

## Aldersgate United Methodist Church

### Board of Trustees Meeting Minutes of January 16, 2017

Attending were Ryan Breske, Rich Detering and Dave Sanford. Dave Carver was present as the Facilities Coordinator.

**Windows for ACP rooms A&B** – We have two bids for this- one at \$5400 from Breeze-Free Windows and one at \$7600 from Procraft Industries. Procraft also submitted a bid of \$1500 for the door side lights. We are awaiting one additional bid from Bruce Company.

**Parsonage** – The parsonage inspection is still pending.

**Kitchen Ovens** – We are waiting on a second bid from Dick's Restaurant Supply on the needed hood. The process was interrupted by the holidays.

**Kitchen** – Dave Carver raised the question of how the kitchen floor gets cleaned. Dave will talk to Gerry Cherry and Doreen Johnson for history on this. We are considering supplying an antiseptic spray and small mop for routine use during kitchen cleanup and then a twice yearly deep clean during a work party.

**Janitorial Supplies** – Staples has taken over the sales department of their subsidiary, Coastwide Labs. After some effort Dave Carver was able to reestablish our Coastwide contract with no change in costs.

**Tech Team** – While no actual Tech Team participant has been attending Trustee's meeting, we have learned that Bill Ferguson has built a new PC for the sanctuary and installed the upgraded presentation software. No bill has been submitted yet so it won't be charged to the 2016 budget. Dave Sanford agreed to talk with Ron Pazan about getting a new computer for Wendy that is sufficient for Windows 10 and should eliminate a recurring problem with the network connection to the large copier / printer.

**Mower** – The riding mower is in for its annual service.

**Fire Alarms** – The annual inspections of fire alarm system, fire suppression sprinklers, back-flow preventor, etc. are due and is on Dave Carver's list of items to be completed in January/February. We currently have three different companies doing different portions of the work on our fire alarms and suppression systems. Dave will make some inquiries regarding consolidating and reducing the costs.

Respectfully submitted,  
Dave Sanford

# **Facilities Coordinator Report**

**January 16, 2017**

## **Completed projects/repairs:**

- Mower repairs (broken seat welded, sent in for annual service)
- Kitchen sink diverter leak fixed
- Repairs and enhancements for preschool
- Bring fire sprinkler safety inspections up to date
- AA portable heating and electrical repairs/updates
- Storage portable cleanup and organization
- Reprogrammed thermostats for more efficient energy use and comfort
- Pressure wash walkways by main entrance
- Apply De-icing