

## **BOARD OF STEWARDS MINUTES**

**FROM FEBRUARY 18, 2020**

The meeting was called to order at 6:30 pm by Buddy Brewer.

James Malac led everyone in an opening prayer.

There were ten members present. The minutes from January were reviewed and accepted. Jamie Lea and Danny Eppers made the motion to accept the minutes.

**Ray Law** of Finance reported that the net operating income as of January 31, 2020 was (3,238.52). The allocation of Harvest Moon and Pumpkin Patch funds were distributed to the Scholarship Fund, \$2,500 as start-up funds for 2020 and the balance was left in the general fund account. Collie Smith made the first motion to accept and Willie Thompson made second motion, no opposing.

The members also asked Ray to have all budget reports submitted to the Board by the 2<sup>nd</sup> Tuesday of each month so they could be ready to add to agenda.

Ray Reece will be added to banking signature cards and Brittani Hawkins signature will be removed from the signature cards. Cheryl Doss and James Malac made the first and second motions to accept with no members opposed.

Board Member Melody Mendez asked the board for a key to the FLC for Youth functions. This was approved by all. She also inquired about the Youth Fund budget monies and informed us that she would be submitting some receipts for reimbursement from the Youth group.

**SPRC – Collie Smith** – We are still in need of a part-time finance person and a Director of Family Life person, but with no funds to pay for these two positions advertising to hire has been placed on hold.

**Trustee Report by Willie Thompson** (which I will attach) outlines Work in Progress, Projects that are on hold and Completed Projects for 2020.

**Pastor report** – We have one quote for installation of Cameras for \$6,300 and are waiting for two more quotes before making a decision. Pastor Jamie also asked that all Team Leaders make sure their duties are fulfilled and in tact before each Sunday Worship service.

**Old Business Topics** – The town hall meeting is March 29<sup>th</sup> and the BOS will have the topics of discussions prepared and presented for our March meeting.

**New Business Topics** – It was brought to our attention to sell one church van for cost saving reasons. The board will first evaluate how much the van is actually used and the cost basis of keeping the van. Cost basis being insurance, gas, maintenance, inspections/license tags, etc.

Weekday School will be asked to present the BOS their Balance Sheet reports to our March meeting and to be prepared to answer any questions we may have about the Weekday school program operating within CUMC. Pastor Jamie and Buddy Brewer will prepare and deliver this request to the Weekday School leader.

The C.H.A.O.S group presented us a list of things they would be willing to volunteer their time and help with. Such as organizing storage spaces, document equipment and the use of equipment, create CUMC facility maps and anything else the church would ask of them. This was voted in as YES, with Danny Eppers making the first motion to accept and James Malac with the second.

The only other topic of discussion was Board members being absent from our monthly meetings. It was discussed that if a Board member is absent FOUR times during a calendar year they will be asked to resign and/or be removed from the Board **and this is in effect this year -2020**. The Guiding Principles have already been amended to reflect this change and will be reviewed at the end of this year for more possible changes. The first motion was made by Amanda Janaeck and second motion by Danny Eppers, no opposing and motion was accepted.

At 9:40 pm Jamie Lea and Collie Smith made the motion to adjourn and meeting was adjourned.

## **WORK IN PROGRESS:**

- 1) Trustee Files
  - a. Jesse Till is working on updating files and getting ideas on the best way to organize these files.
- 2) Develop Asset List that includes condition and potential retirement/replacement date
  - a. Jesse Till and Danny Eppers will work on this project.
- 3) Youth Room
  - a. The door for the youth room is going to be painted by the Youth. Project being coordinated by Amy Law and James Malac.
- 4) Lighting:
  - a. Michael Rose is going to do some more update work on the large flaming cross.
- 5) Flashing at Breezeway:
  - a. Danny Eppers and the painter will try caulking this with some NPI caulking to try to seal it.
- 6) Repair two door lock cylinders:
  - a. Jesse Till is going to coordinate with Jamie on getting with Baytown locksmith on the repair of two door locks.
- 7) Proposal for Audio Visual updates by David Hebert\*:

