

Meeting Minutes
Westminster Presbyterian Church
Building & Grounds Committee Meeting

March 20, 2007

- 1) *In attendance were: Bill McCulla, Boyd Jones, Don Marks, Joe Kelly, Nancy Bea, Robin McFarland and Stephen Moss*
- 2) Opening Prayer
- 3) Moving back to Westminster – help needed from B&G
 - a) *It was requested that Bill and Joe let the committee know if help was needed during the process of moving back into the church.*
 - b) *Possible opportunities to assist – coordinating with Art Sauer and church librarian for more information.*
 - c) *Furniture was being distributed to various rooms on Thursday the 22nd and Friday the 23rd. Don Marks volunteered to oversee a portion of this process.*
- 4) Grounds
 - a) *Cleanup – Boyd and Robin commented that the grounds need to be mulched. Some old growth needs to be cleaned out with weedeater. Stephen and Robin to walk grounds and clear out.*
 - b) *Lawn/garden service update – current weed control contract lasts one more year. Andy's lawn care service available for mowing - \$96 each time. List of available services includes mulching. It was suggested that we price mulch from other sources and pay Andy to spread.*
 - c) *Landscaping services – the possibility of landscaping the church grounds has been raised. Robin will contact one of our church members with expertise in the area to determine the possible scope. We will possibly move forward with quotes from available companies over the next month.*
- 5) Maintenance
 - a) Sextons
 - i) *Job description/daily checklists – Stephen will work with Nancy and others to revise job descriptions and develop daily checklists for the sextons.*
 - ii) *Work hours – we may raise the possibility of shifting work hours for one of the sextons. Stephen to work with Nancy.*
 - b) *Facility Manager update – Job description and statement of need presented to Personnel Committee. Stephen will follow up with Personnel and Admin & Finance committees on this.*
 - c) *Cleaning service update – we are in the process of receiving quotes for a quarterly cleaning service. Anticipate contract in place within the month.*
 - d) *Inventory Management system update – Boyd has placed the order for an inventory management software system. This will be installed on a church laptop. He will recommend a cutoff level of detail for items to be captured in the system. Request assistance with scanning process as required once system is operational.*

6) Old Business

- a) Organizing B&G documents – *it was suggested that we store relevant documents in area outside of Nancy's office. B&G will make an effort to organize and consolidate materials so they are easily accessible.*
- b) Policies/procedures – *we will review and revise existing policies/procedures as necessary. Something that was mentioned for immediate concern was to remind membership that fliers, etc., should only be attached to bulletin boards throughout church and not directly to walls.*

7) Bill led us on a facility walk-through

8) Next meeting will be April 17, 2007.