

PROPERTIES BOARD Meeting

Minutes

September 8, 2014, 3:00 pm

Members present: Sally Hindman, Dave Kobersmith, Paul Smithson, Bill Stolte

<u>Subject</u>		<u>Action Taken/Needed</u>	<u>By Whom</u>	<u>Date</u>
Devotional				
Updates	<ul style="list-style-type: none"> • Windows in nursery and youth room doors—Our “Safe Sanctuary” policy requires that we have windows for visibility in rooms used by youth and children. Three doors are affected—2 youth rooms 301 and 302, and the nursery downstairs. The existing Dutch doors have caused several accidents due to children running into the half-open doors. We need quotes now. • Refinishing steps—the movable steps leading up to the pulpit don’t match the other steps. Steve Farmer is fixing and improving the steps, but we need to paint, stain and finish them. Kelly Mehler says we can use his shop. Bill Stolte and Bob Boyce may be able to help. • Financial reports—see attachments • Replacement for Erik, who has left town. Steve Parsley is one possibility, Jared Northern is another, Terry Mangus another. • Sanctuary improvements—essentially complete. The additional work that was approved by Church Council and paid for by Lambert Fund had not been discussed in detail by the Properties Board. While we were mostly in favor of the extra work being done, we felt the process was not ideal. We felt that there should have been more discussion and time to think about it (while realizing that the work was time-critical). The proposal that came to Church Council is attached at the end of these minutes. 			

Review Church Projects list	<ul style="list-style-type: none"> • Weeding—David Saladino continues with a contract to keep the Memorial Garden maintained, at a cost of \$500 per year. • Inside painting—Is being done little by little—worst spot is downstairs, where one wall is wicking moisture up and showing black stains. Best option? Maybe paint with Kilz to knock back the mold, then repaint in our desired color. • Gutters overflow during a heavy rain. One spot that overflows dumps right into one of the window wells. There is also more rot in chapel windows. Erik tried to fix some of it but it wasn't very successful. Stained glass windows in Cowan Chapel need to be reset. Dave will look for prices. 			
Other business for this meeting?	<p>Account no. 6315, the Stammer Sanctuary Improvement Fund, is spent out. We suggest changing the name of the account to simply “Sanctuary Improvement”.</p> <p>Next meeting</p>	October 6, 3 PM		

Submitted by Paul Smithson, 08 September 2014

Lambert Funds Proposal for Discussion

In June the Lambert Trust disbursed our annual proceeds bringing the fund's total to \$58,356.65. \$7000 of these funds are to be allocated per our current policy giving 5% to each of the following funds: Worship and Arts, Properties, Lay Leaders Education, and Missions. As a way to respond programmatically to the needs of the church and of these funds I'd like to propose the following for some of these funds.

Financial Reserve \$20,000.00: The recent deficit year used much of our accumulated cash reserves. In addition we have a financial task force working on how best to steward the church financially in the next several years. It is likely that some of their strategies (not yet developed) will require either “back up” or “investment” funds. Could we set aside \$20,000 of the Lambert funds as a reserve for either rainy days, debt service, or development funds? This would give us a very comfortable cushion, and though we are not projecting a 2014 deficit, this would be insurance against unforeseen difficulties.

Solar Panel \$1000.00: The church voted to become 50% solar powered by 2020. We have purchased 4 panels and been donated one additional panel from the city solar farm. We have budgeted \$2000 for more this year. The panels cost \$750, so an \$1000 would allow us to purchase an even 4, and return the line item where it was before we had to cut the budget. This is in keeping with our practice of setting Lambert funds towards lasting projects and materials.

Sanctuary Improvements \$15,988.77: On our sanctuary maintenance list are several items that can and probably should be done while we are already attending to other work, like carpeting and floors. They would add the noted cost to come from Undesignated Memorials and from Lambert funds. The projects are noted briefly here:

Carpeting stairs from narthex: noise abatement and aesthetic improvement. Some scrap material can be utilized from other carpet.

Refinishing wood parquet floor of organ platform, the visible side stairs, and area in front of the organ. Need is desperate and crew will be onsite.

Adding lighting in the back hall near wayside room: to increase aesthetic appeal and match other side.

Relamping: all bulbs were installed in 2004 and are beginning to go out. Replacing with new LED's will eliminate humming in sound system match the color with the choir loft and reduce electrical usage by 40%.

Pew Racks: new racks will accommodate all the books and create additional seat space. \$2300 could come from memorial funds for this purpose. Racks will be made of old pews and stained to match.

Repair and paint rear wall and Pilasters which are damaged and very dirty.

Additional sound and video support will help us in the chapel while we are worshipping there and for other small events. A small used, portable system with additional microphones has been offered at a very great discount to the church from one of our members.

If all items here are approved, there would still be **\$12,968.88** left in the Lambert fund, giving church council **~\$33,000** of available funds for either financial security or other projects.

Lambert Funds Proposal for Discussion

Current value	\$	58,346.65
Transfers to other funds	\$	(7,000.00)
Transfers to budget for FY2014	\$	(1,500.00)
	\$	49,846.65

Proposed

Lambert Balance

We set aside a Financial Reserve

\$ 20,000.00 \$ **29,846.65**

Can be used to provide debt service, cash flow, or budget rescue if needed

We fund remainder of solar panels

\$ 1,000.00 \$ **28,846.65**

The new solar farm is open, we have \$2000 budgeted. Four panels will cost \$3000. The congregation has voted to be 50% solar powered by 2020. This will keep us on track to do that.

We fund Sanctuary Improvements

\$ 15,877.77 \$ **12,968.88**

With the sanctuary prepped, this is a good time to complete this project to maximize value for money.