

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

- **Present:** Darla Lanchester, Andre McNaught, Jean Riordan, Curt Rush, Lyndall Cuba, George Lewis, Dale Palmer, Shari Riley
- Curt opened with prayer.
- There is an amendment to the August 2004 minutes. Darla made the motion to the adjourn the meeting and Dale seconded it. The incorrect minutes stated that Darla both made the motion and seconded it. Jean made a motion the amended minutes be approved. Shari seconded. Motion carried.
- **Old Business:**
 - **Parsonage repair from hailstorm:** Still waiting on materials, which should be here in about a week. (For those who forgot, the bid for the repairs is \$450.)
- **New Business:**
 - **Construction committee:** The new name for "building committee" is the "construction committee." These people will be on this committee until the completion of the new building: George Lewis, Kitty Coulon, Dale Palmer, Mark Blanchard, Dave Bach. Their role is to work with the architect to finalize design, assist in compiling information on city, county and state building codes, participate in the bid process, review all contracts, assist with obtaining all necessary permits, maintain financial records and a cost-control budget, select building materials, approval all change orders, manage any task groups for selection of colors, furnishings, etc., participate in building inspections, and approve payments throughout the building process. Andre made a motion we approve the members selected and the assigned roles; Darla seconded the motion. Motion passed.
 - **Final site analysis by Farnsworth:** The architect will need a final site analysis as a part of the building process. (George discovered this when he began looking for any costs we might incur that we did not yet know about for the construction of the church.) Lyndall made a motion we approve this expenditure; Shari seconded. Motion carried.
 - **Final drawings from Morton:** They have lowered the price for color drawings from \$2700 to \$800. This will include 3-D perspective and a water color. These two items would not have been possible with our other source. Andre made a motion we spend \$800 and get the drawings from Morton; Lyndall seconded the motion. Motion carried.
 - **Response to village concerns:** The group discussed the wording of the response to potential concerns about the Washington street egress, the storm water drainage, the parking lot lighting, the parking lot appearance to neighbors, and trash and litter on the property. When the attorney finishes his review of the wording and changes are incorporated, we'll review the document for approval.
 - **Annual Conference Reports:**
 - **Radon detection reports:** Must be done between October & March, so we probably can't get this completed in time for this year's annual conference report.
 - **Water inspection:** Need to get records from village to include in the report for the annual conference.
 - **Work orders:** These are items we need to attend to in the future.
 - Move wall in Curt's office
 - Refurbish clock
 - Add viewing pane to classroom doors (or we have to have two adults in each classroom per our policy on sexual harassment prevention)
 - Add downspouts to remove water from classroom roof
 - **2005 Budget:** George will send us an email letting us know what last year's figure was and what we spent in 2004, so we can set this year's budget for equipment and capital outlay.
- Dale made a motion to adjourn the meeting; Jean seconded. Motion carried. Meeting adjourned at 7:35 pm.