

**First United Methodist Church**  
**Loveland, CO 80537**  
**Board of Trustees Meeting Minutes**  
**January 11<sup>th</sup>, 2018**

Board Members Attending - Outgoing Chair: Dale Thurman, Incoming Chair: Keith Flaming, Jerry Yoder, Pat Cobb, Nanci Garnand, Andrew Haines, Julie Harden, Rev. Jeremiah

Opening Prayer - Dale opened the meeting with prayer at 7:00pm.

Election of Officers for 2018

- Keith Flaming - President (Keith assumed leadership of the meeting after election)
- Pat Cobb - Vice President
- Pat Mathena - Secretary

Welcomed new members for 2018 - Andrew Haines, Julie Harden and Randy Simon

Reviewed the Minutes of 12/14/17 Board meeting- Approved as written.

Reviewed December Financial Report - Approved as submitted.

Double Water, Sewer, Storm Sewer, Electricity & street maintenance - No bill for November  
Double Cleaning Service - owed Kodi for final two monthly payments  
\$0.00 Snow removal - expect ~\$200 December snow removal will be reflected in January  
Board approved Quarterly payment of Liability & Property Umbrella for reduced fees

Old Business

- Floor Waxing - Completed during Christmas Break
  - Board approved \$100 gratuity for tough job very well done. Keith to notify Mary.
  - Apparently some members have asked Dale if we've replaced the floors!
- Church Sign - Nanci: Chris, at Above All Signs volunteered to discuss with City.
- Toilet Replacement - Dale: still looking at replacing 3
- Safety / Security Team - Dale: working to organize a January meeting
  - John Kindred, Jeff Van Hook, Tom Schafer and Rev. Jeremiah
  - Keith & Dale to attend first meeting and one to attend each meeting thereafter
- Outlet Mapping - Dale: Completed, team documenting results in binder
- Janitorial Service - Dale: Cleaning With Smile contract began 1/1/18 for \$800 month
  - Passed background checks and provided insurance papers
- Event Setup/Takedown and Facility Use Policy & Agreements - much useful discussion
  - Cleaning With Smile contract is only Janitorial, no Setup/Takedown included
  - Dale: Wally Langford and Mariah Diediker responded to Window/Profile ads
  - Believe new Facility Use Policy is ready for February discussion of use fees
  - Received no further input on either Facility Use or Vehicle Use Agreements
  - Patty requested stop-gap use fee/policy for outside groups before policy approval
  - Discussed 4 use cases consistent with new Facility Use Policy as illustrated by Andrew
    - Church need - some rooms have multiple uses, one should be base case
    - Mission supported group - Setup/Takedown costs covered by FUMC
    - Outside group - Setup/Takedown costs covered by user, unless:
    - Outside group elects to own Setup/Takedown themselves
  - Setup/Takedown in this context includes

- Configuring Tables and Chairs for a specific usage
  - Light cleaning, policing up trash, dust mop floors, etc.
  - Reconfiguring the room as it was (Wally/Mariah may configure for next use)
- Board approved stop-gap flat fee of \$35 per use assessed unless staff determines group is mission related (Use Policy) or group elects (through Facility Use Agreement) to own Setup/Takedown themselves
- Keith to get Patty the Facility Use Agreement
  - Includes collection of one use deposit and option to own Setup/Takedown
  - Patty to keep log to see how this works
- For February Use Fee discussion
  - Internal Church groups have been notified of need to own Setup/Takedown
  - No outside group presently pays use fees; some make donations in lieu of fees
  - Suspect existing outside groups will be grandfathered as part of Church mission
    - How to get existing outside groups to sign Facility Use Agreement?
  - Need to determine how much Setup/Takedown \$\$\$ the Church is in for
    - Coy Hall requires many different configurations throughout the week
    - 2<sup>nd</sup> floor conference room has many uses with only one configuration
    - Many rooms are single use - single configuration
  - Dale to meet with Patty attempting to quantify which rooms and how often Church will need to pay for Setup/Takedown
  - Wedding/Funerals may include fixed trip charge plus hourly fee
- West Office door - Dale: still awaiting ordered parts. Mary to call for status update.
- Placement of Pastor Pictures over timeline in lower hallway - Complete
- Tri-City Heat & Air ordering parts for:
  - Replaced Thermostat in Lobby Court - furnace still not working correctly
  - Sanctuary fresh air handling unit - furnace still not preheating sometimes
- Action Plumbing and Heating - replaced boiler pump, verified ramp heating system
- Elevator phone - call into Gary Perry, potentially joining Church
  - Dale to obtain emergency phone contacts from Mary for Gary
- Sunday Hospitality Roster
  - Each Church committee to provide refreshments for 1 Sunday every 6 months
  - Jan 14, Feb 4, Feb 25, Mar 4 or Apr 8 are open as of Tuesday
  - Board approved Apr 8 unless Angie still needs someone to cover Jan 14
  - Keith to contact Angie and notify board via e-mail.
- Light SE corner sanctuary
  - Bulb replaced but still not working reliably but the light is working properly tonight!

#### New Business

- Rev. Jeremiah approved Group Publishing filming for Church Safety & Security training video

The next meeting of the Board is scheduled for Thursday, February 8<sup>th</sup> at 7:00 pm.

- Jerry Yoder will not be attending

Meeting adjourned at 9:00 pm

Respectfully submitted

Keith Flaming

President