

Trustee Minutes
August 11, 2008

Present: John Dietrich, Janet Kleckner, Bob Lundholm, Carol Wilson, Kay AuWerter, Les Buttolph, Jeff Fesler, Jeff Hastings, Karen Oehl

John Dietrich opened the meeting with prayer.

Minutes from the July meeting were approved.

Les Buttolph gave an oral report and distributed the financial report, showing church expenses for the year through July. Overall, expenses were at 59% of budget through July, while a linear projection would put us at 58% through the same date, so we are running pretty close to budget. We had an unexpected/unbudgeted expenditure of \$475 for tree trimming, and expect another bill of about \$150 for repair of the clothes dryer at the parsonage.

Les also distributed a Capital Campaign Summary, with explanation. We have now reached the point of expending funds to pay the contractor and have paid out more than we have yet collected from our three-year capital campaign. This means we are ready to borrow funds from Gifts & Memorials. Kay has revised the basic lending agreement to be executed by Trustees and Gifts & Memorials, and it still needs to be signed by John Dietrich for Trustees and Stacy Parker for Gifts & Memorials. We hope this will be completed soon.

Kay AuWerter is still trying to establish contact with her friend who works as a commercial sales rep at Dominion, and who will help us lock in a better price for gas.

The patio fund raiser is moving forward and we expect sales to begin soon. John Dietrich will check with Stacy Parker about the status and time line of that project.

Team assignments were reviewed:

Bob Lundholm agreed to serve as vice chair.

Carol Wilson agreed to serve as secretary. She will send the minutes to John and he will forward them to other members.

Jeff Fesler will serve on the parsonage committee as well as church grounds.

Carol Wilson will serve on the parsonage committee.

Bob Lundholm will serve on the church exterior committee.

Ken Wise will serve on the church grounds committee.

All other committee assignments for continuing members remain in place from last year.

Trustees still needs another member, and we would prefer to recruit another woman. Ann Rittman was suggested as a candidate.

We reviewed the decision making and spending policies. Kay again distributed copies of the Trustees' job description. All members were reminded that no individual trustee shall authorize the expenditure of more than \$500 for any work or project. In an emergency, two trustees can authorize the expenditure of more than \$500, but absent an emergency, authorization must be obtained from the Trustees as a group.

We reviewed the emergency call list for ADT. Doug Huth is currently on the list and would like to be removed from it. Scott Campbell, Irma Agnew and Bill Webb are also on the list. We need someone to replace Doug, and it should be someone who lives close enough to get to the building quickly if a call comes in. Janet volunteered to be on the emergency call list. A question was raised about what exactly ADT does in an emergency: Do they notify the fire department and someone on our emergency call list? This led to a discussion of who is on the emergency call list for the Brecksville Police Departments. Jeff Hastings agreed to talk to Irma about the ADT protocol and Karen Oehl agreed to check with the police department.

Committee Reports:

Grounds: 1. The bed in front under the new window needs weeding;
 2. some topsoil is needed along the edges of the front walk.
 3. We scheduled a work day for August 23, 2008 at 9:00 a.m. to do weeding, topsoil, seeding and anything else that comes up.

Church exterior: 1. We agreed to hold off on resealing the parking lot this year. This is in part to give us time to determine whether we want to make any changes to the lining, for example, to create a drop-off zone, once the new schedule is in place, and in part because funds are a little short this year. We agreed this item needs to be included in the Trustees budget for 2009.

 2. The stairs on the west side need some mortar and caulking. This could be looked at on the August 23 workday, as it may be something we could do ourselves.

 3. The gutter on the south side of the building, near the front entrance, needs some work. John Dietrich agreed to call Willham Roofing, since they have done work on the roof and gutters in the past.

 4. The timer on the front exterior lights should be working again now. Les and Bob will check on this to make sure it is functioning now.

Church interior:

 1. The renovation to the classroom behind the third floor kitchen is not yet underway. Jeff Hastings' contact has not gotten back to him and he recommended we look for someone else. Bob Lundholm recommended the contractor doing some work on his home, and Jeff Fesler agreed to contact Clark to see whether he is interested in the work. We all agreed it would be nice to have this job done by September 14.

 2. Renovations:

a.. The book and communion cup holders are missing for the two front rows in the balcony. Les has some extras he salvaged from the extra pews, but they aren't finished to match the pews. Jeff Hastings opined that Eisenhower should have the missing items, since they took everything for the refinishing.

b. The missing pew is due by the third week of August.

c. A communion table was ordered after our last meeting. Delivery was promised within six weeks of order date.

d. Some serious plumbing problems have developed in recent weeks, with raw sewage backing up and spilling into the preschool rooms. A meeting was scheduled for August 12, 2008 to discuss the situation with architect Steve Kordalski and the builder to make sure the back-up problem is fully addressed. The pre-school carpet will be replaced by the plumber, and must be worked on as soon as possible since pre-school begins in another two weeks. Jeff Hastings suggested using carpet tiles so soiled areas can be more easily replaced.

e. The mini blinds are to be installed in the sanctuary on Friday, August 15, 2008.

f. The target completion date for the administrative wing is August 22 and Jeff Fesler believes we will hit that date. He will remind Neskin that we expect better clean up than was done for the sanctuary.

g. Office furniture:

1. we approved \$400 for a microwave and refrigerator for the office;

2. two 3-drawer lateral files are included in the furniture package;

3. computers will again be moved by Irma's contact – Larry from

Baldwin Wallace;

4. moving day for the staff is planned for August 27, 2008. We are again hiring professional movers for a half day;

5. mailboxes will be in the main office, and will be accessible Sunday mornings;

3. Karen has a long list of details that will need to be addressed some time soon. For example, wipe-off writing boards for Room 201, furniture in the new lobby / narthex, where to put furniture from the old conference room a various other left overs [we agreed to put these items on the stage and hold them for the garage sale], need to decide where pictures go back on the walls

4. The black traffic rugs are badly damaged / soiled from the construction process. Jeff Fesler recommended we put them out where the contractor can see them and tell him we expect him to replace them, since they were damaged by the contractor.

5. The city required us to install strobe lights in the sanctuary, as well as three hold-opens [two for the Narthex doors and one at the main hallway leading to the chapel hall], and a fire alarm in the sanctuary. We will have ADT install all these items and Jeff Hastings will have them out as soon as possible.

6. The office furniture was priced at \$6,426 for the package.

7. The youth room has been carpeted and painted.

8. Jeff Hastings raised a couple questions about some cables run for the projector installation, and wants to clarify whether anything further needs to be done before we make final payment.

9. We agreed to raise the sanctuary chandeliers to match the level of the two that are closest to the balcony.

Report from staff-parish: Jacob called and said he would not be coming to work here after all. Consequently, staff parish expects to extend an offer to the second choice candidate.

The meeting adjourned. Next meeting is September 8, 2008 at 7:30 p.m.

Minutes submitted by Janet Kleckner