a. Behringer X32 Compact Mixer Bundle and accessories	\$2,728.99
b. Computer upgrades with spec listed on proposal	\$1,350.00
c. Graphic Card	\$220.00
d. Pro Presenter Campus License	\$799.00
e. Console Installation and Custom Media PC Build	\$1200.00
f. It was okayed to go ahead with this project except for the Mixer Bundle and accessories (Item a)	
g. *Items b-f were approved but money has not been approved yet.	
- 8) Eagle Scout Projects:
  - a. James brought up the subject that we need to have a list of projects that if we are asked what an Eagle Scout could work on, we could tell them. James checking on this.
- 9) Electrical Service Renewal Contacts:
  - a. Jesse confirmed that contracts come up for renewal the summer of 2020. We can decide at that time if we can do better on rates.
- 10) Need to get painter Back Out:
  - a. Painter came out and will do the atrium area at the same time he does painting on office renovations.
- 11) Building Use Applications:

- a. Form updates completed and copies given to Trustees.
- b. Need to coordinate with the Building use policies.

#### 12) Insurance Policies

- a. Jesse is going to check these policies out and check on renewal dates. Jesse checked the prices of insurance. Policies will come up for renewal Feb 1, 2020. Jesse still doing some checking on this.

#### 13) Monthly Lock Up:

- a. Norman has the monthly lock up for December. The new Board of Stewards will need to address 2020 lockup.

### **ON HOLD:**

#### 1) Choir Area Remodel

- a. Ray to coordinate the sale of piano to fund the project. We did have a contractor (Fernando Reyes) come out and look at plan to extend platform outward toward pews, remove the Pony Wall on each side of front pews, place pulpit in corner of extended platform, remove carpet and replace with engineered wood. On hold until piano sells. The piano sale will not bring in enough to fund the remodel. We will just keep this in the ON HOLD section just as placeholder.

#### 2) Add Exit Door on side of Building next to Choir Area

- a. No action at this time. Leave on list for future discussion.

#### 3) Parsonage Painting

- a. Mrs. Kandace does not want us to paint the interior until they have moved. Danny will advise Finance and Admin. The cost to paint per bid from Gabino Baez painting was \$3,800.

#### 4) Church Office Renovations

- a. Remove drywall off of two walls and replace with sound proofing between the Pastor's and Brittani's offices.
- b. Remove carpet and replace with wood looking tile.
- c. Move desk out and make an L shaped desk.
- d. Build some cabinets on the back wall.
- e. Move the kitchen area and open up space for copier.
- f. Remove the powder room type bathroom, do some drywall work and replace with the wood floor tile.
- g. Remove vinyl baseboards and replace with wood.
- h. Paint area that needs painting from renovations.



- i. If the cost comes in under \$30,000, Danny will take this to the Finance Committee. This was approved by Trustees.
- j. This includes getting rid of all of the old fluorescent lights with LED recessed canned lights.
- k. The final estimate for this work was close to \$40,000. The Finance and Admin Committees asked that this be put on hold until the new year and see if most of the funds could be raised directly from the church members.

## **COMPLETED PROJECTS 2020:**

- 1) Panic bars (2) install in Sanctuary West Welcome Area.
  - a. Danny Eppers purchase, Mike Day install; Jan 2020
- 2) Insurance Renewal:
  - a. Required emergency electronic vote with motion submitted via email on 1/23 @19:30
  - b. Motion carried with 10 affirmatives; 4 no response
  - c. Renewal cost at \$36,083.01 through 1/31/2021. This is increase of \$4,245.05 YoY and above 2020 budget.
  - d. Quarterly payments required:
    - i. 1/24/2020      \$9,036.99      (Submitted with Binder Agreement)
    - ii. 5/1/2020      \$9,015.34
    - iii. 8/1/2020      \$9,015.34
    - iv. 11/1/2020     \$9,015.34
- 3) Parsonage Drain Repair
  - a. Danny Eppers coordinated \_\_\_\_\_ to have drain properly repaired with cost of \_\_\_\_\_; Jan 2020
- 4) Sprinkler Leak Repair
  - a. Sprinkler leak on northeast side of AA meeting room completed by \_\_\_\_\_ with cost of \_\_\_\_\_; Jan 2020.
- 5) Cub Scout Troop Building Use Request
  - a. Electronic vote utilized for request on 1/6/2020 @ 14:31
  - b. Request for every other Thursday for 6 months
  - c. No apparent calendar conflicts
  - d. Vote carried >50% as of 1/7/2020 @ 09:48.