

UNITED METHODIST CHURCH OF EVERGREEN
TRUSTEES COMMITTEE
Meeting Minutes 6/4/19

Attendees: Lauren Alter; Fred Bloemendaal; Debbie Roamer; Penn Gildersleeve; Pastor Deb Olenyik

1. Communication

- a. Appointment of Meeting Secretary: As no one volunteered, Penn will take minutes
- b. Minutes From May meeting: These were distributed as part of the packet provided to each attendee. They were not sent out previously, and rather than wait for Trustee's to read through them, it was suggested that each should read them within the next few days and get any suggestions or changes back to Penn for correction. Debbie Roamer did ask for an explanation for Item 3.g Property Ownership / UM Future. It was explained that owing to the current divisiveness regarding the LGBTQ issue within the United Methodist denomination, that it will be important to understand how property owned by our church would be handled in the event that the denomination splits. The District and Region are actively working on this issue. Fred pointed out that similarly to the property issue, ownership of the Endowment Fund will need clarification.

2. Review Last Month's Work Tasks

- a. Building Use Fees: Fred, Donna, Judy with input from Pastor Deb have worked very hard on completing the new Building Use Contract; Guidelines, Kitchen Usage Special Requirements and Fee / Donation Schedule. Thank you for this great task! These documents were attached to the meeting handout packet. Penn pointed out that the Jefferson County Sheriff's department audit (see item discussed below) will recommend that the Building Use Guidelines make it very clear that only the designated point person and one alternate should be given the code to the side door. It was moved and seconded that the combined Guidelines be adopted as distributed in the Packet, with the Sheriff's Department's suggestion.
- b. Security Concerns
 - i. Jeffco Sheriff Security Audit: Penn reported that on June 2nd, he and Dave Loomis met with Deputy Mark Bybee from the Jefferson County Sheriff's Department, who conducted an in-depth walk through of the building and church grounds. Deputy Bybee will provide a written audit of things that he found, along with suggestions on how we could improve the general safety for users of our church. Penn provided a brief synopsis of several of the Deputies talking points in the packet given to the Trustees attending the meeting. While a lot of the Deputy's recommendations are relatively low cost, he did suggest installing an alarm system to alert

someone of possible intruders, and also door card scanners for the two main entrance doors and the two office doors. These would be fairly expensive to install. Deputy Bybee's written audit will be sent to Penn in two or three weeks and will be forwarded to all Trustees.

- ii. Safety In Faith Audit: Penn also reported that on May 31st, he, Bill Graf and Pastor Deb met with Dave Smith who is the Safety In Faith Coalition coordinator. As a former police officer, and as the Safety Team coordinator for a very large Denver area church, Dave provided input on what he saw as safety concerns for our building and grounds. Dave is a proponent of what he called the three L's: Locks; Lights and Location. He felt that we had a pretty good system for locks and lights, but of course we have no cameras (for Locating) that can record activities at the property. Dave indicated that there are several companies that could help us establish a system of cameras and DVR's to make digital recordings. After walking around the building, he felt that a good starting point might be to acquire a DVR system that could handle up to 12 cameras (which he thought was a entry level that would still allow expansion) and that approximately 8 cameras would cover the building adequately. The DVR could be set up with two monitoring stations, one in the sound room and one in the main church office. The cameras and DVR's would need to be hard cabled. Dave sent contact information of a firm that could provide us with a quote for the installation. Dave provided a 20-plus page document entitled "*Church Security Team Development*" that he prepared for Foothills Bible Church that we may wish to consider using as a guide in providing for our own church security. Dave is also the Safetyinfaith Incident Alert Coordinator and has sent out email alerts regarding potential incidents at various churches that are circulated to all participants in the Safetyinfaith program. (Penn receives these). Lastly, Dave provided information on two upcoming training sessions that he felt we should know about: "*Active Threat Faith-Based Academy*" put on by the American Red Cross (June 27th from 9:00 AM to 4:00 PM), and a Safetyinfaith "summit" that is scheduled for August 22 from 8:00 to 3:00 at the Jefferson County Fair Grounds.
- iii. Input From Other Churches: Pastor Deb had previously forwarded information provided by Applewood Valley United Methodist Church regarding Usher Duties and responsibilities. Pastor Deb volunteered to write up a draft Safety Procedures document for our church use.
- iv. Safety Action Items: Penn will report the work to date on church safety to the Church Council, including Pastor Deb's draft safety procedures, and will try and acquire a rough cost estimate for making the general safety improvements recommended by Deputy Bybee, as well as obtain cost estimates for an alarm system and a camera system. This information will be provided to the Church Council along with the request for the Church Council to provide direction to the Trustee's Committee.

c. Equipment Needs

