
Hopewell UMC Trustees Meeting Minutes

January 6 2019

4:45pm-5:50pm

A meeting of Hopewell UMC Trustees was held at Hopewell UMC on January 6, 2019 at 4:45pm.

Members Present

Don Brown
Brian Collins
Libby DeKrafft
Eric Dorais
Kelly Dorais
Carol Jones
Charlie Lathrop
Bill Taylor (Chairperson)

Members not in attendance

Becky Carlin
Keith Carlin (Vice-Chair)
Sally Paul

Opening Prayer

The opening prayer was led by Don Brown.

Call to Order/Opening Remarks

The Trustee Meeting was called to order by Bill Taylor at 4:49pm.

Approval of meeting minutes from November 4, 2018

Motion: To approve the meeting minutes of 11-4-18 as circulated

Motion By: Brian Collins

Seconded By: Eric Dorais

Motion Carried Unanimously

Additions to the Agenda

Starting time for future meetings

Item #1: Monthly Closings

Bill Taylor passed around a sign-up sheet for monthly closings.

Item #2: Contact Information

Bill Taylor passed around a contact list for trustee members to approve. Corrections were made & noted.

Item #3: HVAC Pledge Campaign

Report on current status by Libby DeKrafft

Balance to date: \$4135

Need \$7000 by end of March 2019

Suggestions/Discussion

Suggestion (Eric Dorais): sell hockey tickets door to door

Suggestion (Libby DeKrafft): allow use of credit line if goal not met by March

This could help the church's current credit status by establishing a relationship with the bank.

Suggestion (Libby DeKrafft): speak with Tammy Wilcox about using some funds from the Learning Center budget

Discussion: The Learning Center recently received a donation of \$5000. The Learning Center uses the facility 5 days a week and it would be reasonable to expect they would be willing to contribute to the HVAC replacement.

Suggestion (Kelly Dorais): reach out to the Learning Center families for contributions

Suggestion (Kelly Dorais): fundraising events (ex: Spring Carnival)

Suggestion (Kelly Dorais): chili cook-off after service on Learning Center Sunday (March 17th)

Suggestion (Kelly Dorais/Eric Dorais): raffle..... Not allowed in Methodist church (Don Brown)

Suggestion (Don Brown): ask Tammy Wilcox for half (\$2500) of the recent Learning Center donation received

Suggestion (Don Brown): someone to stand up in service on Sunday with the HVAC Pledge chart and envelopes and ask for members to commit to an envelope

Motion: Bill Taylor will briefly address the congregation on Sunday asking for HVAC Pledge offerings

Motion By: Libby DeKrafft

Seconded By: Eric Dorais

Motion Carried Unanimously

Tasks

1. Libby DeKrafft will speak with Tammy Wilcox about the possibility of the Learning Center contributing funds to the HVAC Campaign.
2. Bill Taylor will briefly address the congregation on Sunday (1-13-19)

Item #4: Update on Outdoor Amphitheater

Report by Libby DeKrafft

Completion Date: expected early spring

Phase 1: arbor, cement, electrical

Phase 2: seats

Budget: expected to finish under budget

Stones: unable to use the stones as originally planned but can use them in the cemetery

Suggestion (Don Brown): sunrise service at the new structure

Item #5: Carpet Cleaner Proposal

Report by Kent Roper

- current cleaner works but it isn't efficient (tank is too small for the space to be cleaned)
 - larger commercial machine would be better and more efficient
 - Expected Cost: approx. \$365 for cleaner and \$50 for upholstery attachment
- Trustees looked at the machine model requested online at homedepot.com.

Motion: Purchase a new carpet cleaner with upholstery attachment (approx. \$427 before tax)

Motion By: Kent Roper

Seconded By: Libby DeKrafft

Motion Carried Unanimously

Suggestion (Kelly Dorais): sell the current carpet cleaner

Suggestion: Carl Birkel to purchase with military discount

Tasks

Kent Roper will ask Carl Birkel to purchase the discussed cleaning unit & attachment.

Item #6: Current Contracted Cleaning Service

Report by Bill Taylor

- current service is not meeting expectations
- unable to find a new provider for cleaning service so far
- further research of contract & competency of current service is needed

Suggestion (Eric Dorais): review Completion of Tasks Check-Lists that should be filled out by the current service each time they clean

Suggestion (Don Brown): contact local churches in our area for cleaning service recommendations

Tasks

Bill Taylor will continue to research and try to work it out with current service before changing companies.

