

**Trustees Meeting Minutes
Downs United Methodist Church
March 7, 2004**

- Present: George Lewis, Darla Lanchester, Lyndall Cuba, Dale Palmer, Jean Riordan, John Werner (Finance Committee Chair), Dave Caldwell (Ad Board Chair), Joe Gibson, Shari Riley, Andre McNaught
- Curt opened in prayer.
- Old Business:
 - February meeting minutes: Jean Riordan made a motion to approve the minutes, Joe Gibson seconded. Motion carried.
 - New parsonage:
 - Certificate of status of exempt property: George reported this was signed today.
 - New church building:
 - George presented the Morton proposal, which is a contract for Morton to complete the architectural construction drawings and bid out the build for a two-phased approach.
 - They have already provided us a rough estimate of the total cost of the building we want: \$1,620,000.
 - Architectural fees are 5% the cost of the project. Morton wants this paid up front. (Most firms charge more—7-9%.) Estimated cost of these fees is \$81,100.
 - Congregational has already given approval to have the architectural drawings prepared.
 - George will ask Morton for clarification on the statement in their proposal that states says they own the plans, even if we don't choose them for the building process.
 - If Trustees think the proposal is sound, George will ask for ratification from Finance and Administrative Board, although it's not a requirement.
 - George will ask Morton for the standard payment schedule, the percentages which are noted in Step 3 of their proposal.
 - If we accept the proposal, we are not obligated to any particular start date (if we choose Morton to build the building).
 - The proposal contained allowances (estimated) for various items for Phase 1. Signs are excluded. Are there any others? Some items like a few pieces of kitchen equipment are excluded. Sound system is considered internal furnishings.
 - Finances: John Werner discussed financing for the new building. Projected income for this year for general fund is \$165,000. Receipts are about \$17,000 to 18,000 per month. Injoy's prediction is we'll get 40% of the faith promise pledges by the end of the first year (by October 2004).
 - General fund money is available for parsonage, although the

Administrative Board recommends maintaining \$30,000 as a minimum amount in the general fund.

- The Administrative Board has previously approved 29% as a total debt percentage amount (i.e., the church should carry a debt-load larger than 29%). The parsonage loan will be for approximately \$70,000, based on the church being able to pay \$45,000 cash up front from general fund. With all this in mind, we should be able to borrow about \$475,000 for the new church building. If everything falls into place, we might have as much as \$825,000 for Phase 1. We have not counted the current balance of building fund, nor the price of the property for the building, amounts which offset each other.
- Do we want to finance purchase of the property or pay the whole amount from the building fund? George asked Finance Committee to let us know the answer. John will take that back to Finance.
- Darla Lanchester made a motion the trustees approve Morton proceed with developing a project delivery system at a cost of \$79,000 (over and above the \$2,000 already paid). Jean Riordan seconded. Motion carried.
- Lyndall Cuba made a motion George take this proposal to Finance Committee and Ad Council for ratification. Darla Lanchester seconded. Motion carried.
- Parsonage update by Lyndall:
 - Few homes get a visit from state plumbing inspector while being built. The parsonage was visited this week. The inspector wanted some changes (e.g., angles and traps changed). Changes will be made this week.
 - The simulated wood laminated flooring turned out nice. In three weeks or so, carpet will be put in.
 - Other updates: Currently trimming out the windows. Garage doors are now working. The fireplace mantle was delivered Thursday—a true work of art. (It is a mantle and an entertainment center and provides storage. "Jesus is Lord" is inscribed on it.) Doors are almost all hung. Cabinets and countertops are all installed.
 - The sidewalk has to be installed before Curt and Pam can move in.
- Dale Palmer made a motion to adjourn; Shari Riley seconded. Motion carried.