

PROPERTIES BOARD Meeting

Date: May 11, 2010
 Convener/Recorder: Bill Stolte
 Members Present: Steve Boyce ('12), Howard Carlberg ('11), Gerald Catron ('12), Tom Frazier ('12), Bill Stolte ('11)
 Members Absent: Guests Present:

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>	<u>Follow-up Date</u>
<u>Devotional</u>			Tom Frazier	
Member Responsibilities	<p style="text-align: center;"><u>NEXT MEETING – JUNE 8TH</u></p> <p style="text-align: right;">Convener – make agenda Recorder – take minutes & forward In place of Howard Carlberg -Council Representative</p>	Tom Frazier Tom Frazier Steve Boyce		June 8 th
<u>RESPONIBILITIES OF BOARD</u>	<p>Propose the “Description of Responsibilities” (from January 2010 Board Restricting statement) be modified as follows: <u>Manage the Church’s land, building, land equipment related to maintenance of the building, and the acceptance of or disposition of maintenance property as authorized by the Congregation.</u> The specific functions of the Board are to: Oversee the Maintenance and Repair of the Church’s Building and Grounds in accord with the Church’s mission by:</p> <ol style="list-style-type: none"> (1) Employing and providing direction for the Church’s Custodian (Minister is the Custodian’s designated supervisor) (2) Maintaining and overseeing an Annual Calendar of Ongoing Tasks to be Completed each year. (3) Developing and overseeing the Completion of a Listing of Specific Projects to be completed by Contractors or Volunteers (4) Organizing groups of Volunteers for various maintenance and repair projects. (5) Overseeing Budget and Expenditures related: Utilities and the Maintenance and Repair of Buildings and Grounds 	Approval of proposed Responsibilities Board Proposes each of the respective Boards (Admin., Worship, etc.) to be responsible for the equipment related to their functions	Church Council Church Council	June 8th
<u>Porch/Front Steps Project</u>	Sean Perry reports we have received 3 bids for project. All in \$40,000 range. Project “on-hold” pending go-ahead from Church Architect.	Architect Approval		June 8th

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<u>Chapel HV/AC</u>	New unit installed and working	Final Payment		
<u>HV/AC Maintenance Contract</u>	Contract signed	Meeting with Jones HV/AC	Stolte, Reinhart, and others	May12th
<u>REVIEW OF PROPOSED "SEASONAL TASKS" LIST</u>	List was discussed and agreed to.	Follow-up with Erik Reinhart	Stolte	May 12th
<u>REVIEW OF "ONGOING NEEDED WORK"</u>	Discussed Listing and Board members took following items: <ul style="list-style-type: none"> - Howard – Emergency lights on S wall of Chapel not working - Gerald – Follow up with Loretta Manly on modifying lid on WI clothing bin - Steve – Clean “conference” storage room and Furnace Room 			
<u>STAFFING COMMITTEE REPORT</u>	Discussed Recommendation from Committee and modified draft statement. Revised statement attached.	Send Recommendations to “Vision Team”	Stolte	
<u>4TH SATURDAY WORKDAY</u>	Agreed to cancel any plans for May 22 nd .	Schedule June 19 th Workday		
<u>OTHER</u>				

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RESPONSE FROM PROPERTIES BOARD ON CAPITAL CAMPAIGN STAFFING PROPOSAL

There is an obvious need for a staff member to provide the necessary supervision and support of the various facets of building maintenance and repairs. The function does not require the full-time attention of an individual and it would be most desirable if this function could be combined with other functions. We estimate that staff supervision of maintenance and repairs would, on average, involve a person for about 5-10 hrs. per week.

At present, the minister is almost always the only “on-site” person available to identify and supervise building maintenance and repairs by contractors and others. This

- a. Takes his time away from his primary responsibilities;

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- b. Limits the amount of attention given to such work and leads to improperly performed services and significant amounts of deferred maintenance, e.g. failure to repair gutters and downspouts leading to significant water damage to building;
- c. Results in an absence of systematic maintenance thereby resulting in additional subsequent expenses for repairs;
- d. During the absence of the minister, with his accumulated knowledge of the various aspects of the building, there often is no one who can identify the source of problems needing immediate attention.

It is important that the Capital Campaign proposal be sustainable by the Congregation beyond the end of the Campaign. The Board notes that to provide an additional \$100,000 for new staff would require a 37% increase in the Congregation's 2010 total budget of \$268,000. Moreover, in recent years the Congregation has not been able to provide even modest increases in the budgeted funds for maintenance and repairs.

1. Repayments (\$5,000 plus interest) to the Hutchin's Capital Improvement Loan Fund were eliminated in both 2009 and 2010 budgets. Although the 2009 repayment was restored from the 2009 expenditure surplus, eliminating repayments seems to be thought of as an "easy way" to help balance the budget and avoid other reductions.
2. The budget for Maintenance (#5361 - Trustees Projects #5380) is currently \$5,000. In 2009 general budget expenditures were \$6,541. In addition, \$10,010 was expended from designated funds for roof and HV/AC repairs, reducing the balance in designated funds to less than \$5,500.
3. In the current year the Board has contracted for semi-annual maintenance of the HV/AC systems and the gutter and downspouts of the Sanctuary building. The annual cost of these two contracts is \$1,535. This is some \$1,160 over the 2010 budgeted amount. Failure to have such contracts in recent years has resulted in inefficient use of the HV/AC system and additional repairs due to water damage. In the future the budget for maintenance contracts needs to be some \$1,700 - \$2,000.
4. In 2010 only \$21,600 has been budgeted for all utilities; this is down from the \$28,350 budgeted in 2007. Without further energy saving measures, it is not realistic to think the utilities budget can be further reduced.

In summary, the Board believes the Capital Campaign Program must recognize that: future annual budgets must provide for increased funding for both annual maintenance and constant replenishment of the Capital Improvement Fund. These needs should take priority over highly desirable funding for additional staff.