

Castleton United Methodist Church
Leadership Team Meeting Minutes
October 16, 2018

Team members present were Mark Unland, Ron Miller, Deb McCloud, Mary Carson, Chris Heylmann, Kim Paulus-Tauriainen, and Larry Burch (arrived later). James Hinshaw was excused due to illness. Pastor Jen Gibbs was also present as was David Ayers, Treasurer.

Prior to opening the meeting in prayer, Mary Carson asked for any joys and concerns. The joys and concerns included: prayer for 40 trunks at Trunk or Treat, continued prayers for Lauren Hannewalt, prayers for Deb McCloud's brother-in-law's family, and Dave Poole's mother-in-law.

Mary Carson opened the meeting in prayer at 6:35 P.M.

Minutes – Mark Unland moved to accept the minutes as amended, Deb McCloud seconded the motion. The minutes were approved unanimously.

Trustees – Mark Unland

As part of the Trustees report was the Board of Directors meeting

The Board of Directors meeting was called to order at 6:40 P.M.

Discussion during the Board of Directors meeting was the ratification of all decisions made in the prior year

Deb McCloud moved to ratify all decisions made this year, Chris Heylmann seconded, the motion was approved unanimously

The Board of Directors meeting was closed at 6:43 P.M. and we returned to the Leadership Team regular meeting

The Trustees report is attached to the end of these minutes

Finance – Deb McCloud

So far, CUMC is looking good

For the first 9 months, CUMC is \$5,120 short of covering expenses AND depreciation

As of September 17, CUMC was approximately \$144,000 to the negative

CUMC is in much better shape this year

The budget for 2019 will be completed soon

Way Forward – Pastor Jen Gibbs

A General Conference will be called in February 2019 concerning the ordination of LGBT persons, marriage of gay persons, clergy rights regarding performing services regarding gay persons

There have not been any substantive discussions at CUMC

Pastor Jen Gibbs outlined a process that is planned

In November, there will be a brief introduction of the topic in worship and a letter with links sent to the congregation

November 18 – Bishop Trimble will be conducting a convocation at CUMC from 2-4 concerning the Way Forward

January 2019 – there will be an in-depth session, probably on a Sunday afternoon, to discuss outcomes, review the Biblical and theological information and history, review the Book of Discipline, and discuss the skeleton of outcomes and what decisions families, churches, and conference will need to consider

The rest of the meeting was conducted as Staff Parish regarding evaluations of staff and clergy

The next meeting will be moved forward one week to November 13, 2018 at 6:30 P.M. in the Ministries Center Conference Room.

Trustee update - Oct 16, 2018

Lighting-

DEC 2017 Evaluation

\$48K for sanctuary
\$190K for lights (1200 units)
—
\$238K Total

Not included: Family Life Ceiling.

5 units have gone bad already this year. The ballasts are failing quickly.
We may need to negotiate to get \$ back and switch to vendor used for the latest LEDs, or a deal.
We're going to get one LED from new vendor as a demo/evaluation.

Sanctuary Lights:

Power usage on Sunday pushes us into a very expensive usage tier rate. Going to LEDs will get us under that threshold.

Non-sanctuary lights (1200):

Spent \$18,203.89 of \$25K approved of \$190K replacement
This addresses 117 of 1200, or about 10% of the lights, 9.6% of replacement cost.
The \$190K replacement cost was based on non-emergency light price. Emergency lights are a little more.

Emergency lights were higher priority and those are all complete, so that cost isn't evenly distributed. This will eventually be offset because 2x2s are slightly less in price. We are also eliminating some lights, so total count will reduce a little also.

Priority has been given to heavy use areas.

Batch 1 Approved \$15K Dec 2017, spent \$8,889.20

10 Emergency 2x4 LED
40 Regular 2x4 LED
6 Regular 2x2 LED

Round 2 of Batch 1: \$5,780 <Apr 27> for 20 Regular – never ordered
Order was for LED lighting for Overtime area... was deferred until we could consult with
new Youth Director.

