
Monthly Trustee Meeting Minutes

North United Methodist Church
11 November 2020

In Attendance: Jeff Bonner, Chuck Teague, John Hughes, Kathleen Custer, Andy Hein, Mike Schweiss, Steve Balko

Absent: Marcia Dyrud-Case

Guest: Jeff Linnan

Reflection/Prayer

Review and approval of 9 September 2020 Minutes—Approved

Project Updates from Chuck Teague

- HVAC – Updates & Issues?
 - Upgrades are done. No issues. Everything is working.
 - Compressor is down in boiler room. It will be disconnected at our next maintenance check by Irish. It will not be removed at this time. Costs \$1600 to remove.
 - Would consider selling pneumatic parts and the compressor if there is interest.
- Refurbish 38th Street Signage
 - Sign is in place. Banner supports have been improved.
 - Landscaping plan still needed
 - Per Kathleen: Beth Porter will be unavailable this fall due to a personal issue. She would be happy to re-engage in the spring.
 - Green Team update from Jeff Bonner
 - A group will be assembled to tend to plantings around the church. They plan to meet next month and put a plan together.
 - Trustees decided we will wait until spring and re-engage with Beth.
- Tile and paint community room hallway
 - Floor crack repair? No progress since the last meeting. Once John Hughes is available, he will caulk the inside crack.
 - The outside crack will not be addressed until spring. Need to get a third quote for price comparison.
- Playground Equipment Removal
 - Still needs some invasive species removed-will be delegated to Green Team
- Parlor/Restroom/Conference Rooms (Jeff Bonner)
 - Update from Jeff Bonner-met with Jim McQuiston and provided some minor comments. Jeff will follow up to get the plans released for construction. Jim gave him names of some potential contractors, and he recommends a negotiated contract.
 - Andy Hein will be the liaison between contractors and the trustees. Jim will remain involved.
 - Budget should be fine. Still haven't gotten our 2020 distribution.
- Alarm System
 - Update on proposal to integrate access and camera systems—everything working fine even though things aren't all integrated. Chuck believes that we could put this on the back burner for now and focus on higher priority projects. We can re-focus once we get back to in-person services and have more traffic in the building. Andy and Chuck will work together on an assessment and a plan moving forward.

- West Entry Step Lighting and LED Updates (Andy Hein)
 - Interior LED Updates are complete. No issues. Everything went well. 5-year warranty on fixtures.
 - Andy feels that the outdoor lighting issues can be rolled into the landscaping project and make one overarching exterior plan. Our lawn service has broken all of the junction boxes, so instead of replacing broken lights/boxes in a piecemeal fashion, we need to create an overarching lighting plan that goes along with the landscaping.
- Interior/Exterior Wall Repair
 - Based on the work in the Sanctuary, Chuck feels that we have a painter that we will use in the future. Very pleased with the work that was done.
 - Side note: need to ensure that air handlers do not blow music around since the plexi-glass has been removed.
- Sanctuary Audio/Visual-Update on new camera and sound? Jeff Linnan
 - Two issues-First: having acceptable sound for the live stream. Last couple of weeks, everyone can hear pretty well. Second: moving to a 2-camera system. A second camera and new laptop have been purchased. New software has been obtained. The camera is on a pillar on the courtyard side of the sanctuary and is movable. It has not been connected yet. Need to determine if we need new mixing equipment. There is a potential need for additional speakers-yet to be determined.
 - Jeff L and John Hague (chair of the AV committee) have been meeting with and visiting people at other churches to see how they manage their sound systems.
 - The committee needs to learn how to use software and mixing equipment in order to mix sound from various mics and video from the cameras. They also need to learn how to “man” the equipment to produce the best product. Jeff L feels that keeping it as simple as possible is the best bet since it will be run by volunteers.
 - John Hague would like to move the production area. Since there is not a room to move to, the committee may create a small booth in the current location or beneath the balcony.
 - The committee would also like to be able to record things in Fellowship Hall (or other locations) to upload to the website. From a technological perspective, we are behind other churches in equipment and capability. At some point, we will need to provide good sound quality for both in-person and live-stream attendees.
 - Need to compromise between good sound in the sanctuary and for live-stream while maintaining the aesthetics of the sanctuary.
 - The committee will report back with a recommendation once they learn more about what options are available and what makes the most sense going forward.
- Chapel Floor Refinish—Update on Bids and Recommendations.
 - 2 bids, 30% variance on the amount of square footage between the bids. John Hughes has followed up and recommends we use Trisler. They had the correct square footage and were specific about the materials they would use.
 - Additional funds were allocated to shrink wrap the organ, which is complete. Altar will be taken out of the room prior to the work being done.
 - Tap-ins will be put on the legs of the chairs to further protect the floor (about 400).
 - The trustees moved, seconded and approved the motion to have Trisler refinish the floor and purchase the tap-ins at a cost of \$4500.00
- Parking Lot Repairs
 - Company returning to fix areas of concern.
- Flower Shop Updates
 - At this point, the Trustees do not have any actual responsibilities for the flower shop.

- Landscaping taken care of. Painting will be done-gray. A carpenter will come in to remove signs and cover the windows and doors. Goal is to complete this by Thanksgiving.
- West Entry Stair Masonry
 - 2 quotes obtained. This will be pushed out to spring.

Tuesday Crew

- Tile and paint associate pastor office (2020)
- Motion sensors on restroom lights-make sure to set timers appropriately.
- Bell Tower leakage

AOB

- Facility project plan
- Media team training
- Gutters and downspout maintenance
- Water bottle filter replacement—to be taken out of Green Team budget

Wrap-up and next meeting Information

Next Meeting: December 9, 2020