

Williamsburg United Methodist Church
Board of Trustees Meeting
26 July 2018
PROPOSED MINUTES

Chair George White called the meeting to order at 6:26 and Rev. Bill Jones opened the meeting with a prayer.

Trustees in attendance were George White, Mary Rogers Hill, Bill Mershon, Bill Satterfield, Mark Phinney, Jo Ann Converse, and Bob Evans. Also in attendance was Rev. Bill Jones.

Minutes of the 21 June meeting were approved.

The monthly Financial Report was accepted with the understanding that a further review of what is capital vs. expense is needed. George agreed to take on the task.

George announced that he had met with our insurance representative and that we have adequate coverage.

The attached 5-year Financial Plan was discussed and a motion was made and passed that the plan be submitted to the Church Council via the Finance Committee.

A motion was made and passed that the Endowment Committee be requested to provide a one-time \$100,000 grant and a 5-year annual commitment of \$5,000. All money will be earmarked for capital improvements.

George White informed the committee that the church has received a new 25-year contract renewal for cell tower space in the steeple.

After discussion a motion was made and passed that the church engage an attorney who specializes in cell tower contracts to review the new proposed contact.

Bob Evans, Chair of the Policy Committee presented 8 new Policy Statements for approval by the Board of Trustees. A motioned was made and approved that all 8 be approved.

George advised that the solution to the playground requirements for the new KMO is to enlarge and improve the deck located to the South of the Sunday school wing. Bids have been received from three contractors with prices ranging from \$17.7K to 34K. A motion was made and passed that the contract be awarded to College Creek in the amount of \$17.7K

The contractor installing the new AHU in the sanctuary has promised that the system will fully operational by Saturday 28 July.

There is still no solution for the asbestos problem.

There was considerable discussion about the church's lack of or insufficient reporting to the congregation.

The next meeting of the Board of Trustees will be at 6:00 pm on Thursday the 23rd of August.

The meeting adjourned at 8:00 pm.

Submitted

Approved

Bob Evans
Secretary

George White
Chair

**Williamsburg United Methodist Church
Capital Improvement Plan
Interior and Exterior Detail**

WUMC Exterior Capital Improvements

• Paving, Concrete Walks and Pathways	\$ 210,000.00
• Painting and Repair	\$ 30,000.00
• Playground and Deck Area	\$ 40,000.00
• Landscape, Sprinkler System and Lighting	\$ 45,000.00
• New Building Wall Repair and Roof	<u>\$ 35,000.00</u>
Total Exterior	\$ 360,000.00

WUMC Interior Capital Improvements

• Architect, Engineer and Interior Design	\$ 50,000.00
• Painting and Repair	\$ 40,000.00
• Light Fixtures	\$ 30,000.00
• Banner Lobby	\$ 35,000.00
• Water and Mold Abatement	\$ 30,000.00
• Asbestos Abatement	\$ 30,000.00
• Flooring Education Building	<u>\$ 75,000.00</u>
Total Interior	\$ 290,000.00

15-Sep-17
5 YEAR FINANCIAL PLAN

Capital Project	2018	2019	2020	2021	2022	TOTAL
Beginning Capital Project Reserve	\$ 240,000	\$ 45,500	\$ 10,000	\$ (293,500)	\$ (842,000)	
Income						
Annual Operating Budget Support	5,000	5,000	5,000	5,000	5,000	25,000
Annual Cell Tower Rental	32,000	32,000	32,000	32,000	32,000	160,000
Building Use Revenue	12,000	12,000	12,000	12,000	12,000	60,000
Memorial Garden Sales	15,000	15,000	15,000	15,000	15,000	75,000
Initial Endowment Support		10,000	36,000	-	-	46,000
Annual Endowment Support	15,000	15,000	15,000	15,000	15,000	75,000
Annual Designated fund contributions	-	31,000	10,000	-	-	41,000
Total Income	79,000	120,000	125,000	79,000	79,000	482,000
Expenditures						
General Facility Grounds						
Paving/Concrete/Sidewalks	-		200,000	45,000	108,500	353,500
Landscape	-	-	10,000	-	-	10,000
Total	-	-	210,000	45,000	108,500	363,500
Security	25,000	25,000	25,000	30,000	-	105,000
Roof & Skylights	150,000				114,000	264,000
HVAC System						
Sanctuary/Wesley Hall	10,000					10,000
Sanctuary/Wesley Hall	15,000		47,500			62,500
Education Building		20,000	70,000			90,000
Education Building	70,500	56,500	25,000	10,000	4,000	166,000
New Building	-	-	-	200,000	-	200,000
Total	95,500	76,500	142,500	210,000	4,000	528,500
General Equipment						
Sanctuary Video & Lighting		31,000		45,000		76,000
Computer & Phones	3,000	23,000	3,000	3,000	3,000	35,000
Lighting Education Building			43,000	43,000	40,500	126,500
Water Heaters				10,500	10,500	21,000
Electrical Switch Gear				179,000		179,000
Kitchen Equipment			5,000	49,500		54,500
Fire Suppression System	-	-	-	12,500	-	12,500
Total	3,000	54,000	51,000	342,500	54,000	504,500
Total Expenditures	273,500	155,500	428,500	627,500	280,500	1,765,500
Ending Capital Project Reserve	\$ 45,500	\$ 10,000	\$ (293,500)	\$ (842,000)	\$ (1,043,500)	
Expenditures						
In-House	188,000	99,000	308,000	123,000	225,500	943,500
Facility Dude	85,500	56,500	120,500	504,500	55,000	822,000

The first 3 years will need to be aligned with the Trustees plan when available