Batch 2 Approved \$10K Sept, spent \$9,156.80

50 Regular 2x4 LED
10 Regular 2x2 LED
Should arrive this week

\$157.89

1 Regular 2x4 extra bright LED (for 22' ceiling) - prototype install to verify color, appearance and replacing dead unit in Family Life ceiling.
Should arrive next week. Possibly no charge...

CUMNS Facility needs:

MOLD

Last week CUMNS entered a classroom that has been used for storage and found lots of MOLD.

Some of the items were previously exposed to the burst pipe issue earlier this year. These items will need to be cleaned or replaced. The room will need to be cleaned/bleached.

However this issue brought to surface that CUMNS has been struggling with temperature and humidity control in many of the classrooms.

In at least 4 of the rooms, the thermostat is in the hall. There is no airflow from the hall to the room, so the thermostat is ineffective.

When the unit is not running, nothing is available to address the humidity.

We will get a proposal from Irish and others on how to permanently resolve this. For the meantime, we will get NEST thermostats installed in these rooms, and verify that the units are working properly.

Inspection findings.

These items need to get some priority. I will volunteer and find other volunteers to help Jim get these knocked out. Apparently some of these items are 3 years old, and we're supposed to get them fixed within 30 days. As far as the girls upstairs bathroom goes, my understanding is that the sink needs to be handicapped accessible, so lowering to a preschool child level may not be an option.

1. Light out in room #170 above the feeding table
2. Holes in ceiling tile in blue hallway
3. Cracked sink basins in boys and girls restrooms in blue hallway across from room # 179
4. Wall surfaces that were unable to be sanitized: The spackled area above the water fountain in upstairs hallway, and around and under the sink in boys upstairs restroom need to be sanded and painted
5. Caulk sinks in girls upstairs restroom. Jim has proposed building a counter top structure to help avoid the need for the children to use the sink basin as a handle to pull themselves up onto a stool to reach the sinks. The cost of this project is estimated at \$900. CUMNS budget only a lots for \$1500 in building maintenance for the year. I would like to propose lowering the sinks to an appropriate preschool child level to avoid the need for stools and the use of the basin as a handle. Another solution might be to

add a handicap type bar on the exterior of the stall/ wall next to each sink to be used as a handle to aid in the use of the stools to reach the sink.

6. Water stains on ceiling tiles in boys upstairs restroom.

7. Hole in the bottom of the kitchen exterior door.

HVAC updates – \$82K needed

6 Nesbitt classroom units are old and of these two have failed. These are in the Education wing. Estimate is between \$28K and \$36K, depending if done during normal working hours. Per June meeting, exploring replacing 2-3 of these units per year to spread out the cost – to come from Trustee/Capital Expenditure Fund. Part of the problem is that the system has to be drained and refilled when working on this. That is a big part of the cost if done in small quantities. Still need to determine timing/schedule, as this may require entire system to be out for a week, which limits when this can be done. CUMNS schedule and extreme temperatures have to be considered.

Updating thermostats for Family Life, Fellowship Hall, and 13 classrooms: \$38K
(Jim and Wayne have ideas that are much cheaper, that we have started to check viability).

Kitchen area: \$8.2 K <Defer to another year>

Church Work Day. Saturday, September 22, 2018 9AM – 1 PM.

Over 100 volunteer hours!

We had at least 23 people from Boy Scouts (Pack 520 and Troop 276) for approx 54 volunteer hours. We had at least 13 people from our congregation that were not with the scouts, for another 48 volunteer hours.

Work included: Continued the plumbing project in CUMNS classrooms, attacked weeds in many places including around playground and parking lots, cleaned out curb-side weeds, removed undergrowth on 71st and by the basketball court, filled in holes in lawn, seeded bare spots in lawn by the bell-tower, helped reduce walking hazard near sidewalks near the bell tower, and scraped/wire brushed paint on the Overtime covered walkway poles.

