



Asbury United Methodist Church

Committee Name: **Board of Trustees**

Chairperson's Name: Jon G.

Date: September 8, 2009

Time: 6:45 P.M.

Members Present: Jon G., John M., Scott H., Jim K., Bunnie W., Virginia O., Ryan S., Lonni H.

Guests/Staff:

Call Meeting to Order: Jon

Opening Prayer/Devotion: Scott

Approval of Previous Minutes: approved

Old Business:

- A. The committee confirmed the eight areas of responsibilities and committee member in charge of each area:
 - a. HVAC/plumbing/electrical – Jon G.
 - b. Summer grounds maintenance – Lonni H.
 - c. Winter grounds maintenance – Jim K.
 - d. Kitchen – Bunnie W.
 - e. Interior design – Virginia O.
 - f. Insurance/utilities – Scott H.
 - g. Security – John M.
 - h. Building repairs/maintenance – John R.
- B. Each committee member is compiling a list of needs in each area. Jon provided members with binders of current contracts and other pertinent information.
- C. The call center protocol for building concerns was amended. Calls should go to Roxie and then to the appropriate subcommittee chair. A list of Trustees and their area of responsibility will be on file in the office.
- D. Committee members were asked to review the current budget and be ready to discuss the upcoming budget at the October meeting. Budgetary needs for each area must be submitted at this meeting.
- E. Roofers have been out three times to repair the leak. [John R.](#) will continue to call MJ Dalsin until it is fixed.

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- F. **Jon G.** will determine how to proceed with the thermostat lock boxes. Three new boxes are needed: one in the sanctuary (the other one already locks), one in the nursery, and one in the Fellowship Hall.
- G. **Jim** will check to see what type of disease the pines have to determine how many need to be removed. Approval has been given for \$750. Trees need to be removed before the October meeting.
- H. The sprinkler system has been repaired; all heads are currently working. Any signs posted on the boulevards need to be a foot from the sidewalk to the curb to prevent severing the lines in the future; this needs to be posted in the bulletin and the office. **John M.** and **Jon G.** will check into a Rain Sensor that would shut down the system when it rains. It would cost \$70 plus installation. Scott will obtain a possible rebate form from the city.
- I. Sidewalk replacement will be added to the budget for next year. **John R.** will continue to work on this project.
- J. **Scott** will check with Tracy and purchase a 4-drawer locked file cabinet for the parish nurse.
- K. **John M.** will continue to oversee the need for a fire department lock box, and **Virginia** will check with the United Daycare director on the daycare door locks (4 security locks cost about \$70 each) and the coded entry system.
- L. No updates on HVAC maintenance. **Jon** will check with Finance/Steve M. for a comparison with last year's bill. Competitive bids are still needed.
- M. No updates on the status of quarterly fire alarm inspection with Automatic Security and fire extinguishers. **John M.** will continue to monitor.
- N. **Scott** reported that the MidAmerican free energy audit was done on September 8. Energy saving recommendations will be sent in six weeks for our review.

New Business:

- A. Ryan S. was welcomed as a new member of Trustees.
- B. **Ryan** will work with Trudy and Don, Sara, and Pastor Kip to insulate the three Sunday school classrooms. The committee did not approve moving book shelves from the library. The feasibility of sound proofing the classrooms needs to be explored.

Adjourn: 8:35 P.M.

Closing Prayer: Scott

Our next meeting is October 5, 2009, at 6:45, to compile and submit the budget.

Submitted by: Lonni

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