

UNITED METHODIST CHURCH OF EVERGREEN
BOARD OF TRUSTEES COMMITTEE
Minutes Meeting 1/7/19

Attendees: Members - Debbie Roamer; Judy Welch; Donna Mullins; Lauren Alter; Fred Bloemendaal; Penn Gildersleeve; Peter Lindquist. Pastor Deb Olenyik ; Dave Loomis (Visitor)

1. Communication

- a. Minutes for this month's meeting will be prepared by Penn Gildersleeve. Donna suggested that who ever takes minutes should be appointed a month in advance. No one volunteered for take minutes for next month's meeting.
- b. Minutes From Last Month were reviewed and approved.

2. Review Last Month's Work Tasks

- a. Heat Tape Circuit Breaker – although this was installed about a month ago, only the heat mat and Christmas lights have been plugged into the upgraded circuit. Penn cautioned that the real test will be this month as both the heat mat and the heat tapes on the roof are now plugged in. The circuit will be monitored for overload.
- b. Christmas Lights – The lights were taken down and stored under the Sanctuary
- c. Van Safety Recall Notice – De reported that the van has been serviced and that two items were repaired as part of the recall. In addition, the dealer performed an oil change. The mileage on the vehicle is around 1300 miles total.
- d. Outdoor sign lights – Mike got with Zuni Signs and repaired the sign lights.
- e. Lights
 - i. Parking Lot Light On Center, West Pole – Peter will address the light that is out.
 - ii. Sidewalk Ballard – The ballard was ordered, purchased and Mike completed the installation. The light is bright and functioning as designed.
- f. Eagle Scout project update – Work seems to be completed but no contact has been made with Jackson Browning.
- g. Fire Marshal Inspection Requirements – It is not certain if the fire extinguishers have been recharged. Penn will investigate.
- h. Overnight Hosts – Penn reported that our church served as the host for 5 homeless guests on the night of December 19th. We were anticipating the use of our facility on the 17th and 18th but mild weather precluded the need. The overnight was supervised by volunteers from the Evergreen Episcopal Church with assistance from our Social Justice committee. No problems were noted and our building was well suited for this use.

3. New Items

- a. Trustees Officer Election – New officers for the 2019 calendar year are: Penn Gildersleeve, President; Fred Bloemendaal, Vice President; Debbie Roamer, Secretary; and Peter Lindquist, Treasurer.

- b. Charge Conference Form – Penn presented a draft of the “Report of the Trustees” (attached) that the Trustees will present at our upcoming Church Charge Conference later this month. Penn and Donna will meet to fill out an Accessibility study for the building. Penn pointed out that based upon his reading of the Church property deeds, the deeds apparently show the UMCE as the property owners, and that the primary deeds to the property where the building is located do not include a clause indicating ownership of the property if the church is dissolved. Bill Graf has been asked to investigate further.
- c. Follow-up From Men’s Breakfast Cleanup Day
 - i. Toilet Valve: The women’s upstairs bathroom, left side cold water inlet valve does not seal completely off. The next time the water has to be shut off to the building, this valve could be replaced
 - ii. Coffee Pot: One of the upstairs coffee brewers is not functioning properly. It does not shut off water once a pot is full, creating a real mess. Fred looked into this and it is believed that a solenoid valve may need replacement. Fred found two optional repair companies and he and Penn will coordinate to get this unit replaced.
 - iii. Hot Water Heater: The pan under the hot water heater was found to be full of water to the point that the hot water heater was turned off due to the proximity of the water to the unit’s electrical controls. This was partially remedied by bending the lip of the pan under the heater so that water could drain into the drain pipe leading to the floor drain. The heater was turned back on and seems to heat okay, but water is still dripping into the pan. Day Plumbing, who did the installation was called and after looking at the unit, they suggested that we monitor the system as they believe that the water came from the Pressure/Temperature Relief valve when the unit was set up to produce too hot of water. Day plumbing noted that the unit is fairly new and will be under parts warranty until 2022. Penn is monitoring the situation.
- d. Building Use Fees
 - i. Use Tabulation/ Past Income Future Tracking: Penn presented two spreadsheets (attached) showing building use for the 2017 and 2018 years. Unfortunately, our accounting system did not track building use income by user. Penn has discussed this with Jennifer and the income will now be tracked.
 - ii. Use by other religions: It was pointed out that during the last year, the Buddhist oriented Kadampa Meditation Center of Colorado in Denver holds a monthly retreat/workshop on meditation in our Sanctuary. These retreats are open to anyone wishing to learn about meditation and mindfulness. Sessions are usually held on Saturday’s from about 9:30 to 1:30. It was learned that as a part of the sessions, our communion table is moved out of the way presumably to provide more floor space for meditation and that a statue of Buddha is brought into the sanctuary. The appropriateness of this practice was then discussed by the Trustees. At

this time, it is not known what the terms of the building use agreement are. Accordingly, further discussion was tabled until more information can be made available.

- iii. Policy – Judy is still working on looking at the policy and will recommend updates at a later Trustee’s meeting.
 - e. User Group Training: It was again emphasized that any user of our building should be trained in the use of the coffee maker, and location of the vacuum for cleanup.
 - f. Security Concerns: Due to the loss of Deb’s personal laptop, and a wrapped Christmas gift, the Trustees discussed the need for updated security measures to include better control of who has keys to the building; need for a door bell at the side door, and motion/video cameras. As a first step, the main office, Pastor’s office (including the connecting door) and the Great Escape office downstairs have been rekeyed. Further, it was discussed that the codes to the side door will need to be changed. All were put on alert that these changes will take place over the next few weeks and that new keys/codes will be needed to access the building and associated rooms.
 - g. Laptop and Projector & Screen Considerations: The Social Media committee is again getting geared up after the first of the year, and providing an updated laptop in the Sanctuary as well as a new projector will be added to the discussion items for that committee. Additionally, Dave Loomis has offered to donate a 5-foot projector screen and tripod to the church. The Trustees do not feel that there is a need for such a screen at this time, but the potential donation will be discussed with Great Escape and the youth director to determine if they perceive a need.
 - h. New Items: No additional new items were brought up.
4. Financial Report
- a. End of Year Report: This report has not been made available at this time.
 - b. Workers Compensation: It was brought to Penn’s attention that the Trustees need to direct the church accountant how to allocate the cost of workers comp insurance costs between the church and Great Escape. Penn pointed out that to his knowledge, this information is typically known by the business as the allocation is largely based upon the salary paid to various work classifications. Deb and/or Peter will contact Church Mutual regarding obtaining a spreadsheet used to determine the allocation.
 - c. Current Month: These reports have not been made available at this time.
5. Adjourn: The meeting was adjourned at 9:15.