

Aldersgate United Methodist Church Board of Trustees Meeting Minutes of February 15, 2016

Attending were Rich Detering, Ted Snyder, Christian Hampson and Dave Sanford.

The minutes of the previous minutes were approved.

As part of having John Valentine come on as the new custodian, SPR requested that we review the current description of responsibilities and provide comment. We concluded that the task descriptions seemed correct, but that the format of the document had become somewhat jumbled over the years. We suggest a format revision to separate such things as the task descriptions from discussion of work hours, payment, and supply location and replacement. It was also suggested that it might be put into a matrix format, with various tasks on one axis and person responsible on another. Rich will pass these comments on to SPR.

Most of the balance of the meeting was spent in reviewing Ted's work statement for last month (see attached). The big item dealt with furnace maintenance. Most of the seven furnaces have been inspected and repaired now with one furnace motor remaining to be replaced when the part arrives (~\$250). One very significant new item is that one of the furnaces for the sanctuary area has developed pinholes in the heat exchanger and will require replacement. The report from the inspector is that the furnace is safe for the current heating season, but should be replaced next summer. Ted will ensure that the CO monitors are in place and functioning in the meantime. This item is significant because it represents an approximately new budget item not currently accounted for of approximately \$5000.

Annual inspection of our fire extinguishers found 3 extinguishers that needed replacing (~\$150).

Annual inspection of the fire alarm system resulted in replacing the batteries (~\$76).

In reviewing the budget, it was noted that we do not understand how the Tech Team part of Trustees is functioning and need this input to understand priority planning and scheduling for the year.

Ted and Rich agreed that they would make a first attempt at distributing the various projects in the approved budget over the year on a quarterly basis. There was a general consensus in this regard that we should apply a bit more project planning approach to our work.

The meeting was adjourned and the next meeting will be at 7:00 pm on Monday, March 21, 2016.

Respectfully submitted,

Dave Sanford

Facilities Coordinator Report To Trustees

For Period January 1 – 31, 2016

The following work was performed

- Purchase Janitorial supplies, Ice melt, etc.
- Change battery in smoke detector
- Assemble mobile writing board
- Call for work party volunteers
- Coordinate furnace maintenance
- Pick up pressure washer and wash side walk
- Coordinate wood cutting and start cleaning up area
- Meet with Fire House rep for Fire Extinguisher maintenance
- Move Cross to portable with Don
- Meet with Washington Alarm for annual alarm inspection
- Fix bench in Room 24
- Purchase and install batteries in alarm panel
- Take trash that was left at dumpster to the dump
- Work with Don & Lane to identify Panel C circuits
- Install new TP holders in Women's restroom
- Meet at Parsonage to plan projects
- Clean parking lot & drive
- Weeding & pruning
- Work on moving Kitchen
- Painted Friendship Hall Storage room
- Painted walls and install curtains in Parsonage
- Removed stumps in playground and by Smith Hall