

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

- **Present:** Darla Lanchester, Jean Riordan, Curt Rush, George Lewis, Dale Palmer, Lyndall Cuba, Andre McNaught, Mac Fuller
- Curt opened with prayer.
- **Old Business:**
  - **Building Construction**
    - **Village Negotiations:** Neighborhood informational meeting occurred, and we covered the annexation agreement, and provisions we will make to address possible areas of concern.
    - **Next Step:** Zoning hearing is next.
    - Reviewed contract for sale of land, along with recommendations for changes in language. Attorneys of both parties are working on language changes. May have a quick meeting to review changes in the next few days.
- **New Business:**
  - **Audio/Visual Equipment:** Curt has a bid from a company for overhead projection system (does not include computer). Projector would hang down from ceiling in the main part of sanctuary, and the signal would split off to a 42" TV (approximate size) for the overflow seating area. Fowler bid \$6389. CCI Solutions bid \$4261. All-Pro Sound bid \$3912. Installation not included.
    - Lyndall made a motion we approve an expenditure of up to \$5000 for the purchase of audio/visual equipment for the sanctuary. Mac seconded the motion. Motion carried.
    - The money to pay for this equipment will come from multiple memorials made a while ago. This will not be taken from existing budget nor will it need to be approved by Finance since it's memorial money. (It's not a budget item.)
  - **Parsonage:** Front door needs adjusting or thresholds need adjusting. (There is a crack through which you can see light.) Still need to finish some painting. Garage door that goes into kitchen has a gap. Settling cracks in front room and a few others will be taken care of in a year or so (after settling has finished). Curt and Pam are planning an open house in the near future.
  - **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): Lyndall is working on this.
    - Doors for Sunday School in the old parsonage: One door is installed.
- Dale made a motion to adjourn the meeting; Mac seconded. Motion carried. Meeting adjourned at 7:33 pm.