

Aldersgate United Methodist Church

Board of Trustees Meeting Minutes of June 12, 2017

Attending were Rich Detering, Dave Sanford, and Christian Hampson. Dave Carver, Facilities Coordinator also attended. However, not enough members were present for a quorum.

Preschool Report – No report was available. However, a request was made by the Dorothy Beeman to have the nursery rugs shampooed immediately, rather than waiting for the scheduled cleaning in August.

Facilities Coordinator – Dave Carver reported that there were 12 people at the work party in May. A couple of the irrigation runs are broken and will have to dug up to be repaired.

Kitchen Care – Volunteer efforts for regular kitchen cleaning have not proven sufficient. Tasks such as mopping floor, wipe walls and appliances with degreaser and sanitize, check hood filters and clean inside and out, clean sink floor drain, wipe down cabinets and clean under-sink cabinets need to be performed monthly. Alternative solutions were discussed.

Kitchen Ovens & Hood – Drawings have been submitted to the city of Bellevue. Approval is expected in a few weeks.

Ed Wing Rooms A & B Windows – The project is finished pending the replacement of a window glass we damaged while put up the trim.

IT Services solution – Alternative solutions are still being investigated.

Cottonwood tree – Evergreen Tree Service has quoted approx. \$1700 for windsailing and trimming on the cottonwood tree. Permits are not needed for windsailing and trimming. No action was taken since there was not a quorum.

Summer camp use request – A request has been received for the use of the facilities by a summer day camp. It was determined that waiving insurance requirements for this event is not an option.

Volunteer Coordination – Dave Carver is experimenting with the Signup.com web page for soliciting and coordinating volunteers for church grounds and other maintenance tasks.

Respectfully submitted,

Christian Hampson

Facilities Coordinator Report

Completed projects/repairs:

- New light fixture across from AA portable
- Pruning and flower bed clean up (work party)
- Alarm system inspected
- Clean roof and gutters, treat for moss
- Research window coating options and discuss with contractor
- Range hood, met with contractor, receive and discuss updated quotes
- Check all emergency exit lights and signs
- Make bracket and install dimmer remotes
- Repair drinking fountain
- Grounds maintenance, weeding, pruning, etc...
- Spread wood chips with Newport volunteers in flower beds
- Spread wood chips on play ground
- Repair pre school airplane toy
- Shampoo AA carpet, move donated cabinets
- Repair leaking hose faucet connector
- Coordinate installation of windows, delivery of materials, clean-up
- Install window trim and caulk after new windows were installed in Ed-wing
- Mow lawn, scrape parking lot moss, treat curbs and sidewalks for weeds
- Repaired exterior lighting in upper parking lot
- Installed faucet support in kitchen
- Completed various small repairs for preschool (sandbox, cabinet doors, sticky locks)
- Coordinate kitchen phone line repair
- Fix and adjust attic stairs
- Purchase fuel for grounds maintenance tools
- Replace burned out bulbs
- Door lubrication and maintenance throughout building
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