

Properties Committee Minutes

April 11, 2016

Present: Ken Brost, Susan Brodd, Diane Wells, Dick Kohl, Vicki Holten, Joe Schwartz and Bill Alber

Meeting called to order and the committee recited the Lord's Prayer

Budget: The current budget was reviewed.

Ken's Report: Replaced 6 more round tables. Diane Wells located a vendor for replacing high ceiling titles, clean off vents and replace light bulbs for the facility and exterior lighting of entrance #3. Watched video about tool used for cleaning (interior only) windows. Estimate for exterior window cleaning obtained. Recommend additional line item in 2016 – 2017 proposed Properties Committee budget (\$750.00). Roof leak (CLM classrooms) – patched. Tour exterior grounds and roof at next meeting.

Pending Items:

2016-2017 Annual Budget to Council for approval. Facility Manual, Facility Use Request Form and the fee sheet were reviewed. Draft in progress. Requested staff assistance. Susan B. to follow up with staff. Vicky H. to follow up with staff in regard to “borrowing” items from the church and tracking. (Roasters, Carafes, tables, chairs, etc.)

Possibly develop policy and procedure for guests/members about tornado/fire safety. Perhaps a “Temple Talk” spring of 2016, provide an insert and publish in the “News you can use”.

The next meeting will be May 9, 2016 at 6:30pm in the Gathering Space.

Respectfully submitted,

Susan Brodd, Chairperson