

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 04/13/2022

Present: Steve Darr, Tim Schenk, Michelle Loukotka, Tom Ziesemer, John Irwin, Mike Haab, Ron Dechert

Absent: Pastor John Kennedy,

The meeting was called to order at 3:30 pm.

Minutes of 03/08/2022 were approved as printed.

FINANCIAL REPORTS: The budget continues to be in line overall. There are a few accounts that are overbudget but they balance out against those accounts that are underbudget.

OLD BUSINESS:

- a. The plaster repairs have been completed on the 4th Avenue wall to the balcony, the sanctuary ceiling corners on the west wall, the north narthex wall by the entry steps, the 5th Avenue ceiling above the stairway to the 2nd floor, and the northwest wall in the FH foyer next to the old men's room.
- b. All of these repaired areas have been, or will be, painted by Brooks Painting. Scaffolding will be removed from the sanctuary as soon as that painting is completed.
- c. Steve Darr and his crew repaired the janitor closet door across from the office. They also closed up the opening in the paneling under the south stairway from the south narthex to the FH and installed a wooden access door.
- d. The city inspected and approved the water meter at the Hewett parsonage.

NEW BUSINESS:

- a. The telephone in the elevator was not working. A new phone has been installed.
- b. We accepted Eric's Fresh Carpet Care bid of \$829.80 to clean the carpet in the Gallery, Library, and Schmale lounge. The upholstery in the lounge is included in this bid. Pastor John approved paying this from the McKay fund due to the use of these areas for the Homeless Shelter. The sanctuary, both narthexes, the hallway from the elevator to the sanctuary, and the offices will be paid from our budget. That total is \$519.30.
- c. We will contact Duke Roofing to reattach the heat tape on the roof to the anchors and to inspect the roof.
- d. Pat Tanner Excavating inspected the area between the church and the 4th Avenue house where the ice collected earlier this year. They submitted a bid of \$27,550.00. Citadel Excavating is also going to submit a bid. Because this is the first time the problem has occurred, we will defer a decision at this time. We will monitor the area during heavy rainfalls and look into rerouting where the downspout empties

ESSENTIAL MAINTENANCE TASK LIST

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E
- b. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH
- c. Schedule clean-up day

The meeting adjourned at 4:50 pm.

NEXT MEETING: Tuesday May 10th at 3:30 pm.

Respectively submitted,
Michelle Loukotka

Finance Ministry Team
April 7, 2022

Present: Karen Samford-Chair, Pete Hendershot-Treasurer and Leadership Council Representative to Finance and Ron Dechert-President

Budget Preparation – We met to prepare a draft budget to be presented to the Leadership Council on April 21, to be used for the Stewardship Campaign. Following receipt of pledge cards, we will meet on May 12, inviting members of the Leadership Council. If necessary, we will meet again on May 19 to prepare the budget to be presented to Leadership Council on May 26 and the Congregation on June 12.

Next meeting, Thursday, May 12th at 7:00 on Zoom
Submitted by Karen Samford

Member Care Minutes

April 20, 2022

Meeting began at 4:00 pm

Members Present: Beth Wenner, Judy Coucouvanis, Mary Jean Raab, Karen Kennedy and Dindy Haab. Welcome to new member Angie Lewis!

Discussed Business:

Time and Talent Sheet – Haven't gotten many returned as of yet. Will have an announcement made during church and in the Refrigerator Page to extend the due date. Will have copies available in the sanctuary, the office and on the Member Care bulletin board. (Note from March Meeting: See if we can get a link on the website, find out who is in charge of the church site.) Discussed tallying the results. We will meet in person for our next meeting on May 18th to begin the process. It was suggested to add a volunteer for the facilities rentals.

Stewardship – Budget was submitted with the same amount as last year. Member Care will give a brief message during the Stewardship moment.

Grief Books – Mary Jean has begun sending out the Journeying Through Grief Booklets. Pastor John will let us know if we need to send one out specifically and we will notify him if we think that someone might need them. For those who were missed, we are looking at supplying a different booklet. Team members can bring ideas to our next meeting. (Potential ideas from Pilgrim Press, Care Notes, etc.)

Leadership Council – Dindy gave a report on what is happening with Leadership Council. Still in talks with the bi-lingual preschool. Annual reports are due to Ron Dechert by May 1st. Annual meeting is June 12th (in person?). New staff in the office – Debbie Ventura is the new administrative assistant.

Spreadsheet – Concern over members who are not attending and not giving. Discussed finding out why and the best way to do this. Discussed writing letter, sending Miss You cards, doing focus groups, etc. Dindy said that she would ask Council what their recommendation would be and let us know. We will table this to discuss at our next meeting.

Next meeting is scheduled at 4:00 pm on May 18th in person at the church.

Meeting ended at 5:10 pm