

**Trustees Meeting Minutes
Downs United Methodist Church
January 4, 2005**

- **Present:** Shari Riley, Darla Lanchester, Jean Riordan, Curt Rush, George Lewis, Dale Palmer, Mac Fuller, Jon Spelde
- Curt opened with prayer.
- **Old Business:**
 - **Approval of Meeting Minutes.** Dale made a motion we approve the December 7 meeting minutes. Jean seconded the motion. The motion was carried.
 - **Building Construction:**
 - **Village Negotiations:** We are still in negotiations with the village on the annexation agreement. The village felt comfortable with all items in the agreement except the egress (i.e., entrance) onto Washington street.
 - **Land purchase contract:** Hunt-Henderson is working with the bank on the contract.
 - **Audio/Visual Equipment:** After the last Trustees meeting, we found a local source for all the equipment for less than \$4,900, including installation. We also decided not to purchase a 42" TV for the overflow area, but instead go with a used projector for \$500 and a screen. Darla made a motion we amend the purchase arrangements from the December 7 meeting minutes so that a used projector will be purchased for \$500 instead of a 42" TV and the remaining equipment will be purchased and installed for \$4,900; Shari seconded the motion. Motion carried.
- **New Business:**
 - **Election of officers for 2005:** George's term as a trustee ends, but he is still a member of the Construction committee and may continue to appear at Trustee meetings in that capacity. The Trustees need to elect a chairperson and a secretary.
 - Jean nominated Dale as chairperson. Shari seconded. Motion carried.
 - Shari nominated Darla as secretary, Mac seconded. Motion carried.
 - **Work orders:** These are items we need to attend to in the future.
 - Move wall in Curt's office
 - Refurbish clock: George will give Darla the name of the clock repair shop that was recommended to him.
 - Add viewing pane to classroom doors (or we have to have two adults in each classroom per our policy on sexual harassment prevention): Finished in classrooms in the education wing of the church building. Thanks, Lyndall.
 - Doors for Sunday School in the old parsonage: Both doors, but trim is not installed. Door handles need to be installed.
 - The trustees thanked George on behalf of the church for his service as trustee chairperson this year. They also thanked Jean and Lyndall for their services on the trustees committee.
- Shari made a motion to adjourn the meeting; Mac seconded. Motion carried. Meeting adjourned at 7:35 pm.