

**Williamsburg United Methodist Church
Board of Trustees Meeting
25 October 2018**

Chair *George White* called the meeting to order at 6:02 pm and opened the meeting with a prayer.

Trustees in attendance were *George White, Bill Satterfield, Curtis Nordeman, Mary Rogers Hill, Bob Evans, Jo Ann Converse* and *Mark Phinney*. Also in attendance were *Rev. Bill Jones, Senior Pastor* and *Greg Whiteside, Facilities Manager*.

Minutes of the 27 September meeting were approved.

The monthly Financial Report was accepted.

Greg Whiteside presented his monthly Status Report for Facilities (copy attached). After a review of the report, the Trustees thanked *Greg* for this new report which will in the future keep Trustees informed of the status on going facility projects.

George White announced that the Church Council has approved a two million dollar capital campaign. The campaign will commence in early 2019.

Greg Whiteside presented a RFP from Van Kniest Painting and Finishes, Inc. to repair the roof over the kitchen. The RFP is for \$1,671 but could run more once the shingles are removed. A motion was made and approved that we proceed with the RFP and authorize Greg to execute the contract and any additional needed changes up to total of \$5,000.

George and Greg made a report on the inspection of the parsonage. Immediate concern is with the standing water in the basement and the resulting mildew. Other items needing action include the front door area, tree and shrub trimming, removal of one tree, new clothes washer and deck maintenance. A motion was made and approved that Greg be authorized to proceed to correct all discrepancies to an amount of \$5,000 and if more is needed he is to advise the Operation Advisory Committee.

Mary Rogers Hill and Greg of the Interior Design Advisory Committee made a progress report on plans to renovate the inside of the Banner (Parking Lot) entrance. Tile, carpet, wall covering and paint samples were presented. The work will be done in two phases. The first phase will be completed by the first of December and the second phase will be completed by January 17 2019. After much discussion a motion was made and approved to proceed with the plan with funding to come from existing financial reserves of the church.

There was neither old business nor any new business.

The next meeting of the Board of Trustees will be at 6pm on Thursday the 6th of December. Please note that the Board will not meet at the regular scheduled time of the 3rd Thursday in November and in December. The early December meeting will cover both the November and December meetings.

The meeting adjourned at 7:35 pm.

Submitted

Approved

Bob Evans
Secretary

George White
Chair

Status Report for Facilities

09/21/2018 – 10/22/2018

Nov. Election

- In communication with Tina Rietzel Asst. registrar
- Tom Mainor will be our election day official

Sanctuary Duct Repair

- Q2 FY19

Deck Project

- Essentially complete
- Deck Landscaping scheduled for Nov 1
 - Volunteers have been solicited to assist with plantings etc.

Cox Powell

- Met w/ CP reps on 8/23
- Invoice corrections coming
- Service level/ commitment addressed

Security Survey

- W'bug Police survey conducted 09/05
- Operations Committee to meet with Williamsburg Police Rep

Church Signage

- Seeking pricing proposals for church signage

09/21/2018 – 10/22/2018

Cell Tower

- Lease renewal in process
- Utility usage age limitation redacted
- Utility usage invoice to T-Mobile in process

Communications Committee

- Working with Facilities and COMM's on long-term plan to enhance security of church entrances

Space Utilization

- Inventory in process
- Space usage evaluation forthcoming

Atrium Roof

- Currently being studied
- Assessing feasibility as a FY2019 project

Cell Tower

- RFP drafted
- Contractor list being compiled

Memorial Garden

- Scheduled to meet with Memorial Garden committee

Painting

- Narthex Complete and balcony painting underway
- Will not affect weekend services

Significant Maintenance Actions Completed or Underway

- Replacing some faulty LED lighting in Respite
- Water Heater Supply Line leak above Kitchen repaired
- Repairs to rotted wood wrap in banner entrance canopy
- Replaced some lighting in KMO classrooms with LED
- Minor drywall repairs/ painting projects throughout
- Install LED fixtures in Sacristy