

Board of Trustees Meeting

21 NOV 2005

07:00 PM

Magnolia UMC

Meeting called by: Don Brown **Type of meeting:** Board of Trustees

Facilitator: Leonard Edwards **Note taker:** Michael Boley

Attendees: Leonard Edwards, Michael Boley, Tom Ashley, Bill Parker, & Harvey Parker

Minutes

Agenda item: **I. Prayer & Call to Order** **Presenter:** Leonard Edwards

Discussion:

Prayer by Harvey Parker and Call to Order by Leonard Edwards at 1905.

Conclusions: Meeting was called to order

Action items	None	Person responsible	Deadline
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Agenda item: **II. Approval of previous meeting minutes** **Presenter:** Leonard Edwards

Discussion:

There were no meeting minute to review. Table official review of minutes until next meeting.

Conclusions: Need to obtain and distribute meeting minutes.

Action items	Person responsible	Deadline
✓ Obtain, review, and distribute minutes	Don Brown	01 JAN 06

Agenda item: **III-1. Budget - Status CY 2005 funds & overview CY 2006 funds** **Presenter:** John Stroud

Discussion: John Stroud unable to attend and report was not readily available.

- CY 2005 Budget – Need to promptly determine '05 budget status and allocate remaining funds to designated projects (i.e. commercial refrigerator).
- CY 2006 Budget – Increase of \$2K from CY'05. Increase in line items Basic Church and Parsonage Maintenance. Need to identify special projects identified in budget request to ensure funds are earmarked appropriately.

Conclusions: Determine status of CY'05 funds, identify and complete '05 purchases, & plan CY'06 funding

Action items	Person responsible	Deadline
✓ Prepare and distribute status of CY'05 funds to trustees	John Stroud	04 DEC 05
✓ identify and complete '05 purchases	Don Brown	31 DEC 05
✓ identify special projects identified in CY'06 budget request	Don Brown	16 JAN 05

Agenda item: III-2. Ventilation/Thermal Comfort – Classrooms		Presenter: Leonard Edwards
Discussion:		
<ul style="list-style-type: none"> Ventilation in parking lot side classrooms has been examined by Leonard Edwards, Don Brown, and Michael Boley. The Wesley Classroom was determined to have extremely low air flow; consequently, a decorative ceiling fan was approved by the trustees and installed to improve thermal comfort. Classrooms radiant wall heating unit baffles will need to be adjusted to balance heat to desired level. Fellowship Hall was without heat on Saturday; Don Brown & others determined the problem with the radiant wall heaters was a faulty automatic air vent; Leonard Edwards waited on the contractor to replace the air vent for 3+ hours on Saturday, but no show. Service contractor suppose to perform repairs on Monday (11/21/05). 		
Conclusions: Re-evaluate ventilation during cooling season; follow-up on air vent repair; adjust baffles.		
Action items	Person responsible	Deadline
✓ Re-evaluate ventilation during cooling season	Michael/Leonard	15 JUN 06
✓ Follow-up on automatic air vent replacement	Don Brown	27 NOV 05
✓ Adjust wall heating unit baffles	Trustees	Ongoing

Agenda item: III-3. Parsonage Work List		Presenter: Bill Parker
Discussion:		
<ul style="list-style-type: none"> Bill Parker reported that two items remain on the work list ⁽¹⁾ fan light assembly in bedroom and ⁽²⁾ drip leak in bathroom. Bill will procure and install the fan light assembly this week. Bill has been waiting for a time when the Pastor and family are gone to repair the leak because he will have shut the water off to the house to perform repairs. Bill will attempt to repair this week when family is gone. Two other items were mentioned during the meeting for addition to the work list: ⁽¹⁾ drywall needs repair behind washer where plumbing leak was previously fixed and ⁽²⁾ pass-through gate in carport needs repair. Items will be added to list and repairs scheduled. 		
Conclusions: Two remaining items will be completed this week; two new items will be added to the list		
Action items	Person responsible	Deadline
✓ Fan light assembly replacement	Bill Parker	27 NOV 05
✓ Bathroom leak repair	Bill Parker	TBD
✓ Drywall repair	Needs to be assigned	TBD
✓ Carport gate repair	Needs to be assigned	TBD

Agenda item: III-4. Commercial Refrigerator for Kitchen		Presenter: Michael Boley
Discussion:		
<p>Michael researched commercial refrigerators and obtained cost estimates for several models. The refrigerator can be purchased from many vendors at a lower price than local vendors and many offer free shipping/freight. Michael will contact Don to narrow selection and get best prices. Michael would like to make sure that the refrigerator is appropriate for current and future needs. All trustees agree that the refrigerator should be procured with CY'05 funding, if possible.</p>		
Conclusions:		
Action items	Person responsible	Deadline
✓ Narrow selection and purchase	M. Boley/Don Brown	01 JAN 06

Agenda item:	III-5. Door Bell Transformer	Presenter:	Tom Ashley
Discussion:	<ul style="list-style-type: none"> Door bell currently operates by battery power; however, high humidity and resultant condensation have resulted in the door bell becoming inoperative. Tom will install it before the end of the year. 		
Conclusions:	Door bell transformer will be installed by Tom Ashley		
Action items		Person responsible	Deadline
✓	Install church door bell transformer	Tom Ashley	31 DEC 05

