

# Mission Handbook

Section

Meeting Minutes

Subject

FEBRUARY 2, 2010

---

PRESENT	David Sass, Mike Jones, Diane Meadows, C.J. Shaw, Jerry Knorr, Bill Lee, Paul George, Rev. Cyndy Garn, Marvin Gifford, Al Mathews
ABSENT	Mark Hadley, Alycen Mansell
PRIOR MINUTES	<b>January 5, 2010 Minutes:</b> correction noted by Diane M. has been incorporated, to indicate she will draft the letter to existing groups using the church, which will then be sent out by the WUMC Staff after Rev. Garn's approval. Moved to approve by CJ, Second, Paul G; Approved unanimously.
ADMINISTRATIVE	<b>Building Tour for New Trustees:</b> David S. noted the desirability to schedule a building tour for the new trustees, to allow them to become more aware of the issues and limitations we face in caring for the facility and grounds. Time and date to be determined.
OLD BUSINESS	<b>Bunn Coffee Maker:</b> Heating element has been replaced and repairs are complete. <b>Heating Unit Leak-Browning Lounge:</b> repairs in progress; anticipated completion to be by 2/20/2010.
NEW BUSINESS	<b>Way Finding in WUMC:</b> presentation by Al Mathews, Evangelism Committee. Al noted that for the church to be welcoming, there is a need for better signage to allow new members and visitors to get to their desired destination. Several specific points were noted: 1) the main exterior sign is not as visible as possible due to being parallel to traffic flow, 2) there is no obvious 'main entrance', 3) additional exterior and interior signage is needed, 4) a signage consultant could provide the needed input and recommendations to remedy the current lack of signage. Trustees recommended that the Evangelism Committee outline the scope of the study needed and bring 'talking points back to the Trustees.' <b>Elevator Maintenance Contract:</b> presentation by David S; the standard and deluxe contract proposal from the elevator service company was reviewed. It was decided that the terms were too one-side in favor of the elevator company, so an RFP will be prepared to solicit cost proposals from all qualified vendors. <b>Insurance Policy Review:</b> presentation by Marvin G; policy will renew April 15, 2010. David S. asked for all Trustees to review the policy declaration pages (distributed), and Bill L. offered to attend a meeting with the company Agent and Marvin. Rev. Garn noted that there is a program available thru the Ohio Northern University Law School, which provides review of legal documents by third-year law students, with a report of findings and recommendations. The timing of the insurance renewal may

# Mission Handbook

Section

Meeting Minutes

Subject

FEBRUARY 2, 2010

not permit use of this service, but it might be possible to use it for other matters later in the year.

**Hanging of the Greens:** presentation by David S. at the request of Alycen M; Alycen would like to get a volunteer group organized to put up & take down the various Christmas decorations used by the church. The extent and effect of the decorations on the property will have to be reviewed by the Trustees, and it was noted that the Trustees need to establish a protocol for any projects undertaken on church property.

**Attic Insulation Preparation:** presentation by Bill L. and Paul G; the inspection of the attic space above the Potter Chapel and 2<sup>nd</sup> floor classrooms revealed the need for: trash removal, closure of gable vents with new wire mesh to prevent bats from entering, preparation required to allow placement of blown-in insulation, and the need for an elevated access walk system to allow service and maintenance of mechanical equipment. There was also noted a need to immediately close and insulate the (4) attic vents which currently open to the hallways below, and are providing no barrier to heat loss.

**Energy Audit Update:** presentation by David S; OIPL has advised us that WUMC is on the list of churches eligible for an energy analysis, to be done by a third-party vendor contracted thru OIPL. This will have an associated cost, and will therefore be budget dependant.

**Building Inventory:** presentation by Diane M and CJ Shaw; the 2002 inventory prepared by Troop 365 has been obtained and will be used as a starting point for an updated inventory list. CJ will ask the insurance company for their standard 'checklist', and Diane will be working on the spreadsheet to catalog the items. Tom Strauss will also be asked to assist with video recording as the need is determined.

**Announcements:** none.

## CHURCH FACILITIES (usage and upkeep)

**Application for Use of Church Building:** None

**Creative Play Center Liaison Report:** (C.J. Shaw); CJ reported that the first meeting was Jan. 28, 2010, and noted that the issues discussed were getting a key inventory, recurring flooding due to overflowing gutters, mold mitigation, possible painting and flooring upgrades, custodial attention was good and meetings with Eddie and Marvin will continue, and that they are working on their budget. Marvin G. made the presentation of shared expenses between WUMC & CPC. Mark H and CJ will follow-up with security issues and concerns, and David S. noted that the key inventory needs to be done by 06/01/2010.

## HOUSKEEPING (health & safety, cleanliness, etc)

**Inspections this Month:** Security System inspection by Securitylink noted on calendar; scope, intent and work covered by inspection was unclear, and Marvin will follow-up with more information and a report to David S.

# Mission Handbook

Section

Meeting Minutes

Subject

FEBRUARY 2, 2010

**Outdoor Display-Manger, Nativity & Lights:** review of existing manger and potential problems/dangers due to erection procedure and storage when not in use. Motion was made to ask the Worship Team to co-ordinate and organize creating a new design based on the concerns expressed, and to recycle the existing manger materials to the greatest extent possible. Motion by Mike J, second by CJ; approved unanimously.

FINANCIAL  
STEWARDSHIP  
(income and expenses)

**Financial Statements Review:** Presented by Marvin Gifford. Moved to approve by Paul G, Second Jerry K; Approved unanimously.  
**Finance Committee Liaison Report:** (Bill Lee) no report; did not meet.  
**Administrative Council Liaison Report:** (David Sass); David noted that the visioning meeting will be February 14, 2010 with a potluck dinner.

BEST PRACTICES  
(policy and process  
improvements)

**Review Annual Calendar:** (Mark Hadley) no report, but a reminder to add items to the calendar throughout the year as they occur.  
**WUMC Board of Trustees (BOT) Handbook:** review by Jerry Knorr, with a discussion of the format & intention to keep a hard copy in a 3-ring binder, and be able to add calendar updates and monthly minutes as they are issued.

PLANNING  
(current and future  
priorities)

**Strategic Plan:** Review and Approve BOT 2010 Action Plan; goals for 2010 were submitted and approved as part of the 2010 Budget, with the understanding that the projects may or may not be funded, and that they will be reviewed again in April. Initial projects are the roof repair and attic insulation. Scope of work & RFP preparation are currently underway.  
**Downs Parsonage Work Teams:** (David Sass); David reported that the work is underway, volunteers are in place to assist at various stages, and some of the required city inspections have taken place; work is continuing.

BEQUESTS and GIFTS  
(endowment and memorial  
funds)

**Endowment/Memorial Committee Liaison Reports:** (Jerry K, Alycen M); David noted the Memorials Committee is very willing to help fund projects, as evidenced by the funding of the insurance deductible for the Browning Lounge repairs, and the replacement of the garbage disposal in the downstairs kitchen. Jerry reported the Endowment Committee did not meet in January as previously scheduled, but will be meeting in March.

NEXT MEETING

March 2, 2010, 7:30pm \*\*\* NOTE TIME CHANGE \*\*\*

MEETING ADJOURNED

9:45p; Moved by Diane M, Second Paul G; Approved unanimously.