

Board of Trustees

January 14, 2013

Members present – Joe Wilcek, Bill West, Mike Sniecinski, Scott O’Connell,
Liz O’Connell, “D” Fletcher

Others present – Carol Hansen, Nancy Bosserdet, Pastor Brian James

The meeting was opened with prayer by Carol Hansen. The minutes of the December meeting were approved as written.

Finance – Nancy Bosserdet reported that the Board of Trustees for 2012 came in under budget on average but were over budget on utilities. It is hoped that the changes made to the air conditioning system will make a difference in 2013. It was noted that item #4328 is the cost of people using the facility and is now a budgeted item. Nancy also said that 10% of any bequest goes into the Trustees Emergency Contingency Fund (#201). The Roofing Fund (#214) is no longer a line item in the budget since it has been funded from the parsonage proceeds.

Election of Officers

Inasmuch as our previous chairman went off the Trustees at the end of December, it is necessary to elect new officers. Carol explained that the chairman would coordinate with her, be responsible for timelines of projects, signer of contracts and other documents as “President of the Organization” among others things. After much discussion, Mike Sniecinski volunteered to be chairman and was unanimously approved. “D” Fletcher was unanimously approved as secretary and Joe Wilcek volunteered to be vice chairman and was unanimously approved. Liz O’Connell volunteered to be the BOT representative to the CWM board. She was voted in unanimously.

Subcommittee Reports

Building

- 1) Joe reported that he has someone to buy the pews when we remove them, adding that he would make sure that the book racks would be removed and attached to what would then become the front pews. He noted that the cushions would not be able to be removed.
- 2) Carol reported that she has tried to contact Jack Moorman, a designer Anne Bonsky recommended to help with the design and drawings of the lobby and restrooms but has not heard back from him yet. Scott said that he would supply the name of an architect that he has worked with in the past. Scott also suggested that we look into closing off the area by the double doors leading into the sanctuary from the lobby, creating a wall which would be even with the outside wall of Carol’s office. This area could then be used for storage and/or office space. It was noted that we would have to backlight one of the stained glass windows if we did that. This will be brought up to the architect when we meet with him.
- 3) The BOT has been asked to come up with a policy regarding the use of the stage in Fellowship Hall because of damage that was done to some of the equipment in the past. The praise band leaves the equipment there following the Sunday evening service. Paul Kisner would prefer that no one move the equipment except for him but ultimately the problem comes down to a storage issue. This will be an ongoing commitment especially when discussion revealed that the stage could be used many outside groups for a rental fee.

- 4) Carol reported that a new night custodian has been hired. His name is Cory Shine and he works Monday to Friday evenings from 6:15 to 9:15 (or so) and his initial focus is the children's wing and the main restrooms, as well as providing security at night. It was noted that the restrooms look appreciably better since he has started working.
- 5) Two parking lot lights have been replaced.
- 6) The soffits around the children's wing and in other areas are deteriorating and need to be replaced. Scott said that he would take a good look at the affected areas and report back to the board about what needs to be done.

Equipment

- 1) Carol reported that a leak in the Freon line supplying one of the new AC units was repaired by Instant Air. The leak was found underground between the sidewalk and the building.
- 2) Carol gave us an update on the results of her search for a new copier (for use by the congregation). Her recommendation is for us to purchase a Xerox 3635 MFP copier, scanner, printer. It would cost \$2199 to purchase, with an additional \$116 for the stand, \$15 per month for a maintenance contract for 500 copies/month. After the first year the cost would be only \$180 per year. Specifics include 35ppm, duplexer, bypass, up to 8.5 x 14 paper; black and white (a color copier was an additional 8 cents per copy). Motion to go with the Xerox 3635 was made by Mike and seconded by Scott and a unanimous voice vote followed.
- 3) Carol reminded us that she is still looking into other items such as video camera, TVs and computers. Joe added that he has been looking into video equipment that we could use to simulcast the worship services. We will continue to revisit this as we get more information.

Grounds

- 1) Carol reported that with regards to the landscaping - Cortes' quote was for \$15 per plant but no layout was given; Plants, Palms, & More provided a quote of \$6,027 for complete re-landscaping of entire side of church facing Viscaya; the quote contains a lot of items including creating a new bed around the sign with curbing and plants, replanting under the portico, new landscaping in beds along church building, trimming, mulching etc. Much discussion followed noting that the UMM has already said that they would help pay for this work, and that the grounds committee would be better able to maintain the premises once the work is done. It was also questioned if we would be able to get together with Angela to discuss her vision or if she could supply us with a drawing of what she envisions for the property. It was decided that members of the Board who were able would get together on Thursday, January 24th at 4pm to do a walk-around to try to see what she was suggesting and where.

New Beginnings Park

- 1) Plants, Palms, & More will be providing an updated quote for replacing the palms in the park.
- 2) It was noted that the Stations of the Cross are in a state of disrepair and need to be addressed. It was also noted that there is a prayer labyrinth at the park.

Other Business

- 1) We have been notified of a bequest given to the church by Bob Watts in the amount of \$50,000.

- 2) There is equipment in the garage that we might be interested in selling – specifically a wood chipper, salad bar, and a sneeze guard. Joe volunteered to list the chipper for sale on the internet.
- 3) Joe reported that the UMM would be meeting on Saturday, January 26th to work on the garage and paint the sign at Quesada and Viscaya.
- 4) Carol reported that the Yonique Miller case is still ongoing and mediation is scheduled for February 11th. Both she and Pastor Brian have already been deposed; the next round of depositions will include Judy Brown (chairman of the BOT at the time of the accident) and Mick.
- 5) Pastor Brian stated that it would be nice to have the capability to do a voice message (similar to a “robo” call) that would check on members of our congregation, especially the shut-ins. He added that he has heard that the system costs about \$1,000.

Outstanding Actions Items

Trustees – create a 5-year plan

Joe Wilcek – replace palms in NBP

Dave Cox – get prices for replacing ceiling in 3 classrooms (nursery, orange & green rooms)

Joe – list wood chipper for sale on internet

Trustees – repair/replace soffits

Joe – remove and sell front pews

Trustees – meet with architect/designer

Trustees – address landscaping

Scott – check soffits

Trustees – use of stage policy?