

Westminster Presbyterian Church Building & Grounds Committee Meeting

April 17, 2007

AGENDA

- 1) *In attendance were: Greg Ewell, Don Marks, Nancy Bea, Joe Kelly, Robin McFarland, Boyd Jones, Margaret Myers, John Woods and Bill McCulla*
- 2) Opening Prayer
- 3) Update on move-in progress
 - a) *Need to take overflow packaging materials to recycling facility – Stephen to make trip*
 - b) *It was suggested that the need for volunteers to help with move-in tasks be publicized in the weekly email from church office. Opportunities to help with Creation Station (Joan Taylor-Reid) were singled out for specific attention in the email. Other opportunities may exist with the librarian/archivist.*
- 4) Grounds
 - a) *Update on spring cleanup – Andy's Lawn Service cleaned up the grounds, pruned/trimmed bushes, and mulched the flower beds. Need to get the final bill for this work. Boyd requested another load of mulch at some point in the near future.*
 - b) Landscaping services
 - i) *Working with Julie Thompson – Julie is willing to draft a plan for us that meets budget requirements. She would like an up front budget. We prefer a range of alternatives with possible pricing. Having visible alternatives will help when requesting the budget.*
 - ii) *Determine budget/timing – It is likely that we will need to do any landscaping in phases due to budget constraints..*
 - iii) *Landscape plan – Bill says there is a detailed landscape plan from several years ago. He will try and find.*
 - iv) *Specific ideas – some ideas that have been mentioned, below*
 - (1) *Patio behind rose garden*
 - (2) *Footpath (flagstone or otherwise) between front steps of sanctuary and chapel*
 - (3) *Reworking entryway to sanctuary*
 - (4) *New sign*
 - (5) *Planters on either side of sanctuary steps*
 - (6) *Trees in rose garden area? Dogwoods suggested.*
 - (7) *Sprinkler system*
- 5) Maintenance

- a) Sextons
 - i) Job descriptions/daily checklists – still working – *it was requested to send the current job descriptions to the entire committee. Greg, Stephen and Nancy to revise job descriptions, coordinate with committee, and forward to Personnel upon completion.*
 - ii) Hours
 - b) Facility Manager update; volunteer through end of budget year – *Will continue to advocate the need for a Facility Manager, and attempt to have the position planned for in next year's budget.*
 - c) Cleaning service update – Angel Cleaning Service – *We will use Angel Cleaning Service for the post move-in cleaning, and on an as needed basis through year.*
 - d) Inventory Management system update – Boyd – *Boyd has installed on his laptop due to lack of satisfactory alternatives at church. We can transfer to church desktop upon completion of initial inventory. Boyd to coordinate with committee when ready to take initial inventory.*
- 6) Old Business – *We will store all B&G documents in cabinets outside of Nancy's office.*
- 7) New Business
- a) *We need to ensure that broken windows next to parking lot are replaced*
 - b) *Need sextons to reset the clock*
 - c) *Sprint wants to renegotiate the lease of space; T-Mobile contract still being reviewed in Presbytery*
 - d) *Idea of "user's manual" for facility was suggested for hardcopy and website. Manual would include information on the process for using facilities, but also guidance on maintaining. It was agreed that this was a good idea to consider.*
- 8) Next meeting Tuesday, May 15, 2007