

# The First United Methodist Church of Santa Rosa

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

## THE BOARD OF TRUSTEES

### Regular Meeting Minutes from November 24, 2020

**Attendance:**

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

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

**Attendance for this meeting:** Nate Barker, Lynne Garrison, Norm Hardin, Kris McKelvey, Sharon Peterson, William Ward, Jim Hurd, Mike Young, Bob Lappin, Sam Cox

**Absent:** Richard Steingruber, 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 were soon to be completed and approved

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## REPORTS:

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**Operations Report:** Janis gave a detailed report on all the operations and projects that were completed in the last month. She is gathering bids for future projects that need to be completed on both properties at Montgomery and Stony Point.

**Treasurer's Report:** Norm gave a quick overview.

**Financial Report:** Kris gave a quick overview from the Finance Meeting. The Church financially is doing well as with being closed due to the pandemic, the use of monies for utilities etc. has been at a minimum.

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## **OLD BUSINESS:**

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

**Discussion:** Currently on hold

**Conclusion:** Working on an MOU for the possibility of Hope City use of building in the future

**Action: Still active on Agenda**

**Item:** Montgomery Repairs (Lynne)

**Discussion:**

- 1) Susanna Wesley House Conversion (Hope City Possible working on MOU)
- 2) Exterior repair and re-paint – Est \$22,000 (Working on getting new bids)
- 3) Roof Inspection to determine leak in the small dining room and damage to the sheet rock in the upstairs storage room – wait until further date
- 4) Actual sidewalk and tree replacement – long term goal
- 5) Phone System Replacement -No Changes
- 6) Window cranks both restrooms by Williams Parlor
- 7) Lights to be replaced
- 8) Verify all light switches and thermostats function properly and replace those that do not
- 9) Furnace filters – semi-annual replacement

**Conclusion: Not a lot of change due to COVID-19 Restrictions**

**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 when available

**Conclusion: No Change**

**Action: Still Active on Agenda**

**Item:** Long Term Financial Planning Group - Mortgage Due 2023 (Lynne, Sam Cox)

**Discussion:** The Financial Planning team is meeting talking about ideas and thoughts for the future

**Conclusion: Nothing new to report**

**Action: Still Active on the Agenda**

**Item:** Spring Clean Day - to be rescheduled (Lynne)

**Discussion:** No Change

**Conclusion:**

**Action:** Still on Agenda

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

**Discussion:** No Change

**Conclusion:**

**Action:** Still on Agenda

**Item:** New Janitorial proposal for Montgomery for carpet cleaning – on hold (Lynne)

**Discussion:** No Change

**Conclusion:**

**Action:** Still active on Agenda

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

**Discussion:** No Change

**Conclusion:**

**Action:** Still Active on Agenda

**Item:** Angels Attic Storage – (Lynne)

**Discussion:** Lynne to discuss with Tamara – still to be done (keep racks for storage / rummage sale)

**Conclusion:** No Change

**Action:** Still on Agenda

**Item:** MOU with Hope City to use Susanna Wesley House as office (Lynne, Norm)

**Discussion:** The Sub Committee is working out an MOU for the organization Hope City. They will be breaking this project into two phases for the use of the Susanna Wesley House as an office for the first phase. After upgrades to the House are complete them Phase two would include inhabitants in the house long term.

**Conclusion:** The sub committee is working on a MOU for the company Hope City to work from an office space in the Susanna Wesley House. There are several projects that need to be completed before this can occur. Of course, with COVID-19 19 restrictions, this process is going to take some time. The sub committee will keep the Board of Trustees updated on their progress monthly.

**Action:** Still active on agenda

**Item:** Property Condition Assessment – Lynne / Sam

**Discussion:** The assessment will be coming in December and the Board may review the Draft at the next meeting.

**Conclusion:**

**Action: Still Active on Agenda**

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## **NEW BUSINESS:**

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**Item:** Alarm at Stony Point malfunctioning (Lynne/Janis)

**Discussion:** the circuit board is defective and needs to be replaced

**Conclusion:** replace with a new circuit board at cost of \$1226.51 with SR Fire Services

**Action:** the trustees have approved to have the circuit board replaced with the cost of \$1226.51 to be paid from the Maintenance and Repair fund via email vote

**Item:** Repair the Irrigation for the Trees out front at Montgomery Campus (Lynne)

**Discussion:** The Roots are Growing over the irrigation lines and Hoses.

**Conclusion:** The Board of Trustees approved that no more than **\$800.00** can be spent on this repair job.

**Action: Still active on agenda until project completed**

**Item:** New signs/lettering for the Montgomery campus (William Ward)

**Discussion:** Add new lettering to the West side wall of the Fellowship Hall with First United Methodist Church in Large Letters be affixed.

**Conclusion:** William Ward obtained quotes from a company of \$1,749 for acrylic letters and \$1,292 for another bid for the same letters but not an installation fee included.

There is no permit needed to add lettering. The Board approved a motion for no more than \$1,800.00 be spent on this project. This project of new lettering for the Church on the West side will be a project that will occur after the church buildings are painted in 2021.

**Action: Still active on Agenda**

**NEXT MEETING AT 6:30 PM, MONDAY, DECEMBER 28, 2020**