
Monthly Trustee Meeting Minutes

North United Methodist Church
13 March 2024

Meeting held via ZOOM 5:00p.m.

In attendance: Andy Hein, Kathleen Custer, Jeff Bonner, Jeff Linnan, Darren Cushman-Wood, Sarah Galloway, Toby Powell, Jerry Hacker, Julie Eggert

Absent: None

Prayer: Darren Cushman-Wood

January Meeting Minutes Approved

Darren gave an update on plans to replace John Drake. The job will be posted on March 14. There are laypeople available to run financial reports that John used to run. Payroll and bills/invoices are being taken care of. Darren noted that he is available to meet with us and have conversations as needed.

Scheduled (Trustee approved Projects)

- **Board of Directors approved the Endowment Committee recommendation of a 3.75% disbursement, which is a bit over what we have normally received in the past. Not too sure what this is in dollars for our projects.** This has not been deposited. Darren is working with Bob Sachs to get that done. Paperwork is to be filed next week. Not sure of turn-around-time.
- **Elevator Rehab-Update:** The south elevator is almost complete-waiting for fire protection work by Johnson Controls (Sarah thinks they are a sub-contractor of TK). An internal inspection will be done prior to the city's inspections. Jeff L is requesting that because of the time it is taking to do the first one, we would delay starting the second until after Easter.
- **Exterior Site Lighting-Update:** Project complete
- **Bollard Light –** Andy had a local company reproduce the plastic. Once warm weather is here, this will be completed.
- **Sign Post Signage:** Greenfield Signs & Lighting are quoting \$2,625 for fabrication and \$625 for installation, total \$3,250. This is for a total of 5 signs. Kathleen wondered if the letters were detachable and how easy they could come off. Jeff L will follow up to see if there is additional cost to see if the letters may be super secure. We will then approve a quote via e-mail.
- **Flashing Light in the Sanctuary -** Trustees need to decide on the future of lighting, continue to replace existing lights as they go bad, or update to LED's. We need to address the flashing light in the fixture over the main sanctuary.
 - o A quote of \$2107 from Barth Electric was received to look at one light from the balcony (because these are easier to access) to determine how to move forward with the other fixtures.
 - o Jeff L to call Barth to see if they can come out and quote to remove the flashing bulb ASAP.

High Priority
Church Updates

- Choir Loft Video Monitors: The desire is to have 2 monitors installed behind the modesty panels (that would not be visible to the congregation) in order for the choir to be able to see what is happening in front of the altar. No audio is needed. We can't simply use the YouTube feed because there is an 18 second delay. The monitors would need to be hard-wired. A ball park estimate to complete this is \$5000 (from FORCETech)
 - A temporary solution could be planned for Palm Sunday and/or Easter (\$2700): two 33 inch monitors and a camera in the middle of the balcony will be rented. Markeys would do this temporary solution.
- Chapel Window Lighting complicated issue. A. Hein to troubleshoot but did not see an immediate cause.

Medium Priority

Church Updates

- Handrail at northeast entry: Pastor Darren witnessed some trip/fall on March 3rd. Not too sure what caused this situation. Trustees will look at this entrance and other doors and investigate options.
- Gathering Center Windows: Window inserts are in and on site. Andy proposed an additional \$900 be added to the quote for a small bathroom window. Trustees approved this expense. No action on installation scheduling. Andy will follow up.
- Site Plantings (Refer to Beth Porter Update provided by J. Linnan): All projects have been completed. Nothing new at this time.

Other Business

Church

- Grants (T. Powell) Pastor Darren and Doshia Stewart attended the required workshop for the grant. The Group overseeing the grant needs to meet to decide on next steps. Pastor Darren noted that a meeting is to be scheduled to discuss fundraising and some other questions prior to it coming back to the Trustees. Jeff B asked Jeff L to see if Arsee would come out to update the quote. It will cost \$5-6000 to re-do this quote. Toby to check with the grant committee to determine if we need to spend money on an addition quote for this work or if we can get a waver and provide one quote.
- Sound system – AV needs in Fellowship Hall, still waiting for direction from John Hague. The larger issue is that John is a volunteer and more and more issues and needs arise that go beyond his time and availabilities. It would be much better if we had an employee to own and manage all of the AV projects. Our sound company also noted that there are ways to simplify operations that would help make it more user friendly. Hiring someone could be part of a long-range plan.
- Lactation Station: Sarah sent information to Jeff L to order equipment. Shipping the equipment to the church is a problem since the office closes at 2:30. Jeff to check on shipping specifics.
- Pastor Darren expressed interest in renovating the kitchen in the Club Room. This would include some new appliances (stove, microwave), new countertops, wider partition, as well as powder-coating the existing cabinets (ala the Gathering Center). Jeff L has a quote for the painting. More information is needed for the additional parts of the project.
- Green Team officially requested the Trustees look into providing a Butterfly Waystation on the property. This is requested by Pastor Darren and Ginny Cushman-Wood. Jeff B to talk to Eric Galloway.
- Hospitality officially requested the Trustees look into signage options. This was directed to Pastor Darren and Linda Mansfield who are the ones who create and order the banner

signage. We still need to look into adding signage at the west entry, and potentially other locations. Trustees agree that the Hospitality team can add and own signage.

Next Meeting: April 10, 2024 In person