Item #7: Short-Term Projects/Goals

(see attachment A: Priority List for Trustee Board 2019)

Parking Lot:

Suggestion (Bill Taylor): ask for quotes for improvements to the parking lot

Discussion:

Libby DeKrafft: concerns for cohesive plan for any improvements or expansions

Some research has already been done on expansions, etc (spoken with engineers & contractors in the past)

Suggestion (Libby DeKrafft): comprehensive plan before doing anything

Suggestion (Don Brown): contact District Superintendent to determine steps required to get underway

Suggestion (Don Brown): Trustees decide and then go to the Council to get approval to contact the District Superintendent for information

Comment (Brian Collins):

“Whatever we do we need to make sure it is transparent and there is excellent communication. No one should feel left out.”

--Trustees agree

Suggestion (Bill Taylor): contact his engineer friend to get information about a contractor at another church that does a complete package with no sub-contractors

Discussion: moving forward we need to put together an excellent building committee

Motion: Trustees will request permission from Council to pursue steps required in contacting District Superintendent for information about the process.

Motion By: Eric Dorais

Seconded By: Libby DeKrafft

Motion Carried Unanimously

Tasks

1. Bill Taylor will bring up contacting the District Superintendent during the Council meeting on January 6, 2019.
2. The chairs in the storage shed need to be evaluated for usefulness (not assigned to a specific person)

Item #8: Copier/Printer

Bill Taylor: would like to make a change

Libby DeKrafft:

-contract is with US Bank in Charlotte

-nothing can be changed until August 2019 when the current lease is complete

-this was explored previously and there was a large cost to change in the middle of the contract

Suggestion (Kelly Dorais/ Eric Dorais): purchase a machine rather than lease/rent *Discussion:*

this was tried in the past and it didn't work (Charlie Lathrop)

Plan: Re-visit this item closer to contract expiration

Item #9: Determine the Actual Grave-Site Markings and Plots Available for Sale

Report by Libby DeKrafft

-survey of grid has been previously approved (approx. \$600)

-surveyor has not completed survey yet (he is very busy)

-purchase of pins to mark spots is on hold until after survey is complete

Tasks

1. Libby DeKrafft will contact the surveyor to check on expected completion.
2. Libby DeKrafft will contact Alan Fletcher to see what methods others use to maintain cemetery records

Item #10: Fallen Trees

-should be out in February

-tree company has already been paid in full (work is not yet complete)

Tasks

Bill Taylor will contact Bonita Leedy-Birkel to discuss the tree company completing work.

New Business/ FYI

Kelly Dorais: Mary Russell is starting a Sunday School program

Bill Taylor: Trustees should be thinking about clean-up work days, fall festival, vacation bible school and getting volunteers for these events

Eric Dorais: *suggestion..* we could complete any small tasks that can be done outside of work days (ie: bathroom faucets)

Libby DeKrafft: All committees need to be reminded to contact the cleaners if they have an event that conflicts with cleaning to arrange working around their schedule

Bill Taylor: Worship Group (Jessica Collins) will provide a list of needs for the February Trustee meeting

Item #11: Trustee Meeting Starting Time

Motion: Move the Trustee meeting start time to 4:30pm

Motion By: Bill Taylor

Seconded By: Libby DeKrafft

Motion Carried Unanimously

Adjournment

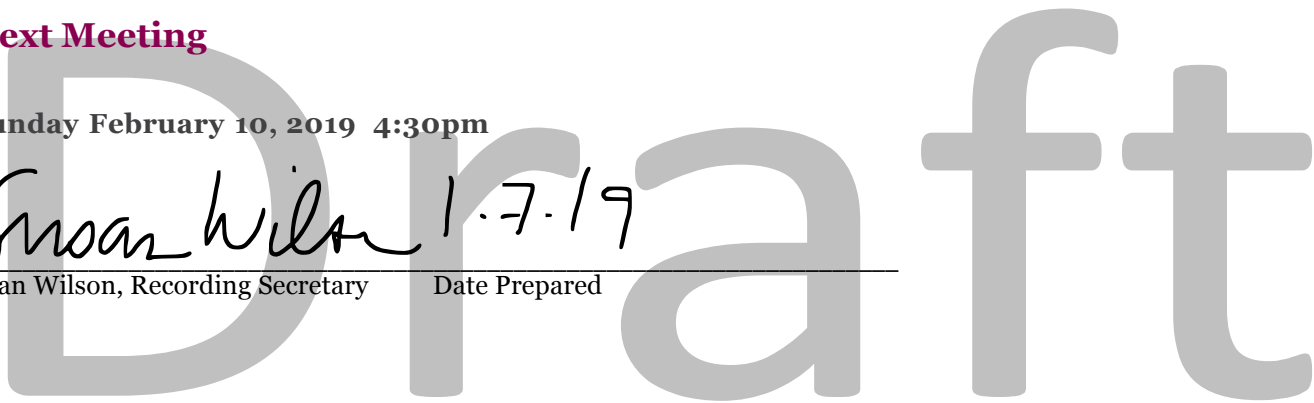
Bill Taylor adjourned the meeting at 5:51pm

