach out to Charles for a full list of these people.

**Action:** Norm stated that he would contact Charles for more information

**Item:** Small parking lot at the end of Fellowship Hall Montgomery Campus (Lynne)

**Discussion:** The Board received information concerning the parking situation outside of fellowship hall where there is only a few parking spaces available which also includes handicapped designated spots.

**Conclusion:** The paint for the handicapped spots has faded and the paint along the building for No Parking has faded as well. People are finding their cars are blocked due to the lack of direct space designation as the paint has faded to distinguish the area which is NO Parking.

**Action:** William Ward will look into this issue and see what is needed to help this situation for future parking.

**Item:** Angels Attic Storage in Barn at Stony Point campus (Lynne)

**Discussion:** Angels Attic used thrift store has been closed since August 2019. There are a lot of items that are stored in the Barn where the time for these items to be removed is near.

**Conclusion:** The lead person in charge of the property of Angels attic has been notified on a few occasions that the property in the barn needs to be itemized, sorted and removed soon.

**Action:** At this time, the lead person in charge of this property will be notified that the merchandise from angel's attic need to be removed by August 2020.

**NEXT MEETING AT 6:30 PM, MONDAY, MARCH 23, 2020**