

ELIZABETHTOWN CHURCH OF THE BRETHREN

RESOURCES COMMISSION

MINUTES OF THE RESOURCES MEETING ON WEDNESDAY 10/30/2019 7:00 PM ROOM 101

In attendance were Resource Commission members Duane Hernley, Robert Hoffer and Dick Keeseey, Greg Laszakovits and Amy Zimmerman, Facilities Manager and for the first part of the meeting Building Improvement Committee members Barry Garman, Mike Bierbower, Carissa Bonner and Jim Hoffer. Pat Williams was in attendance at the Resources portion of the meeting to discuss ECCC and ECNS leases

Joint meeting with the Building Improvement Committee

The purpose of this meeting was to discuss Repair/Maintenance/Capital Expenditures and their status as to whether they should/can be included in the Building Project vs. being a Resources Budget item. This joint meeting was requested at the last church board meeting as a result of a review of the Resources 2020 Budget request for \$95,000 for Equipment/Improvements, Maintenance/Repairs, Landscaping and Capital Improvements. A list of specific items we discussed categorized as Building Project or Resources Budget is attached.

Regular Resources Meeting

1. The minutes of Minutes of the October 1, 2019 Resources meeting were reviewed and no changes were noted.
2. Drafts of the proposed updated ECNS and ECCC leases were discussed. Allocations of expenses to ECCC and ECNS based on the 2020 proposed Resources budget and the relationship to rents charged were reviewed. Copy of these analysis sheets are attached. It was noted that if past practice for ECCC is followed, they will have a significant rent increase for 2021. It was also noted that when the building project results in separate non-shared space for ECCC it is likely that the lease will be altered so that they will be responsible for their own cleaning.
3. Work on the **Emergency Operations Plan** prepared by Tim Byerly, Safety/Security Team Leader, continues. Resources has recruited the required representatives of the usher team, Christian Ed and Sunday school that were requested. Barb Ellis will be the Resources representative.
4. The Memorial Garden Committee has requested a meeting with Resources and Karen Wenger, Green Team Leader to discuss landscaping in the Memorial Garden area. The commission decided that they meet with Karen and get back to us with their plan for what should be done.

5. Facilities Manager Report - Amy reported that things were going better with Premier One, noted some of the things she was doing to make the building more attractive inside and out, indicated that she was going to talk to two landscapers about alternatives for improving the landscaping and making it easier to care for and looking at options for plumbers and electricians.
6. Dick has provided information to Barb to get us closer to having an updated Resources Manual. We hope to have this in final form for approval at our December meeting.
7. Resources spending to date was reviewed and the reasons we were over budget were discussed.

8. OLD BUSINESS

- a. A "Gate" has been installed at the entrance to office.
- b. An announcement will be prepared notifying the congregation that parking is available on the college lot on the other side of Cedar street.
- c. 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.
- d. 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 will be considered at a future meeting
- e. Amy reported that the performance of Premier One Cleaning has greatly improved. There has been no progress on working with the College to see if they would be willing to consider providing cleaning services as well as potential other building services.
- f. A strategy for unlocking the building on Sunday morning and locking the building after services was discussed. A price quote of \$2,422 to put an additional magnetic lock on the other side of the doors that currently have a lock on only one side was accepted. This will eliminate the need to have someone unlocking these doors on Sunday morning and locking them on Sunday afternoon. All other doors, with the exception of the doors at the front entrance which will be unlocked by the hospitality team and locked by the ushers will remain locked at all times. Amy will look at options for signage for the doors that remain locked. Dick will contact Jason about what needs to be done to facilitate access to Sunday School rooms that Jobie unlocked.
- g. The previously agreed to lease rate for ECCC for the year 1/1/2020 to 12/31/2020 was affirmed at the August Resources meeting. The next ECNS renewal is for the period 9/1/2020 to 5/31/2021 and the next renewal for I. U. 13 is for the period 7/1/2020 to 6/30/2021. Changes in Rental rates for these two entities will be calendared for discussion in February 2020. ECCC has been warned that it is likely

that their rent increase for 2021 will be significant due to increased cleaning costs and that when the building project results in them having their own space, they will likely be responsible for doing their own cleaning. The attached analysis for item 2 above will be the basis for future increases. The 2020 analysis indicates that ECNS will be paying less in rent than the church incurs for allocated expenses, which was not the case in the previous analysis. Also, a factor that did not go into this analysis is the fact that ECNS only rents the space for 9 months of the year.

- h. Amy is investigating problems with the spouting being clogged in front of the church, also at the south east corner of the covered entrance.
- i. We are working to get someone to remove the old tires by the shed.
- j. Restoration of lawn areas where tires and stumps were removed was discussed and it was decided to use some of the ground up stumps to mulch around trees planted by the Green Team and let the rest settle until next spring when these spots can be filled in and seeded.
- k. Kirk Bernhard will be taking care of doing entrances and sidewalk snow removal. Procedures are being documented.
- l. Resources Commission 2020. The terms of Barb and Dick expire. Dick can't serve another term. Barb will serve another term. We need someone to assume the chair position and a new member. Also, Robert as appointed member has served three consecutive terms, the maximum allowed.

[REDACTED]

- n. In light of the discussion we had with the Building Improvements Committee as documented in the list attached showing Building Project vs. Resources Budget expenses, we reconsidered the budget we had submitted to the Board for 2020. Our discussion resulted in only one change, the removal of the Sunday Security line item of. \$1,820. We believe that changes we are making to our locking system this year will eliminate the need for this going forward.

9. NEW BUSINESS

- a. 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.
- b. The clogged drain line under the kitchen has been opened. We considered the option of a grease trap, but are not going to pursue that at this time. We are going to look into getting drain lines flushed on a regular basis.

Next Board Meeting – November 4, 2019 - Dick and Duane will attend.
Commission Meeting – Monday, December 2, 2019

Next Resources

Dick Keesey 10/31/2019