

# Aldersgate United Methodist Church

## Board of Trustees Meeting Minutes of October 9, 2017

Attending were Rich Detering, Dave Sanford, Dwayne Zahn, Tom Breske and Christian Hampson. Dave Carver was present as the Facilities Coordinator. Dorothy Beeman was present as the ACP Director. Pastor Laura Baumgartner was a visitor.

**Meeting Minutes** – The minutes of the last meeting were accepted.

**Preschool Report** – Dorothy Beeman reported for ACP. See attached two pages. The first page is a prioritized list of items requiring attention over the summer, with many of them accomplished. Much of the rest is planned for the fall. The second page is a proposed maintenance schedule primarily showing gradual replacement of carpeting in classrooms with vinyl flooring and periodic painting. A few additional items such as renewal of window coverings in included.

**Facilities Coordinator Report** – Dave Carver presented his report shown as third page of attachments. The various items were discussed as necessary and the report was accepted.

### Old Business

- **Parsonage inspection tour** –remains TBD
- **Kitchen Ovens & Hood** – The work is mostly complete. There may be a few cosmetic touch ups. It is currently functioning. Remaining items are inspection and a buyoff meeting. A flue damper may be required to prevent room heat from escaping in the winter.
- **Cottonwood tree**, Evergreen Tree Service is scheduled to wind sail the large cottonwood tree at the end of October or beginning of November.
- **IT Service plan** – Dave Sanford reports that two separate items were presented to Pastor Brad for his consideration and choice.
  - **Print Service** – We currently have a year left on our Copiers Northwest contract, and that gives us time to consider what we need and to make any adjustments to print volumes based on cost benefit. It was reported that everyone consulted on our IT issues (except Copiers Northwest) felt we spend an inordinate amount on copy service. Brad agreed to look into this and make a determination of our needs in time to support the end of the current contract.
  - **IT Architecture** – Three basic options were given. One was to do away with our server, and create a stable of similarly configured secure Windows 10 clients in a workgroup architecture. This could include maintaining our current Google email plus going with Office 365 (which add a redundant email account.) We would use Microsoft cloud storage for sharing and backup. Office 365 offers a number of other services such as Skype, etc. A sub option is to try and port the email to Microsoft, but this is expensive and difficult.

The second option is a move to Chrome Books and Chrome OS – an all Google configuration with the addition of Office for Chrome apps. We would maintain

current email accounts. This is the cheapest client architecture when replacement is needed, but would require all new clients at this time. Provides very limited local computing. Storage and backup is in the cloud. After two years, cloud storage would need to be purchased. Print architecture is a bit of question.

The last option is similar to what we have, but in a more controlled manner. It is based on recommendation from my son's business in Port Townsend. It is similar to the first option, but with the addition of a server and substitutes a domain architecture for the workgroup architecture. The domain architecture allows central definition and control of user accounts, while the workgroup is a peer-to-peer arrangement. The server also provides local file sharing. This would involve finding an affordable independent IT support person who could set up the architecture and provide fee for service consulting as needed. My son is able to do this for \$30/month plus one or two house calls per year in Port Angeles. It is not obvious this is available at such an affordable cost in Bellevue.

Brad seemed to like the third option best and agreed to make some calls and inquiries regarding the necessary support person.

- **Kitchen care** – There was discussion about the need to have someone manage care of the kitchen. While there was useful discussion in this area, no conclusion was reached. It was suggested that while this is a church need, it is part of the program of the church and not properly a Trustees issue.

#### **New Business**

- **Green Team** – Laura Baumgartner reported on the work of a re-energized Green Team. Emphasis will be placed on making our recycling efforts easier to understand and more effective. The hope is actually reduce costs by moving to a smaller trash receptacle.

