
Monthly Trustee Meeting Minutes

North United Methodist Church
12 June 2024

Meeting held in the Conference Room 5:30p.m.

In Attendance: Jeff Bonner, Kathleen Custer, Andy Hein, Jerry Hacker, Julie Eggert, Eric Oehler, Jeff Linnan (Building Manager), Darren Cushman Wood (Senior Pastor)

Absent- Toby Powell

Prayer- Darren Cushman Wood

May Meeting Minutes Approved

Pastor Darren joined us tonight to discuss a few issues

Security Camera System Update- Note that there are some post-meeting comments from Pastor Darren in this section.

- North originally installed the current cameras and paid for them with the IT line item in the budget. There is not, nor was there, a maintenance agreement/subscription/monitoring service with COVI for these cameras. Until this recent problem, the only problems we have had with them was when we would lose power to the building and they needed to be rebooted along with everything else. And so, the rebooting of the cameras was on a long punch list of everything COVI needed to reboot, and thus Nancy Ricketts (Business Manager) was assigned, by default, to place the order with them. (As for the front door security system and key pad, that is with another company that already comes under Jeff L's authority)
- Darren feels that this is a system that has evolved and grown over time with no clear oversight. There is also no clarity on who is monitoring the cameras or reviewing any recordings. If so, the Trustees feel that we should put this out for more than one bid in order to make the best decision for the church. We would also like to get some history in order to understand why we have the system we have, how it is used, how it has evolved, and if there is something better out there.
- If we are putting this out for bid it is good time for the security cameras—and all things related to building security—to be under the authority of Jeff L (even if we continue to use COVI). Darren feels that we also should have a separate line item for security in the 2025 budget which will be under the trustees purview.
- The buzzer/doorbell is part of what COVI has done (and that's why it ended up going through Nancy). Moving forward with bids, we need to include this item. And because it is related to building security, it will now be under Jeff's supervision.
- Darren is going to have Nancy reschedule the demo in order for some members of the Trustees and Pat Cavanaugh (security guard) to attend. We would also like them to provide some history of the system. Jeff L is going to speak with Nancy to try to learn more about our relationship with Covi and who does what.

AV system

- Darren is unaware of the details that John Hague is proposing for Fellowship Hall and the Chapel. He was only aware of the choir loft monitors and cables. He is not driving any sound system projects. He believes that John is answerable to Trustees for any hardware/equipment related things. Any feedback Darren gets regarding sound during the service, he passes it on to John orally or via e-mail by Monday. Jeff L is usually copied on the e-mail. It may make sense to have a sound expert do a walk-through annually to make sure things are set correctly. Recommend it be done in September before fall kickoff. Jeff L is going to locate notes from ForceTech's last walk through and share it with Trustees.
 - Regarding the Chapel, it is his opinion to not add any physical equipment in order to maintain the integrity of that space. Using a microphone in that space does not always work well because the sound bounces around so much.

Martin Luther King Center Master Service Agreement

- MLK staff is currently using office space in rooms 204 and 207. They will continue to use that space, and in the fall, on Tuesday, Wednesday, and Thursday from 6-8 they will be training young adults in digital media, videography, etc. If they need breakout space, they can use an empty classroom. Other space needs go through Jeff L. They are willing to do some video work for us.
- It is a good partnership. We can learn from them about getting grants and they get space from us. It is a good way for us to support them without spending a lot of money. It also deepens our connection to the community. We have not been able to monetize that space.
- We need to make sure that they are securing the building when they leave at night. They are limited on where they are to be in the building, what entrances to use, and they are allowed to use the office if they need the copier.
- Post meeting note: The MLK Center has decided to pay Pat Cavanaugh to do security for the evenings they are using the building. Since North is already paying Pat to cover choir rehearsal on Thursdays, MLK will pay for Tuesday and Wednesday.

Pastor Darren left the meeting after the discussion of these items.

Trustee approved Projects

- **Arsee exterior masonry study update**-A few more observations are needed. Report expected to be prepared mid-July
- **Elevator Rehab**-South elevator has passed inspection and is now in service. The north elevator has been shut down and work has begun on that upgrade. We should not be seeing the delays we saw with the South elevator. It is expected to take 2 - 3 weeks including State inspection.
- **Exterior Site Lighting**- No update
- **Bollard Light** – Repair is complete
- **Sign Post Signage**- Signage is complete
- **Roof repairs**- Repairs are complete. A lot of the wood beneath the small, flat roof was replaced. There is an occasional leak (after rain) in the Community Room kitchen. Jeff L and Andy are working to track down the source.
- **South Flat Roof**- We received quote from Cornett Roofing on repairing the south flat roof by the Sanctuary. It is \$480.00. Trustee approval is not needed for Jeff L to approve this and schedule the work.

High Priority

- Choir Loft Video Monitors- ForceTech quoted \$3948.19 to run cable and provide a new ATEM (switcher/splitter). Jerry feels that we should work with John Hague to test it to make sure it works without a delay before permanent installation. Jeff L to work with Jerry to coordinate the test.

Medium Priority

- Loose or broken tiles in the West Entry- We received a quote of \$1558.54 from CCI Commercial Flooring. Jeff L to clarify how many tiles will be replaced. Trustees approved the quote not to exceed \$2000.00 after clarification of what is to be replaced.

Other Business

- Lactation Station - All is in place except side tables that need to be assembled.
- Art Displays for the Violin Competition-will not require us to have additional insurance or security.
- Green Team - Butterfly Waystation on the property. Eric Galloway and Jeff B are working on this. We believe the best place to start is where there presently is a plot of plants just north of the chapel. The plantings are mostly invasive, so we will be killing two birds with one stone.
- Hospitality officially requested the Trustees look into signage options. Signs were submitted and Jeff L will be ordering them.

Next Meeting: July 10, 2024-may be cancelled if not necessary