

MINUTES OF THE BOARD OF TRUSTEES
ST. JOHN'S UNITED METHODIST CHURCH
March 14, 2006- Revised

Attendance: Allen Radcliffe, Donna Jones, Sue Ann Walke, Keith Polk, Lee Boyleston, Chuck Grodahl, Kevin Bumpus, Tim Perkins Ex-Officio: George Howle, Ellen Miller, Bob Prather, Bob Kosky, Neil Flowers Visitor: Harry Sampson

George Howle opened the meeting with prayer.

Minutes of the February meeting were approved as written.

Open Forum: Rickie Thornton of Hutson-Etherredge Insurance Company reviewed the current insurance policy of the church. After much discussion, a motion was made to have Rickie do an updated appraisal of the sanctuary. With rising construction costs, there was some concern that there was not enough coverage on the sanctuary. Other insurance issues that were discussed included the coverage of non-member groups using our facilities. Even though our insurance should cover anyone, it was still recommended that a Certificate of Insurance be requested from these groups. Also any contractor that performed any work at the church should also provide proof of insurance. After looking at the automobile insurance policy, a motion was made to increase the Hired Automobile Physical Damage Coverage per vehicle from \$25,000 to \$50,000. Rickie Thornton agreed to look over all the values and options for the deductibles and return with cost saving recommendations.

Financial Report: Ellen Miller reported that spending should be around 17% of our budget for the year. Building maintenance and janitorial supplies are running higher than our budget at this time.

Facility Use Requests:

- An Emmaus group requested use of the sanctuary and Ward Hall on May 26. This request was approved.
- Susan Mabry with the Aiken Tiger Cheerleaders requested use of the gym on Mondays and Thursdays 6:30-8 PM, June 19 – Aug. 3. This request was approved.
- Becky Carter requested use of the Mini-Bus by Trinity Methodist Church for the week of 4/2 – 4/7 to do to Mississippi for mission work and Katrina cleanup. This request was approved.

Old Business:

- Maintenance, Repairs and Project List: A list has been made of maintenance needs and has been prioritized. 15-18 of the 40-50 items have been completed. It was explained that bids have gone out to 3 painting contractors for painting the exterior windows and woodwork. Neil is also getting bids on replacement windows. These bids should be available by the next meeting. Bob Prather

works Tuesdays and Thursdays along with Clayton Smith, Jim Minear, Ed Norton, and Dave White.

- HVAC Drives and Controls Project: There will be a walk through with Palmetto Air along with Allen, Neil Flowers, Charlie Neill, Lee Boyleston, Chuck Grodahl and Bob Prather Friday Mar. 17. Neil reported that adjustments had been made and the system seems to be working great. After the walk through, the bill will be paid when presented to us.
- Portico Repairs: There are a few touch-ups needed but otherwise work is complete.
- Sanctuary Chiller Replacement: The Chiller has been ordered and should be arriving soon.
- Benches from old Altar Table: Tim Perkins will arrange work to be done as soon as time allows.
- Host/Building Concerns: Keith Polk talked to Jeff Ray about the Trustees concerns and Jeff will send out letter hopefully next week to address these issues. An additional security light on east side of gym is needed. There is also concern about the wooden doors on the Newberry side of building not latching correctly. There is also a door cylinder that needs replacing. Neil will check into these. An amended motion was made via email from Allen that read as follows: “In the evenings, the host (in the future) will only unlock the two sets of doors (in Ebenezer) and stay at the host station until 7:30 PM. At that time the host will lock those two sets of doors and do his walk through of the facilities to ensure all doors are locked. In summary, the doors will only be unlocked from 6:30 – 7:30 in the evenings. After 7:30PM all exterior doors will be locked – this allows the host to leave the host station. At 9:00 the host will inform the leader of any group still meeting that he is leaving and request that they turn off all lights and ensure the doors that they exit from are secure and latched. On Sundays, the host will lock all exterior doors between 12:15 and 1:00PM and notify any groups still at the church at 1:00PM.” It means that there will be no access to the church after 7:30 PM unless a late comer happens to catch a host near the door. We will have to have appropriate signage at the doors once this is firm.
- Facility Manager Expense Approval: Chuck Grodahl made a motion to increase Neil’s expense limit (without having to have approval from Trustees) from \$200 to \$1000. Lee Boyleston seconded this motion. This request will now go to the Finance Committee.
- Defibrillator: Sue Ann Walke talked to Z medical which maintains our first aid boxes and they recommended either a Welch which cost \$3667.35 or a Medtronic which is \$3879.55. Price includes 12 people getting trained, CPR training and first aid training. Sue Ann will have a representative set up a demo at the church for the staff and at least 3 board members. She will let us know when that meeting is to take place in case anyone on the board would like to attend.
- Cleanout Excess/Outdated Storage: This in on the maintenance list and Bob Prather along with Jim Minear will check into this.

New Business:

- Magnolia Parsonage: With Sam leaving St. John's, there was much discussion as to the future of this parsonage. There are many options. A motion was made to get a comparative market analysis for resale, obtain its rental value, and check into tax implications with renting it as well as insurance issues. We will discuss this more next month.
- HVAC Contract: Two bids were received for the preventative maintenance contract. Palmetto Air's Bid was \$7140.00 while the other bid from Gold Mech was approximately \$20,000. The motion made by Kevin Bumpus to go with Palmetto Air was seconded by Chuck Grodahl and approved by all.

Staff Reports:

- Neil reported that 5 smoke detectors had never been hooked up by our original contractor. Palmetto Air which discovered this problem will correctly install them for \$2000.00. After much discussion, a motion was made to authorize \$2000 for these repairs for the smoke detectors, if Neil and a lawyer are unsuccessful in contacting the original engineering firm and don't have a solution from them in the next 2 weeks.
- Neil would like to get a bid for new carpet for the chapel and the hallway. He will also get an updated estimate for refinish the gym floors. He will present these bids at the next board meeting.

With no other business, the meeting was adjourned with prayer.

The next meeting will be **April 11, 2006 @ 7PM.**

Respectfully submitted,
Donna Jones