

FACILITIES MINISTRY TEAM
Meeting Minutes of 07/11/2023

Present: Steve Darr, Michelle Loukotka, John Irwin IG, R. Dechert LC, Gwen Mayes

Absent: Tim Schenk

The meeting was called to order at 3:25 pm.

Minutes of 06/13/2023 were approved via email.

FINANCIAL REPORTS: These reports were received today and have not been thoroughly analyzed. However, since this is the first month of the fiscal year nothing seems to be out of line.

UPDATE ON BILL: He will have surgery this week. Gwen will check with him afterward to see how he is doing and if he has any idea of his recovery time. Until he is able to return to work, the Facilities Team will take care of the final walk-through and closing of the church and put out the trash and recycle bins on Sundays.

OLD BUSINESS:

- a. The sanctuary fan has been serviced.
- b. New batteries have not been installed in the attic fire detectors. We will have to find someone willing to go into the attic to do this.
- c. Steve will replace the water-damaged tiles in the YR.
- d. We have not received information from Stafford Building regarding new hinges for the 4th Avenue canopy door. Steve will look into this as well as the request for a quote to install a door at the foot of the stairs to the exterior entrance at the front of the sanctuary to keep people from sleeping there.
- e. The proposal from AllStar Alarm to install two new glass breakage sensors in the office was deemed unnecessary at this time.
- f. Following the inspection of our fire extinguishers, John requested that they inform us each year of how many will have to be replaced in the following year. This will allow us to budget funds to cover the cost.
- g. We have been unable to identify any grants that might be available to help finance the update required for the elevator. We will continue to investigate.

NEW BUSINESS:

- a. Acting on the congregational vote on Sunday, July 9th to keep the Hewett parsonage for at least one year, we discussed how to do the items mandated by the city. We wish to have Reinhart Realtors handle the rental as they are handling the rental of the 4th Avenue house. We considered the items that Reinhart suggested we do prior to advertising it for rental. They provided estimates for those items if they were to do them. Probably we will do some but not all of them. Steve will contact ServPro to get a quote on which items they could do for us and get a quote for those items. When

that is received, we will make a financially prudent decision based on completing it and having it ready for rental by the end of August.

- b. Because the financial reports are not ready prior to the 2nd Tuesday of the month, our meeting will move to the 3rd Tuesday of the month at 3:30.
- c. When we discovered that the elevator had not been inspected since 2018, Gwen contacted the State. They had a glitch in their system which accounted for the lack of inspections after that. The fee for the inspection has been paid and we are now on their schedule but will not be informed prior to their arrival.
- d. I will schedule the cleaning for the range hood in the kitchen.
- e. The City health inspector came in last week; everything in the kitchen was fine except that the dishwasher needs to be run on a monthly basis. I will see that this is done.

ESSENTIAL MAINTENANCE TASK LIS

- 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

The meeting adjourned at 4:20 pm.

NEXT MEETING: Tuesday, August 15th at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Member Care Meeting:
Wednesday July 12, 2023 @ 4 PM

Present: Pastor Dawn Christenson, Jenny Foster, Judy Coucouvanis, MaryJean Raab, Dindy Haab, Nan Lefton

Welcome: Pastor Dawn and Nan

Devotional: Judy

“Called to Hope” by Rachel Hackenberg from <https://www.ucc.org/daily-devotional/called-to-hope/>

OLD BUSINESS:

Membership on MC: Beth Wenner will return to MC team in the fall

Thank you notes to outgoing elected officers: sent by Jenny and Judy

Leadership Council Report: Dindy

Dindy reported that Member Care is signed up to provide coffee hour in the Willimann Fellowship Hall on July 30th: Judy, Nan, Jenny and Dindy will assist.

Further discussion and action:

- MC will provide coffee hour after church on August 27 and because August 26 is BUCC 190th Anniversary MC will provide a cake at coffee hour in honor of the anniversary.
- Dindy will discuss with Leadership Council a proposal that the entire year from August 27, 2023 – August 27-2024 be a time of anniversary celebration. We discussed multiple ideas; such as displaying the confirmation class photos in the fellowship hall, displaying church artifacts in the lounge display areas (liaison with archives committee and additional volunteers), community tours of the church, etc.
- MC will provide an opportunity for church members to sign birthday cards for our “most senior” members when we provide coffee hour. In addition, we will provide an opportunity for members to update the directory at that time.

Care Card Ministry: Nan will ask Wednesday knitting group if they can assist with this ministry. In the interim, Jenny will send out the needed cards.

Directory update: article written and link provided for updates in the email blast and refrigerator page; there was a mistake in merging the data resulting in the listing for some members and friends of BUCC being removed from the directory; this has been fixed. New link for updating listings includes birthdates with year; we will ask that the birth year be removed from this information due to confidentiality and privacy concerns.

NEW BUSINESS

Team Goals for this year: Celebrate 190th anniversary; ongoing discussion

Journey Through Grief Series:

- Mary Jean will provide an update of who she has sent books to at our regular meetings; perhaps an ongoing tracking document?

New Pictorial Directory: might be nice for Anniversary year; table for now

Member check in: discuss process at future meeting

Meeting closed with the Lord's Prayer at 5:15 PM

Ongoing/Future Agenda Items:

1. Directory updates
2. Care Card Ministry
3. Member Care to provide coffee hour at TBD dates
4. Member check in: ongoing
5. Prayer Requests - review process and make changes?
6. Additional team members? Ongoing discussion
7. Blue attendance form from the office: still needed?
8. Team Goals - what should Member Care team focus on this year? (continue to brainstorm)
9. Stephens Ministry: Updates

Respectfully submitted:
Judy Coucouvanis

Meeting schedule - Future Wednesday meetings through the end of 2023

August 16

September 27

October 18

November 15

December 6