

Properties Committee Minutes

May 9th, 2016

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

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

Budget: The current budget was reviewed. Proposed additional budget line items discussed (window washing & kitchen upgrade: floor/grease trap/hardware) and proposed locate a designer for boy's/girl's (CLM bathrooms) & downstairs women/men's bathrooms (by Fellowship Hall). Finance Committee agrees with the priority of the new carpet. Carpet replacement for Narthex, Gathering Space and FLC – Pending. Roof repairs to be completed in this budget cycle.

Ken's Report: Committee members toured exterior roofs, roof top units and stained glass window. Based on stained ceiling tiles in Gathering Space estimates for repairs to roof discussed – pending further evaluation and estimates. Ken B. is to obtain estimates for multiple current and delayed maintenance items.

Develop an inventory of all appliances and (large ticket price) office equipment, (to determine and track ages), Susan B. to locate a member (Dave Halverson) to recommend vendor for designing bathrooms.

Pending Items:

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

Possibly develop policy and procedure for guests/members about tornado/fire safety. Perhaps a “Temple Talk” spring of 2017, provide an insert and publish in the “News you can use”.

The next meeting will be June 13th, 2016 at 6:30pm in the Gathering Space.

Respectfully submitted,

Susan Brodd, Chairperson