Next Meeting

Sunday February 10, 2019 4:30pm

Susan Wilson 1.7.19

Susan Wilson, Recording Secretary Date Prepared



Approval to Distribute to Trustees

Bill Taylor, Chairperson

Date Approved for Distribution

Date of Approval of Minutes by Trustees (By Motion)

Attachment A

December 23, 2018

RE: Priority List for Trustee Board 2019

BiiiTaylor
Trustee Chair:

We have so many priority needs at Hopewell and they are all important.

1) Space:

We have outgrown our space. This is not evident to those who are not at the church during the week to see what is happening every day at Hopewell. A dedicated Fellowship Hall and a larger more efficient kitchen are at the top of the list along with more bathrooms. Bathroom breaks are scheduled daily because we have a full Learning Center.

2) Parking Lot:

The parking lot is in very bad condition and also needs to be enlarged. Also, one of the entrances is very dangerous and allows water to enter the parking lot from Neely Ferry Road which is breaking down the asphalt.

3) Sanctuary Carpet:

The Sanctuary carpet is original to the building and needs to be replaced. The hall and classroom carpet was replaced about 10 years ago. This also should also be replaced with Luxury VinylTile to make it more durable and easier to maintain than carpet.

4) Classrooms to Expand Learning Center:

There is a great need for more available places for good childcare, especially babies and preschool classes. We have had a waiting list for the past two years. Simpsonville first Baptist has had a 300 count waiting list for a couple of years. Others churches in the Mauldin, Simpsonville area are also at full capacity.

5) Storage:

We have a Storage Closet and a Janitor's Closet which provide limited storage. The storage closet is also the access to the attic which limits its storage function. The Janitor's Closet is also the access to the Electrical Room which also limits its storage function.

5) Storage Cont'd:

Our Storage Shed is full and a temporary closet has been added in the Youth Building with curtains. The Attic is not practical for storing items because of height and accessibility. There are also five furnaces in the attic and about 50 chairs.

o) HVAC Units:

We have five HVAC Units. Two 10 Ton, two 5 1/2 Ton, and one 3 Ton. One 5 Ton and 3 1/2 Ton have been replaced. The 5 Ton is being replaced over the Christmas Holiday. The 10 Ton is being replaced in March of 2019. That leaves one 10 Ton to be replaced.

7) Water Heater: The Gas Water Heater is original and will be on the to be replaced list in the future.

8) Faucets: The faucets in the ladies restroom need to be replaced. They are breaking down on the outside.

9) Office Space: We need designated office space for the Administrative Assistant and Finance. Our Finance records need to be locked in a designated office alone with the safe and records that have to be stored for 7 years.

Financing these priorities is another issue. Because of our past financial history it is not possible for Hopewell to borrow money. Most banks require at least 250 regular giving units before they will discuss a loan. Bonita was able to obtain a one year credit line with United Community Bank for the HVAC units.

Going forward with a building expansion we would be able to obtain a loan for a building because the Learning Center Tuition along with the Church Contribution Income would provide the needed income required by the bank to fund the loan payments. This loan would also provide funding for the other necessary capital improvements. (Parking lot, Sanctuary Carpet, HVAC, etc.) We would need to start an aggressive fund raiser to raise \$500,000. for the downpayment for the loan.

This expansion would also provide the much needed Fellowship Hall, Kitchen, and more restrooms. Some people say we need a new Sanctuary. but we do not meet our current capacity of 233 people. Also, the Church cannot fund a loan without the Learning Center increased tuition.

I look forward to working with you on the Trustee Board for 2019.

Yours Truly,
Libby de Krafft