



Asbury United Methodist Church

Committee Name: Board of Trustees

Chairperson's Name: Jon G.

Date: August 10, 2009

Time: 6:45 P.M.

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

Guests/Staff: Pastor Kip, Michelle E.

Call Meeting to Order: Michelle

Opening Prayer/Devotion: Michelle

Approval of Previous Minutes:

Old Business:

- A. The work on the roofing leak was repaired by MJ Dalsin; it still leaks during a heavy rain/wind. John R. will call Dalsin to remedy the situation.
- B. Jon G. will determine how to proceed with the thermostat lock boxes.
- C. The three pines are diseased and need to be removed. A bid of \$500 from Andy's was submitted in addition to the existing bid from Greenskeeper. John M. will continue to work on this project with Jim checking on the memorial status of these trees. John M. will also look into repairing the sprinkler system.
- D. John R. is reviewing bids to replace the Western Ave. sidewalk; he will check with Lee J. on a possible lower bid.
- E. Virginia has signs for the elevator and will have them installed.
- F. John R. and Scott are looking into a file cabinet for the parish nurse.
- G. John M. and Virginia will coordinate requests for the fire department lock box and daycare door locks with the director of United Daycare.
- H. Jon G. will review bids for HVAC maintenance. Waterbury submitted a bid of \$2350.00 for preventative HVAC maintenance, which would include spring and fall cleaning and checking and replacing filters. HVAC maintenance for 2008 showed \$815.88 with Tessier's. Jon will check with Finance/Steve M. for a comparison with last year's bill. Competitive bids might be needed.
- I. Asbury has a two-year contract for quarterly fire alarm inspection with Automatic Security Company effective April 2008. It does not appear that this inspection is being done. John M. will check with Steve M. on any charges on this contract during the past year. John has a contract for Automatic to do one inspection, and

Vision: Asbury UMC is a Christ Centered Ministry, growing as a community of faith, centered on Spiritual Growth, Outreach, and Social Justice.



Asbury United Methodist Church

John would check $\frac{1}{4}$ of the fire alarms for the other three required inspections. Another church member inspects all fire extinguishers.

- J. Scott will handle the MidAmerican offer for a free energy audit which would include assessment and free installation of some energy saving devices, energy saving recommendations, and possible rebates for high efficiency equipment.

New Business:

- A. Michelle explained the chairperson resolution as John M. stepped down from the chair position. Trustees is the only committee that elects its own chair. Jon G. will fill in for the remainder of the year. The committee confirmed that decision with all "ayes".
- B. The committee determined eight areas of Trustees responsibilities and designated a committee member to be in charge of that 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.
- C. Each committee member will compile a list of needs in each area to present at the September meeting. Jon will provide members with copies of current contracts and other pertinent information as well as a form letter to procure bids for updating contracted services.
- D. Jon suggested a call center protocol for building concerns. Calls should go through Roxie to Jon and then to the appropriate subcommittee chair.
- E. Pastor Kip noted Trustees should have nine members. Jon G. recommended a church member to add to the committee and will contact this person.
- F. The upcoming budget process was discussed. Budgetary needs for each area must be compiled in September for submitting in October.
- G. Expanding the Trustees church mailbox was discussed. Jim could make more boxes to add to the existing mail center if needed.
- H. Lonni gave an update on the list of groundskeeping/landscaping recommendations.

Adjourn: 8:35 P.M.

Closing Prayer:

September meeting date will be emailed.

Submitted by: Lonni

Vision: Asbury UMC is a Christ Centered Ministry, growing as a community of faith, centered on Spiritual Growth, Outreach, and Social Justice.