

Aldersgate United Methodist Church

Board of Trustees Meeting Minutes of April 24, 2017

Attending were Rich Detering, Dave Sanford, Tom Breske, and Christian Hampson. Dave Carver, Facilities Coordinator was also present.

Preschool Report – No report submitted.

Facilities Coordinator – See report attached.

Kitchen Ovens & Hood – Quotes for the kitchen hood were reviewed. It was agreed that the optional stainless steel wall covering behind the work table was not essential. Also, the group choose to not have the optional appearance enhancement flashing around the vent on the roof installed unless the the City of Bellevue inspector insists on it. The final not-to-exceed quote, including permits and tax comes to \$27,134.80.

Ed Wing Rooms A & B Windows – The project is finished pending the replacement of window glass that was damaged during installation. The final invoice has not yet been received.

IT Services solution – Trustees reviewed a plan presented by Dave Sanford for implementing a standardized, manageable, and secure IT environment for the church and ACP. Key to the plan is migrating to Windows 10 and Office 365 Nonprofit Business Premium and a few additional standard applications (e.g. Logos, Quick Books, etc.). Storage and backup will be handled in the cloud. Our responsibility will be limited to maintaining standardized client PCs with sufficient security. A team of church members with IT experience will be assembled to help in a onetime conversion process. The end result will be an IT environment that is manageable without a dedicated or professional IT staff.

Dave Sanford will present the IT Services plan to the AUMC staff on April 25th.

AA Portable – Water coming under the entry door continues to be a problem. Leaks have been especially bad this winter due the record setting rain fall. A number of action items were discussed: Build a roof over the doorway to shield it from the rain, replace the door, replace the carpet with a hard surface product.

Old Cottonwood tree – Dave Carver has interviewed a couple of tree service companies about taking down the old cottonwood tree by the AA Portable. At this time Evergreen Tree Care is preferred, the cost is expected to be in the \$2000 range. Dave will contact Evergreen for a final quote.

Regular Trustees meeting date – The regular meeting date for the board of trustees has been the third Monday of the month, but since Core Team has moved their regular meeting to that night, a new date is needed. After considering the options, the general consensus of the group is that the second Monday would work for most members.

Respectfully submitted,

Rich Detering

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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