**Next Meeting:** November 13, 2017

Respectfully submitted,

Dave Sanford

Preschool Projects in Priority Order – **To be charged to Preschool**

Room E

Move bulletin board down—marked on wall

Hang drying rack - done

Build a half door similar to Room E & Nursery

Hang paper towel holder—marked on wall

Hang mirror above the sink—marked on wall

Smith Hall

Repair door handle on the second supply closet—an inset metal door handle might be best

Add shelf to teacher cabinet (the one in the middle)

Remove long piece of wood in teacher cabinet - done

Room C & Office

Repair mini blind in each room (I was given instructions on how to make the blinds work properly)

Playground

Drill holes in boat

Church Projects – **To be covered by your church hours**

Loose baseboards Ed Wing girl's restroom and outside Smith Hall boy's restroom

Broken soap dispenser in girl's restroom in Ed Wing—I have a replacement dispenser

Tree roots/ivy/dead tree branches on playground – see below

Test water for lead contents

Playground:

Pruning and/or replacing fruit trees

Cutting back or removing completely the ivy

Removing the blackberry shoots that are beginning to come up

Removing any grass that is coming up through the wood chips

Preschool Grounds:

Pruning the hydrangea by the ga-ga pit to expose the "Children At Play" sign

Edging the lawn in the trike yard in front of the Ed Wing and Smith Hall

Correcting the signs that point to the Preschool Office

Beautification of the building by the trike shed between Smith Hall and Ed Wing

## Summer 2017 Maintenance Projects for

### Aldersgate Christian Preschool

Working closely with Trustees, ACP intends to complete the following projects during 2017:

Room C – Prime and paint windows - done

Replace blinds with cordless vinyl blinds - done

Spot check and paint any areas on the walls - done

Fill holes in concrete wall - done

Repair/paint closet doors or replace with wood doors – during Christmas break

Room D – Prime and paint windows - done

Replace blinds with cordless vinyl blinds - done

Sand and repaint sink cabinet - done

Spot check and paint any areas on the walls - done

Hang easel - done

Room A – Replace bulletin board/hang white board - done

Hang easel - done

Touch up paint on windows - done

Ed Wing – Purchase blinds/roller shades to cover windows in entry doors

Clean all carpets and area rugs including Nursery - done

Playground – Add sand to sandboxes (wood chips were added April, 2017)

Wood Chips every year (3.5 yards) Sand every other year (1.5 yards) done

2018:

New blinds for Rooms E & F

Vinyl flooring in Room C (and Room F - funds available)

Plaster wall in Room C & Paint including ceiling

Paint Room D

2019:

Vinyl flooring in Rooms A & D

Paint Smith Hall

New blinds for Smith Hall including shades for entry doors

Paint girls & boys restrooms in Smith Hall

2020:

Add trough of sinks in hall by water fountain in Ed Wing (funds available)

Paint girls & boys restrooms in Ed Wing

Begin the cycle of repainting classrooms beginning with Rooms E, F, A (2020)

C, D, Office (2021)

Smith Hall & Restrooms (2022)

E, F, A & Ed Wing Restrooms

(2023)

## Facilities Coordinator Report

### Completed projects/repairs:

- Grounds upkeep including mowing, trimming, and weeding
- Treat for yellow jackets in preschool playground
- Coordinate roof install for AA gazebo
- Check furnace operation and set thermostats for fall
- Blow walkways and parking lot
- Coordinate wood chip delivery and spread through lower property
- Fix narthex door latches
- Trim ivy in playground
- Edge lower lawn
- Lubricate door locks and latches
- Fix clogged toilet in upper men's room
- Investigate possible irrigation leak

### Ongoing Projects:

- Clean gutters
  - Clean out storm drains
  - Playground clean-up
  - New signage for preschool office
  - Gazebo rails, stairs, fascia and clean-up
  - Replace furnace filters
  - Work party for October
  - Come up with a plan for more frequent blowing of parking lot and walkways
  - AA portable tree sailing (Evergreen Tree)
- AA portable entry – (Breske)