

ELIZABETHTOWN CHURCH OF THE BRETHREN
RESOURCES COMMISSION

MINUTES OF THE RESOURCES MEETING ON MONDAY 12/2/2019 7:00 PM ROOM 101 – Attending were Duane Hernley, Dick Keeseey, Carroll Kreider (member effective 1/1/2020), Greg Laszakovits, Amy Zimmerman and Pat Williams, ECCC/ECNS Liaison

1. Minutes of the October 30, 2019 Resources meeting were reviewed. No changes noted.
2. Following a review and discussion of the current drafts of the proposed updated ECNS and ECCC leases (sent to commission members by Andrea on 11/15) which incorporate changes discussed at prior meetings, a number of suggested changes and items for discussion with Paula Burke as our legal advisor were noted. Pat Williams will discuss questions raised with Paula and take care of getting the suggested changes made to the leases. The final version of the leases should be available for the commission to vote on them at the January 11, 2020 meeting held in conjunction with the Church Board Retreat.
3. Tim Byerly, leader of the Safety Team, is working on an “Evacuation Plan for the Sanctuary” which he envisions as an insert in pew racks. In early December he plans to schedule a meeting with the Safety Team to begin drafting the “Emergency Ops Plan”.
4. Karen Wenger, Leader of the Green Team, has not yet met with the Memorial Garden Committee concerning the trees that are dying along Mount Joy Street. In 2020 she plans to see how what she planted this year makes it through the winter and next spring work on improving the area between the Christian Ed Wing and the Sanctuary.
5. Amy Zimmerman, Facilities Manager, reported on various things currently in process, including getting gutters cleaned to eliminate problems caused by them overflowing. Appreciation was expressed for the many improvements in the cleaning and maintenance of our building since she took over as Facilities Manager.
6. Barb Ellis is taking the lead in preparing an updated Resources Manual which should be ready for commission approval early in 2020.
7. Resources Spending for 2019 was reviewed and copies of the Council approved budget for 2020 were distributed. The Resources Budget for 2019 is \$185,047. At the time of the 2020 budget preparation projected Resources spending for 2019 was \$209,195. The current estimated Resources expenditures for 2019 is \$216,000. The budgeted amount for 2020 is \$219,822.

8. OLD BUSINESS

- a. An announcement will be prepared to be included in the bulletin for the two Sunday's before Christmas notifying the congregation that parking is available on the college lot on the other side of Cedar street.
- b. Robert continues to work on upgrading the office and pastor's computers and removing information from some old computers we need to dispose of.
- c. Performance of Premier One Cleaning is better. Amy is the key to making this happen. It does not appear that the College is willing to consider us contracting with them to provide cleaning services as well as potential other building services.
- d. Strategy for unlocking the building on Sunday morning and locking the building after services was discussed. There are currently electronic magnetic locks on both sides of the doors in the Memorial Lobby, the ECCC/Centennial Garden Entrance and the ECNS/Christian Ed Parking Lot Entrance. These doors lock and unlock automatically and therefore do not require the ushers to do anything on Sunday mornings or at other special services. We are going to get an estimate on electronic magnetic locks for the front doors into the narthex facing Mount Joy Street and the doors at the top of the ramp at the south east corner of the sanctuary. If this work was completed it would not be necessary to have someone unlock any exterior doors prior to services and the ushers would not have to lock any exterior doors after services.
- e. Duane will contact someone about removing the old tires by the shed.
- f. Kirk Bernhard will be taking care of doing entrances and sidewalk snow removal. Amy has met with him to make sure we in agreement as to what needs to be done.
- g. Reorganization of the Resources Commission for 2020. Duane Hernley will be the chair. Carroll Kreider will be the new member replacing Dick Keesey. Duane will recruit a replacement for Robert Hoffer who has served the maximum three-year-term as appointed member.
- h. A list of "Pending" Resources items (copy attached) was reviewed and completed projects removed. A significant item added was looking at options for replacing the orange fenced playground area with one that is more attractive, convenient and easier to maintain.

9. NEW BUSINESS

- a. The Commission supports the formation of a Tech Team outside of the Resources domain, perhaps in conjunction with the sound video team, as a part of restructuring the Expressions Commission.

**Next Board Retreat/Meeting – Saturday 1/11/2020
– In conjunction with the 1/11/2020 Board Retreat**

Next Resources Commission Meeting

Dick Keesey 12/5/2019

ECOB RESOURCES PENDING PROJECTS 12/2/2019

1. Work with the Hospitality Committee to implement changes to make our building a more welcoming place.
2. Develop a policy for accepting gifts of personal property or donations for the purchase of specific items.
3. Work with the Safety Committee to enhance safety and security of the church building and property.
4. Dealing with current maintenance issues that may need attention vs. waiting for major building improvements to be made that will solve these problems. Examples include office air conditioning and hot water in the kitchen and other areas of the building.
5. Installation of monitors in the nursery? and at the Christian Ed building and ECCC entrances.
6. Possible changes to the spouting on the sanctuary roof to direct downspouts away from flat roofs of the east end stair towers.
7. Flooring and air flow in ECCC Infant and Toddler Rooms.
8. **Preparation of a Resources Manual**
9. Get all tenant rent letters sent out on a timely basis
10. Update ECNS and ECCC leases.
11. Repair of lawn areas where stumps were removed and tires dug out.
12. Get gutters cleaned.
13. Options for Sunday opening and closing.
14. Removal of old tires piled beside the shed.
15. Removal of dead trees along Mount Joy Street and on the South and East sides of the property.
16. Alternatives for current key cards used to enter the building.
17. Enhance security through installing additional interior and exterior cameras, an upgraded system for storing information from cameras and electronic locks and making it more accessible and an intercom system that reaches all areas of the building and the perimeter of the exterior of the building.
18. Removal of the oak tree at the corner of Mount Joy street and the driveway.
19. Consideration of options for replacing the orange fenced playground area with an area that is more attractive, convenient and easier to maintain.