Youth Volunteers: Sunday, October 7th, 2018.

Youth painted the first coat of white on Overtime entry poles and pulled some weeds.

Tandy is having Youth perform volunteer service on first Sunday of every month. This was the first one. They will not always be doing things with the church property, but will also go out into the community.

Welcome Center Relocation: TABLED for now.

After discussing with the Duffs, there are coffee needs that would need to be addressed. Basically, they would need plumbing and power to be in the closet near the proposed site. Evaluating and additional brainstorming will need to wait until next year.

Merry Crews and some Welcome Center people recommend a swap with the coffee area. This would help with visibility, traffic flow, and put the coffee closer to where seating and tables are located. The current Welcome Center would be reduced in size (it is built in sections), which also allows for more meeting area space. **The proposal is to** do this move after the Christmas season which avoids making changes during a very busy part of the year and allows more time to coordinate this change.

CUMNS Plumbing update: Slow progress is continuing, as can only work after-hours. Still under approved budget. Goal is to get system transferred prior to first freeze. If you happen to notice red and blue pipes, that's part of this project. Hallway piping is complete. Next will be testing and incrementally switching over the different areas. After everything has cut over, the old system will be drained, and a small chase/box will be installed to cover the pipes in the hallway (box will probably be next year).

Roof repair – 3 small leaks in Ministry Center (one in the copy room). Roofers were contacted by Jim. Waiting for estimate.

Chairs – 100 replacement chairs have arrived! These will start to replace the old metal folding ones.

Interior Painting

What I've heard is up next: early winter – resuming Overtime (new name is ?) paint and lighting updates.

Eagle Projects:

- 1) Basketball Court benches – digging to start this Saturday on two concrete pads and benches. 811 should be marking the area this week.
- 2) Small playground – (planning stage) having a concrete berm installed around the outside perimeter, installing sidewalk, arranging to have play mat material poured to meet berm. This will eliminate weeds growing through the fence.

Woodworking: Gathering interested people to help make display cabinets, crosses and bowls for classrooms, info organizers and boxes for the Welcome Center. Investigating harvesting wood from dying Pin-Oak tree on church property. Removal of tree is planned for this Friday Oct 12th.

Still Waters – Dishwasher has been acting up. There is a concern that the dishwasher exit pipe may not be properly plumbed. Currently going into drain instead of through the garbage disposal. 4 of 5 dishwasher technicians think it is a problem. Tom Schubert is checking on code.

Overtime entry poles – One of these poles has almost entirely rusted away at the base. Tom Schubert recommends a concrete footing be poured, then he knows a company that will weld on a new foot for the pole. We should also dig around the other poles and perform preventive maintenance.

Deferred work:

This is the stuff that I know about. As I learn about items that have not been addressed, I'll start adding it here.

Basement drains

Trenches have been very effective. Future project to seal basement walls and convert trench into drains. Not high priority.

Church exterior painting - wood.

Most will be deferred to Spring – need volunteers or need budget. Many wood areas need repair and prep work. I've started talking to volunteers for repair work.

Brickwork:

In many places around the Ministry Center, bricks are cracking and starting to bow or lean away from the wall. These need to be temporarily sealed. Estimate is needed.

Sagging gutter – North side of Sanctuary

Moss on North side of Sanctuary – needs power washing?

Sidewalk/Curb hazards – nearby soil level too low, needs fill dirt, reseed

One-way sign – needs replacing

Weeding: Around parking lots, Still Water garden, Ministry Center parking lot, scout shed

Concrete slab needed – south side of Ministry Center (before geese arrive?)

Overtime lighting and painting

Kitchen hallway wall repair, add vent branch of HVAC to blow toward kitchen

Parking lot:

Sealing cracks

Recoat

Resurface

Restriping

. Estimates are needed.