

# Aldersgate United Methodist Church

## Board of Trustees Meeting Minutes of September 10, 2018

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

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

**Preschool Report** – While Dorothy was not present, she had forwarded a report on what Dave Carver had achieved over the last month or so.

Ed Wing - Carpet removed in all classrooms (Rooms A, C, D & F) and replaced with vinyl "wood look" flooring.

Room C – Sheet rocked concrete wall and complete rebuild of large cabinet in corner; entire room was painted.

Rooms E & F - New cordless aluminum blinds.

Hall - New cordless aluminum blinds, utility sink/hand washing station with touchless faucet, tile work and touchless soap dispenser.

Restrooms - New vinyl floors; new toilets, new double sinks with touchless faucets, tile work and touchless soap dispensers; walls & doors painted; new fan and light fixtures.

Smith Hall - Restrooms were upgraded to touchless faucets, soap dispensers and new vinyl floors with new lighting in hallway and restrooms which were also painted. New cordless aluminum blinds. New lightweight doors & bulletin boards on new track and sliders for the teacher supply closets. Floors were stripped and waxed this past Saturday.

Playground - Removed equipment that was out of code including the large boulder, tractor tire, castle, large house, small house, small slide and monkey bars. Installed barrier where monkey bars were removed. Youth group has and will continue to attempt to clean the large metal structure to remove ground in dirt from years of northwest weather. This is a fundraiser that the preschool will donate funds to the youth mission account. Three planter boxes were installed for growing flowers and vegetables, two on the playground, one outside the back door to Smith Hall.

Dorothy went on to praise Dave's workmanship as well as his dedication. Those present at the meeting went down to review the new additions and congratulated Dave on job well done.

Work remaining for ACP includes s Signage for the playground and purchase and installation of equipment to replace what was removed. Preschool Office sign to be placed at entrance of lower level. Door stops attached to every classroom, restroom and office door. (This needs review in light of potential conflict with fire regulations). Door lock on Smith Hall door to stairs needs to be reversed to lock out an unwanted stranger from entering Smith Hall from above. This is imperative as the church looks at opening up the sanctuary during the week as the public will then have access to the preschool through Friendship Hall.

In addition the group discussed the need for improved fencing and protection from auto intrusion around the play areas. The fencing will necessarily wait until next summer. To be compliant with

security requirements it must be 54" high and have a certain type of small opening chain link. It was thought perhaps the church could volunteer to do the demo on the existing fence, but installing such fencing was deemed beyond our volunteer capabilities. With no resolution, we also discussed the need for fencing off the grass area between the building wings. One suggestion was to not do this, but possibly use gates and signage to close the private road during play times. More discussion will follow.

**Facilities Coordinator Report** – Dave is replacing the batteries in several of the emergency lights as part of his inspection prior to a fire inspection. He also discovered some exit lighting in need of replacement.

There seems to be a need for one or more Wi-Fi extenders to provide better coverage around the building. This will be referred to Peter Narmita as he is working to improve our general IT infrastructure.

### **Old Business**

Coffee Maker – Rich Detering will look into a simple faucet aerator to keep the hot water dispenser from spaying hot water too wildly.

IT service plan – Dave Sanford reports that Peter Narmita has come forward and is willing and capable of articulating and creating a secure and maintainable IT infrastructure. As part of that work, he will be bringing our server up to a modern support OS, placing an emphasis on cloud storage and backup, improving our network, and providing some training. Once completed, the support plan involves a tiered approach. This would include training the staff for the majority of support, training some of the youth as a fallback, creating an arrangement with a commercial support company to provide on demand support over remote logon, and only lastly calling on Peter. Dave Sanford is looking into options for the commercial support part.

Copy Machine Status – We are nearing completion on selection of vendor. Completion involves one last personal review with a vendor, selection of a preferred choice, arrangement for shipping our existing equipment back to the supplier, and installing the new equipment. It is hoped the only immediate change to the IT infrastructure needed to complete the printer deal is upgrade of the server OS. We are hoping for completion over the next few weeks.

### **New Business**

AED Defect – We have been notified about a potential defect in our AED. The recommended remedy is to watch a particular video to determine what, if anything, needs replacing. This will be completed.

Dishwasher soap - was confirmed to be available at Cash-n-Carry.

**Next Meeting** – The next meeting will be at 7:00 pm on November 12, 2018.

Respectfully submitted,

Dave Sanford