

ELIZABETHTOWN CHURCH OF THE BRETHREN
RESOURCES COMMISSION MEETING MINUTES
Saturday, January 11, 2020 1:00 PM at Elizabethtown COB

Commission members Duane Hernley, Carroll Kreider, Barbara Ellis, Greg Laszakovits, Rich Nornhold;
Kurt Sollenberger

1. All present had received copies of the December minutes. No changes or additions were noted.
2. Review of the current drafts of the proposed updated ECNS and ECC leases. A vote was taken to approve the Leases, as is was taken and passed with unanimously.
3. Tim Byerly is still working on a "Emergency Ops Plan"
4. Green Team Activities: Given the work of tree removal, the Resource Commission is requesting an update from Karen Wenger on the plan for tree planting. A request will be made for Karen to attend the February Commission Meeting.
5. Facilities Manager Report - Amy Zimmerman was submitted via email
 - a. We have had some plumbing issues. Leo Kob has been taking care of these issues. They have been very good and easy to work with. We continue to have some cleaning problems. I have almost daily talks with Bryce (owner of Premier One). I will continue to try to get this running smoothly. We had our first snow and everything looked great as far as the snow removal. I called both Kurt Bernhard and Nathan (Etown college), Letting them know we appreciate the work they did for us. I am continuing to clean areas of the church that haven't been cleaned in a very long time.
 - b. Discussion around regular maintenance issues not being addressed. Amy has created a work order system. It is a shared Google Form. **ACTION ITEM: P. Greg will send out the link to the resources team.**
6. Discussion of Resources Manual. Suggestion to add in the reminder for larger projects to be added into the timeline for inclusion into the budget. Resource Manual was voted on and approved. **ACTION ITEM: Duane to upload to the Resources files on the CCB Website.**
7. OLD BUSINESS
 - a. An announcement will be prepared notifying the congregation that parking is available on the college lot on the other side of Cedar street. **ACTION ITEM: Announcement to made in the bulletin to highlight that Parking is available across Cedar Street. This agreement has been in place since 1992 (more to be discussed later in the meeting)**
 - b. Robert is continuing work on upgrading the office and pastor's computers and will also look at some old computers we need to get ready to dispose of - Ongoing
 - c. Discussion of the possibility of putting monitors in the Christian Ed/ECNS entrance and the Centennial Garden/ECCC entrance for purpose of welcoming and providing information to all who enter there. **ACTION ITEM: Rich to dust off the quote for discussion at next meeting**
 - d. Performance of Premier One Cleaning. It does not appear that the College is willing to consider us contracting with them to provide cleaning services as well as potential other building services.

- e. Pastor Pam and Pastor Greg are in discussions with the Usher Team to have a strategy for unlocking the building on Sunday morning and locking the building after services. There has also been more of a focus on the automated door locking and unlocking from the office
- f. Amy continues to work on the clogged gutters and spouting.
- g. Kirk Bernhard will be taking care of doing entrances and sidewalk snow removal. Procedures are being documented.
- h. Reorganization of the Resources Commission for 2020.
 - i. Carroll Kreider has been voted in as Vice Chair
 - ii. Rich Nornhold has been voted in as Secretary
 - iii. Building Improvement Representative was Dick Keesey, going forward Barb Ellis is the appointed representative.
- i. Needed upgrades to the Building Security System.
 - i. Security System is Antiquated and doesn't meet requirements.
 - ii. 2006 Siemens - reach out to Siemens
 - iii. **ACTION ITEM: Amy to gather quotes for a security system upgrade**
- j. The Resources budget as discussed at the last meeting was approved by Church Council.
 - i. Budget has been increased because of some holdback on the immediate maintenance, based on larger building project.
 - ii. Need to set aside the amount of dollars that represents the ongoing normal expense to determine what is available for larger projects.
 - iii. Pending projects is the crossover between Resources and Building. We need to determine what falls under the domain of "New Building Funding" and under Resources.
- k. The Commission supports the formation of a Tech Team outside of the Resources domain, perhaps in conjunction with the sound video team, as a part of restructuring the Expressions Commission.
 - i. Define the domain of the tech team and where there is crossover with the Resources Committee
 - ii. **ACTION ITEM: Pulse Greg about formation of Tech Team timing**

8. NEW BUSINESS

- a. Pending Projects: Prioritize these and decide which we feel need to make sure happen this year.
 - i. Replacement Boiler Options - High Priority
 - ii. Security System - High Priority
 - iii. Tree Removal around Memorial Garden - High Priority
- b. Discuss procedures within the Commission
 - i. Weekly Report of day to day – **ACTION ITEM: Amy to put out a report**

- ii. Commission has agreed that Amy and Office have approval on the spot to spend up to \$1,000 with notification to Resources Chair, to be pushed out to the entire team. Voted and Approved
- c. Building Committee Potential Land Expansion
 - 1. Meeting on 21st 3:45 or 23rd at 4 or 5 with architect and building committee. Barb Ellis to represent the Resources Commission.
- d. DC Gohn counseled Etown COB to acquire additional property to expand the amount of impervious that we can potentially develop
- e. P Greg approached the ANE District Offices about their willingness to sell the parsonage back to Etown COB, but there is no intent for the District Offices to move.
- f. Carroll Kreider approached Elizabethtown College about possibility of purchasing land from the college. She met with Gerald Silberman, VP of finance, and he is bringing the issue to the Elizabethtown College Leadership team on January 14, 2020.
- g. The option explored was to extend property line to tree lines, with the purchase of 0.5 to 1 acre to give flexibility for future expansion.
- h. Possible joint development effort to provide access to the Bowers Writers House and provide church with additional parking.
- i. Need to find agreements on the parsonage sale. Indications are that Clarence Wenger, who negotiated the sale provided Etown COB right of first refusal.

Next Resources Commission Meeting – 2/3/20 Room 101 @ 7:00 p.m.

Richard Nornhold, Secretary