

ELIZABETHTOWN CHURCH OF THE BRETHREN
RESOURCES COMMISSION

MINUTES OF THE MEETING August 7, 2018 Church Parlor @ 7:00 PM

In Attendance: Duane Hernley, Dick Keesey and Tim Duncan, Facilities Manager

1. The minutes of the June 5, 2018 meeting were reviewed and no changes were noted.

2. **FACILITY MANAGER REPORT & ITEMS FOR DISCUSSION**
 - a. Dick will continue reviewing a Policy for the Users of the Fellowship Hall and Kitchen after 6:00 pm. and will present a draft for review at the September meeting.
 - b. The recently purchased John Deere Mower is working out very well.
 - c. The performance of AMES Janitorial Service and their request to change the time of when they have someone in the building was discussed. It appears that their staffing strategy has now changed and there is no need to make any adjustments to times on our security system.
 - d. Issues related to recent heavy rains including a leak in the roof of the south east stair tower and the failure of one sump pump have been resolved. It appears that rerouting of the spouting on both sides of the sanctuary that comes down on to the flat roof of the stair towers would help alleviate problems in those two areas. Alternatives to the current piping arrangement will be investigated.
 - e. A request from Tim for two weeks off for a family situation with continued payment for 12 hours per week was granted on the condition he would work hours without pay to make up this time over a several month period after he returns to work.

3. **UPDATE ON ONGOING MAINTENANCE ISSUES -**
 - a. Lights blinking in the Sanctuary has not been a problem recently. Obviously, it must have been caused by the projector.
 - b. Nothing has been done on developing a policy on how we effectively communicate, handle and resolve non-routine maintenance issues so that they are handled on a timely basis with all affected knowing what is going on and putting together a listing of service vendors and systems they are responsible for. This could become a part of a Resources Manual which would include a monthly calendar of things that need to be done and a list of pending/ in progress projects. Consideration of using some type of work order software to manage current maintenance issues and develop a history of maintenance activities would be a part of this. A "Call" list for specific problems that develop on a regular basis should also be included. Barb Ellis and Dick Keesey intend to work on this project.
 - c. A listing of pending projects was developed and distributed with the agenda. Please advise Dick of any items missed.

4. REVIEW OF YEAR-TO -DATE RESOURCES

A number of individual expense categories were reviewed and no significant unusual or unexpected trends were noted as of the end of July.

5. OLD BUSINESS

- a. The Hospitality Committee continues to review options for enhancing church security. We hope to get Tim Byerly, chair of the Safety Committee, to attend our September meeting.
- b. Dick and possibly Duane plan to attend a meeting at 11:00 at the church on Friday with TCW-GAV, a computer and video/sound service provider to discuss their recommendations for maintaining and upgrading our systems. Once their present a proposal services it will be sent to Resources members for review and likely an email vote for approval/rejection.
- c. There appears to be some weed spraying done on the beds around the church which is both appreciated and a cause for concern.
- d. There are no church Green Team activities to report on.
- e. At the last meeting we discussed a potential agreement with the college relative to their use of some of our parking spaces through the week and us using some of theirs on Sunday. This could potentially solve some of their problems with the need to have spaces to get approval of their land development plan and possibly enable us to have less spaces and use up less green space on our property as a part of the proposed building project. It was the consensus of the commission that we could enter into agreement with the college for the use of 82 spaces as shown on the attached diagram. Any potential agreement with the college would have to be brought before resources for approval. This was further discussed and a commission email vote will be taken shortly on this.
- f. The Money Counting Team would like to have a small ‘drop box safe’ installed somewhere in the building so that offerings could be left on the premises on Sunday and be available in the building for Monday morning counting. Following discussion at the last meeting it was determined to research options available and the commission will discuss further at the next meeting or earlier by email if an obvious solution appears. We have investigated and found a safe that would cost approximately \$80.00 that might work. This will be reviewed with money counting team representatives and if they are comfortable with it we will get one.

6. NEW BUSINESS

- a. Request to use the church parking lot to park a truck on Saturday mornings for distribution of “surplus – generally past expiration date” food by **Food From the King** was discussed. It appears a more optimum solution could be to suggest that this distribution could be located at the new Community Services property on Washington Street.

- b. Request to use a piano in the church for private piano lessons, primarily for ECCC students, was mentioned, but it appears to have gone away.
- c. Request to use church space by a private counseling service that would get referrals for our Intermediate Unit tenant at no charge was mentioned, but it appears they have found an alternative location.
- d. The projector used on Sunday mornings is currently not usable and needs \$1,000 in repairs. The A/V team is working on getting quotes on a new projector. More information will come from the meeting with TCW-GAV on Friday 8/10. Commission members present felt that the new projector option may be a better one and it was noted that there are funds available on the Resources Capital Budget to cover this.
- e. There is a need for additional members for the money counting team. An announcement appeared in the 8/5 bulletin.
- f. Due to a realignment of how students are assigned to the elementary schools and the system for allowing parents flexibility in bus pickup and drop off options as well as specific school assignments, there appears to be a need for ECCC to host a forum for parents with school administrators present to provide information and discuss concerns. ECCC would like permission to hold this event in fellowship hall. An email vote will be taken to get the rest of the commission involved in this decision.
- g. A relatively new commercial dishwasher from the St. Peter's school building being remodeled by the United Churches may be available at a reasonable cost. This will be investigated further.

Next Church Board Meeting - August 13, 2018 Dick and ? will attend.
Next Resources Meeting – September 4, 2018

Dick Keesey 8/8/2018