

# The First United Methodist Church of Santa Rosa

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

## THE BOARD OF TRUSTEES

### Regular Meeting of January 27th, 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, and Judy Finley

**Absent:** Marika Solituraga, Sikeli Tabakaucoro

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

**Meeting Called to Order** by Lynne Garrison

**Opening Prayer:** Lynne Garrison

**Approval of minutes:** Minutes approved. All members Welcomed Judy Finley to the Board of Trustees 2020

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#### REPORTS:

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**Operations Report:** Janis gave a thorough update on the current projects that were completed on both Church Campuses. A large branch fell alongside the Giffen house and broke a window on the East side of the building. It was removed and the window was replaced. Janis had the furnace company come to the Montgomery campus and went through a tutorial on the thermostats and how to set them. Bids are being entertained for further tree trimming and removal at the Stony Point property. Bids are being negotiated for the painting of the Montgomery Church buildings in three phases.

**Treasurer's Report:** Norm went over the financial records for the end of the year 2019. He requested permission to merge three accounts under 100.00 that were undesignated funds in accounts that were older. These small account funds will be placed into an undesignated account for future use for projects approved by the Trustees. The merge was approved

**Financial Report:** Kris stated that discussions were made concerning the 2020 budget and Foundation exception monies that will remain in the trustees account for future projects in 2020. Sam Cox gave a quick overview of the approved budget for the Church for 2020.

## **OLD BUSINESS:**

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

**Discussion:** The conversion of the Susanna Westly house is still a working project. The city of Santa Rosa sent a letter to the Church that the building can only be used as a single-family home at this time, not a parish. Nonuse by the Church currently as we continue to communicate with the City of Santa Rosa to continue with the conversion of the building back to a Parsonage.

**Conclusion:** The sub committee is working on getting a Condition use permit to be granted by the City of Santa Rosa and they will be returning to the Building Department and hoping a resolution can be Acquired.

**Action: Still active on the agenda**

**Item:** Insurance Policy (Lynne)

**Discussion:** Mike Ferrell is almost done with the video project at the Stony Point campus for insurance Purposes.

**Conclusion:** Almost completed with the project and will be submitted soon.

**Action: Still active on Agenda**

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

**Discussion:**

- 1) Susanna Wesley House Conversion ... This was addressed in the first agenda Item of this meeting
- 2) Exterior repair and re-paint – Est \$16,375 cost count be as much as 22,000.00. getting a bid in three phases for a better break down in repair and paint needed.
- 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 new information
- 4) Actual sidewalk and tree replacement – long term goal
- 5) Phone System Replacement ... No update yet on actual cost.
- 6) Cross on Fellowship Hall taken down or repaired...discussions were made about the cross coming down and placed elsewhere for safety reasons.

**Conclusion:** The fence surrounding the Daycare was replaced in December after it was fallen by a storm in October 2019. The fence cost was split with the neighboring home owner. The trustees approved the payment for the Churches part of 1,740.00 out of account 3722-722.

**Action: Most items will remain on the 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.
- 4) Eucalyptus Tree Branch Removal / Trimming – Bid included
- 5) Flashing that has come up – need roofer

**Conclusion:** No projects have been completed as of yet at the Stony Point Campus

**Action:** Still active on the agenda

**Item:** Mortgage Due 2023 – (Lynne)

**Discussion:** Options for reducing or eliminating the debt and The Trustees will work with the Finance committee work when the time comes this year.

**Conclusion:** The Trustees and the Finance Committee are keeping this in mind for the near Future.

**Action:** Still active on the Agenda

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**NEW BUSINESS:**

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**Item:** Election of Officers (Lynne)

**Discussion:** Lynne Garrison volunteered to remain as Chair for the Board of Trustees.  
Kris McKelvey volunteered to continue as the Secretary.  
Norm Hardin volunteered to continue as the Treasurer.  
Judy Finley volunteered to take on thanking those that allocate Funds for the Church in Memorial of their loved ones.

**Action:** Welcome to 2020 Board of Trustee members

**Item:** Spring Clean Work Day at Montgomery or Stony Point

**Discussion:** researching months that would work for this Spring Clean day for either one or both campuses in 2020.

**Conclusion:** The month of March and the month of May both have five Sundays. The fifth Sunday may be a consideration for this event.

**Action:** Undecided at this point and its still on the Agenda

**Item:** Custodial Issues after hours / weekends (Lynne)

**Discussion:** Discussions were made about the need of a Liaison for the Church when incidents occur when other organizations etc. utilize the Church for events. If there is an emergency or an incident that needs attention like a pipe bursting, a kitchen fire, or a plugged toilet, a person needs to be appointed to be contacted to help with solutions.

**Conclusion:** Maybe a placard with contact information to those that are at an event or are renting the facility that may need guidance is a problem occurs.

**Action: Still active on the agenda**

**Item:** Facility Lights and Thermostats at Montgomery (Lynne)

**Discussion:** Janis Brewster went through a tutorial with the furnace company to gain knowledge on how to navigate the thermostat system that was not working as it should have been. Norm noted that there are many lights in the buildings on the Montgomery campus that are out.

**Conclusion:** Norm submitted a list as he went through the Montgomery campus and noted all of the lights that were not working and needed a light bulb or other maintenance.

**Action: List was given to Janis for the Handyman or some volunteer to coordinate the replacement soon.**

**Item:** New Janitorial proposal from current company for Montgomery (Lynne)

**Discussion:** The current janitorial company that cleans the carpet at the Montgomery Campus has offered a comparable price to clean the carpet more often to maintain a cleaner environment for our Church.

**Conclusion:** Janis will be working with the janitorial company to coordinate a schedule and a price for their services in which the Church may benefit with a better price plan for their services.

**Action: Still active on the agenda**

**NEXT MEETING AT 6:30 PM, MONDAY, FEBRUARY 24, 2020**