Agenda item:	III-6. Flat Roof Installation/Ceiling Tile Replacement	Presenter:	Leonard Edwards
Discussion:	<ul style="list-style-type: none"> Flat roof installation was completed by contractor. Damaged ceiling tiles will be replaced following verification of no leaks. At least two leaks were identified after the first rain and Don has contacted the contractor for repair. Trustees need to remain vigilant following precipitation events to ensure that all leaks are detected early. 		
Conclusions:	Continue to evaluate ceiling for leaks following precipitation; replace damaged ceiling tiles		
Action items		Person responsible	Deadline
✓	Continue to monitor ceiling for leaks	Trustees	Ongoing
✓	Replace damaged ceiling tiles after no leaks are detected	Trustees	Pending
✓			
✓			

Agenda item:	III-7. Vacuum Cleaner	Presenter:	Leonard Edwards
Discussion:	<ul style="list-style-type: none"> New vacuum cleaner has a hole in the container (outer) bag. The part needs to be ordered. Follow-up with Don to see if he or someone else has ordered the part. 		
Conclusions:	Tabled - Order replacement part for the vacuum cleaner		
Action items		Person responsible	Deadline
✓	Follow-up with Don about status of part.	Leonard Edwards	04 DEC 05

Agenda item:	III-8. High-Speed Floor Buffer	Presenter:	Leonard Edwards
Discussion:	<ul style="list-style-type: none"> Need a high-speed floor buffer. This issue has been discussed on several occasions; advice was solicited from Al Scott previously; several products and estimates were brought before the Board of Trustees previously. Don Brown needs to be contacted regarding the status of this item. 		
Conclusions:	Tabled until Don can be contacted to determine status of this item		
Action items		Person responsible	Deadline
✓	Follow-up with Don Brown	Leonard Edwards	TBD

Agenda item:	III-9. Credit Card for Kitchen Supplies	Presenter:	Leonard Edwards
Discussion:			
	<ul style="list-style-type: none"> Researched obtaining a credit card from Sam's wholesale, etc. to ease stocking the kitchen with supplies. The process was determined to be too complicated and restricted. Therefore, this item has been abandoned for now. 		
Conclusions:	Abandoned obtaining a credit card for kitchen supplies.		
Action items		Person responsible	Deadline
✓ None			

Agenda item:	IV. Old Business	Presenter:	Leonard Edwards
Discussion:			
	<ul style="list-style-type: none"> Parsonage siding and trim – Harvey Parker identified that this has been an issue for years and the parsonage's appearance suffers because we are unable to paint as often as necessary. Vinyl siding would provide an exterior requiring significantly less maintenance and a better appearance. Harvey made a motion to vinyl side the parsonage in CY 2006. The motion was seconded by Leonard Edwards and the I's carried with the caveat that it would not interfere with other projects already approved by council based on the 2006 budget request. Church sign rivets – Harvey Parker mentioned that the rivets on the church sign have not been fixed. The rivets initially installed rusted and will begin to discolor the sign. The rivets must be removed and replaced with stainless/aluminum rivets. Follow-up with Don Brown. Storage – Harvey Parker mentioned the need for storage and our previous discussions regarding procuring additional storage containers. Need to follow-up with Don on status/research on procuring this item. Tree removal over Hawkins' Annex – Harvey Parker mentioned the urgent need to have the tree removed. This item has been discussed for many years and the price for removal has grown every year. This item should be a priority and addressed in CY 2006. Follow-up with Don. 		
Conclusions:	Continue to evaluate ceiling for leaks following precipitation; replace damaged ceiling tiles		
Action items		Person responsible	Deadline
✓ Vinyl siding for Parsonage – Approved by vote of trustees		Don Brown	2006
✓ Church sign rivets removal and replacement – Follow-up		Don Brown	TBD
✓ Storage container procurement – Follow-up		Don Brown	TBD
✓ Tree Removal – Follow-up		Don Brown	TBD

Agenda item:	V. New Business	Presenter:	Leonard Edwards
Discussion:			
	<ul style="list-style-type: none"> Tom Ashley mentioned that Richard Rideout has asked permission to complete tasks around the church including pressure washing the benches and sanding/painting the black sign outside the main entrance. Trustees approved the completion of these tasks and appreciate the assistance and contributions of congregation in maintain our facilities. 		
Conclusions:	Approved pressure washing of the benches and restoration of the sign.		
Action items		Person responsible	Deadline
✓ None			

Agenda item: VI. Final Remarks, Prayer, & Adjournment

Presenter: All Trustees

Discussion:

- We praise God for our members rotating off of the Board. We appreciate all of their time, energy, sacrifice and contributions. We especially thank Don Brown for his guidance, leadership, and for his significant selfless sacrifice during his term as Chairman of the Board.
- We welcome the Board of Trustees Class of 2008 Edgar Owens, Danny Sylvia, and Rick Shaw and look forward to working with them.
- The next meeting will be held on 16 JAN 2006.
- Leonard Edwards prayed and adjourned the meeting.

Other Information

Observers: None

Resources: None

Special notes: None