

Administration Board Meeting

Date: September 8, 2014
 Members Present: Dave Kobersmith, Lauri McVicker, Pat Smithson, and Annriette Stolte

(Recorder: Lauri McVicker)

Also Present:

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>
Building Use	<p>Meeting topic: Building Use Policy</p> <p>Went through latest draft of the “Building Use” policy to hear feedback sent from Kent, Rachel, and Joan. Issues: are new rates too low? Not based on other local churches. How do we define clean-up expectations? We will try using checklists. Also discussed and decided to expand the fee guidelines chart to make it clearer if renting two large spaces; the total cost for both will be listed. Should we rent out our linens? Maybe at \$20 per item to include cleaning fee. What is our definition of a church “member” versus “non-member?” Group feels this is a larger issue, and while definitions are needed, this should not hold up this specific policy. Group made a few more changes but agreed it is ready for final review.</p> <p>Auto Use policy needs updating regarding safety, driver requirements, insurance, and vehicle. We need to review this next month.</p>	<p>Will expand fee chart and update Building Use policy; and will email to Dave and Eric.</p> <p>Will format and edit existing church building-use-related checklists (formatting).</p> <p>Will review the latest building policy for any final edits and take policy to church council.</p>	<p>Lauri</p> <p>Dave and Eric</p>

Next meeting: Monday, October 13, 2014, 6:00 p.m.