

Trustees Meeting Minutes
Downs United Methodist Church
February 3, 2004

- **Present:** George Lewis, Darla Lanchester, Lyndall Cuba, Dale Palmer, Jean Riordan, John Werner (Finance Committee Chair), Andre McNaught, Dave Caldwell (Ad Board Chair)
- George opened in prayer.
- **Old Business:**
 - **January meeting minutes:** Lyndall made a motion the January minutes be approved; seconded by Dale. Motion carried.
 - **New parsonage:**
 - **Construction update:** Drywall finished and first coat of primer applied. (Fred Myers is our painter.) Drywall came in at \$2000 under budget. Parsonage committee chose the paint color—a neutral light color. Driveway rock put in three or four weeks ago. Culvert was installed by the county. Septic field done. Framing in basement has begun. Furnace has been turned on for several days. The garage door has been installed, and the opener will be installed shortly. The trim for the cabinets, doorways, and walls should be in soon. Fred will finish the trim, which was ordered unfinished, and this will save us quite a bit of money. May ask the congregation for help in sanding the trim. The parsonage will begin being locked to prevent theft and vandalism. The siding is four pieces away from being completely installed. The decision was reached on using concrete for the porch (instead of a deck), but there will be no concrete work until spring.
 - **Financing:** The general fund needs to remain at \$30,000 or greater (by vote of Administrative Board). Any money over that can be used to pay for the parsonage (as opposed to completely financing the parsonage). This will help improve our borrowing capability for the new church building.
 - **New church building:**
 - **Land purchase:** Purchase of land should probably be finished in two months. (That's our goal.)
 - **Annexation/rezoning:** George hopes to have this finished in two weeks.
- **New Business:**
 - **New church:**
 - **Two-phase build:** George received approval from the Administrative Board and Finance Committee to proceed with

- finalizing plans for a two-phase build.
- **Financing:** Discussed the timeline and campaign receipts if we broke ground in September. (All numbers and dates are estimates and/or guesses.) \$440,000 is the estimated amount we could borrow. Building fund balance as of 12/31/2003 is \$184,914. (\$100,000 will be used for the land purchase, and approximately \$60,000 will be needed for detailed drawings.) Pledges that are projected to come in by September 2005 (allowing one year for construction) would be around \$320,000 - \$340,000. (This represents approximately two years of giving for our three year campaign.)
 - **Construction drawings:** We need construction drawings to get bids from various companies. We won't know the final cost until we can get these bids. The drawings we have currently are not construction drawings.
 - **Two-phased approach approved:** Jean made a motion the trustees approve adding four classrooms (or whatever combination of rooms maximizes the space) in the area above the narthex on the "two-phase" plans, and this change be presented to Morton so they can begin the construction plans; Andre seconded the motion. Motion carried. George will invite Morton to the next meeting.
 - **Phase 1 space:** Phase 1 of construction would provide us more space than we have in the current building, much improved handicapped accessibility, and larger, more modern restroom facilities.
 - **Copy machine analysis:** The monthly maintenance fee of our oldest, least used copy machine is increasing to \$50 a month. Andre will work with the church staff, Rose Rutledge and Janice Cuba, to determine the usage of each of our three copy machines, the cost, and a recommendation about the number and type of copy machines our church needs (e.g., get rid of the oldest machine, buy a new one, etc.). The new \$50 a month contract is being renewed every three months, so having the recommendation acted on in 90 days would be preferred.
 - **Website maintenance:** Darla mentioned she would like at least one back up for maintenance of our church website. She will follow up with the person mentioned to determine interest.
 - **Discussion items for next meeting:**
 - **Facilities review** - need one or more trustees to head this up and determine how this will be conducted.
 - **Old parsonage** - utilization for Sunday School. Darla will work with

the Sunday School Superintendent, Peggy Stark, and the Youth Director, Rose Rutledge, to make sure the old parsonage is outfitted with the correct furniture, etc., for Sunday School and Wednesday Night needs.

- **Parsonage utilities** - What should the church pay for? (e.g., What level of cable service? Should we pay for dial-up internet access, DSL, or none?)
- Dale made a motion the meeting be adjourned; Darla seconded. Motion carried. Meeting adjourned at 7:55 PM CST.

Respectfully submitted,

Darla K. Lanchester,
Trustees Secretary