

## **Properties Committee Minutes**

**September 12, 2016**

**Present:** Ken Brost, Susan Brodd, Bill Alber, Vicki Holten, and Dick Kohl

Absent: Diane Wells

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

**Budget:** Budget discussed.

**Ken's Report:** Repairs to roof – pending. Delayed maintenance items list. Inventory of all appliances and office equipment list. Kitchen upgrade – pending. Building inspector to tour facility with Ken B. Leak in basement – pending repair and add flooring to laundry area. Continue to replace heavy tables with light weight (8). Replace new shade in FLC. Gardens and flower beds – all sections have volunteers to manage these areas. Sanctuary – heating sacristan room.

**Pending Items:**

Facility Usage Manual, Facility Use Request Form and the User Fee Sheet – pending further revisions.

The next meeting will be October 10, 2016 at 6:30pm in the Gathering Space.

Respectfully submitted,

Susan Brodd, Chairperson