

EDEN UCC BOARD OF TRUSTEES MINUTES
September 11, 2018

Present: Bob Turner, Bill Adam, Julie Booher, Diana Zankowsky, John Honerkamp

Regrets: Nicolai Vetovec, Jared Smith-Bove

The meeting was called to order at 7:00 pm by Bob Turner.

Devotions: Julie Booher

Practical Emergency Preparedness: No subject was presented.

Minutes: Bob motioned, and Bill seconded, the approval of the minutes from August with minor changes. Updated version with the minor changes was distributed and posted on 9/12/18.

Reports- Trustees were directed to read the reports which are posted on the Eden Leadership web page.

1. Senior Minister's Report:
2. Operations Report:
3. Treasurer's Report: A copy of the August 2018 Management report for 2018-2019 was reviewed at the meeting.

Review of Tasks and Assignments

1. Taking meeting minutes and subsequent distribution- Bill
2. Restocking first aid kits – quarterly-Julie
 - i. West Wing kit was replaced
 - ii. Check and restock Pioneer Chapel kit if necessary
3. Restroom posters changed – quarterly – Julie. TBD
4. Meeting times will remain the 2nd Tuesday of the month at 7 pm
5. The updates to the 12-month revolving work plan were approved. The plan is posted on the Eden leadership.
6. Office nameplates were ordered – John
7. Trustees were asked to review the “Wish List” of Eden campus improvements. Then suggest “Wishes” that are in the range of \$1,000 - \$10,000. The Senior minister could then refer these Wishes to be used for memorial grants. Diana asked for suggestions to be returned by Monday, September 17, 2018.

On-Going Projects

1. Deteriorating sprinkler piping in organ chamber – Diana to reach out to Fire Protection vendor, have him inspect all fire protection lines, get quotation and circulate by email so work can be started ASAP. Note that Swain & Kates Pipe Organs has requested to be present when work on the fire protection system will be done to protect the organ.
2. The following painting related items are schedule for completion on Saturday, October 13 during the Trustees' scheduled work day.
 - a. New & repaired fire system piping (5 locations)
 - b. Repair WW (south wall) men's restroom
 - c. Pioneer Chapel – chancel
3. A piece of linoleum to repair the floor in the WW men's restroom that matches the existing linoleum, is available in the 1st floor closet by the WW stairwell.
4. Repairing the finishes to WW men's restroom
 - a. Julie to check with her brother about performing the work on the flooring and the wall
5. Waiting on rain to determine source of leaks at Pioneer Chapel's front wall of narthex. We were not able to reproduce the leaks. – Bob
6. AC work for Oliver Hall will be completed after AC season is over. AC currently running. - Bob

Old Business

1. Reviewed work plan for October.
 - a. Check water heaters for rust. – Bill. Diana to provide locations.
2. August Items: Not yet completed
 - a. Vacuum AC outdoor units and lubricate blowers – John & Julie
 - b. West Wing filters should be changed on a quarterly basis: New quarter starts in October
3. Status of Disaster Preparedness Plan – No updates to report
4. Oliver Hall oven temperatures still need to be calibrated – John
5. Water fountains in the West Wing: Still need to schedule removal- Bob and Bill
6. Oliver Hall kitchen pantry lighting. Accessing power via outlets on the kitchen side, east of stove. Install motion sensing light. -Bob

7. Asset tagging – Diana to begin the process this year. TBD
8. Caulking around sink in 2nd floor restroom completed. No feedback provided on Bob’s work. Item closed
9. Tiburico-Vasquez/EBAC AC & door slamming issues
 - a. AC Issues-
 - i. Adjustable vent was installed to mitigate the problem
 - ii. Thermostats’ programing needs to be updated -Bob
 - iii. Thermostats’ as to which controls what
 - b. Door slamming Issue –
 - i. Posted signed about gently closing door, and asked for cooperation from other tenants
 - ii. No other solution is being proposed at this time
10. Striping the parking lots (clean/sweep first) TBD – Julie
11. Need for security cameras for the campus. Over all feeling was there should be cameras. Trustees requested that either Hank Stephenson or Scott Swanson be engaged in researching cameras and security system. Diana received contact information and an offer of technical assistance from Brotherhood Insurance and from ChurchWest (our insurance broker). Diana to provide contact info to Bill.
12. Approval was given to proceed with the purchase and installation of stackable washer/dryer units. Estimate of costs is required before Julie can get Church council’s approval.
13. Replacing the broken cabinets locks at the main sink on OH Kitchen. - Bob
14. Minister’s toilet
 - a. Bob to proceed with cutting an access door into the floor in the Fire Standpipe closet.
 - b. No permanent solution to the problem was proposed, nor approved
15. The San Francisco Choir has secured another location for their concert.
16. The telephone system for the church offices is no longer sold/maintained/support by NEC and the local vendor. Need plan for replacement. Diana to ask Scott Swanson for review of the issue.
17. Window Washing-No updates
18. Doorbell at front door to office needs to be fixed/replaced. Bob to schedule

19. Diana updated everyone on the locations of the recycling and trash (land fill) dumpsters. Monthly billing decreases by \$7 per month.
20. The emergency light in the narthex was fixed by Bob.

New Business

1. E-team has concerns about
 - a. Wireless availability at certain locations on the property
 - b. Functionality of laptop used to record church attendance
 - c. Trustees suggested reaching out to Scott Swanson for assistance in getting a better Internet service into the Sanctuary.
 - d. Pastor Arlene asked that better Internet service be considered for Oliver Hall, as well.
2. The FESCO/La Familia office space needs painting. Diana to obtain a quote and to clarify how much of the space will be painted.

Next meeting: Tuesday, October 9th, @ 7:00 pm.
Devotions in October: Diana Zankowsky

Trustees on Duty for October:

7th: John Honerkamp

14th: Bill Adam

21st: Bob Turner

28th: Julie Booher