

**Trustees Meeting Minutes
Downs United Methodist Church
November 2, 2004**

Present: Jean Riordan, Curt Rush, George Lewis, Dale Palmer, Lyndall Cuba

- Curt opened with prayer.
- Dale made a motion to approve the October minutes. Jean seconded. Motion carried.

Old Business

• **Building Construction**

- Informally met with the Village trustee to review the updated annexation agreements. We are waiting for the neighborhood meeting to be scheduled.
- We will move forward with scheduling the zoning hearing. Zoning hearings require a 15 day notification. The church will need to pay for the Pantagraph notice.

New Business:

- **Copy Machine Replacement** - The lease for the current copy machine expires January 1, 2005. We have received a bid from the local Ricoh dealer. The school district and village both have contracts with Ricoh. The monthly lease cost for the Ricoh Aficio 2035e Digital Photocopier would be \$270.00 per month for the 4 year lease. After the completion of the lease, the church would be able to purchase the copier at current market value. The new lease monthly payment is \$9 higher than the current but we are allowed an additional 2000 copies per month. Lyndall Cuba made a motion to approve a 4 year lease on the Ricoh Aficio 2035e copier. Jean
- **Fall Clean-up Day** - A fall clean-up day will be scheduled for Saturday, November 13th, starting at 8:00 AM. Items that need to be taken care of are:
 - replacement of 2 broken windows in the shed
 - raking & disposal of leaves
 - clean out gutters on church, annex, old parsonage
 - adding viewing panels to the church Sunday school classroom doors
 - replace vent over Sunday school classrooms
 - install interior doors to separate classrooms in old parsonage
 - plaster repair to ceiling joint in SW corner of sanctuary overflow room
 - install storm windows in annex
 - Complete porch painting at new parsonage
 - Install plate under new parsonage front door
- Dave Bach has trees we could plant at the new parsonage. Dale Palmer will work with Dave on type of tree we would like and placement.
- Dale Palmer Motioned to adjourn. Lyndall Cuba seconded. The motion carried.