

Crosby United Methodist Church Trustees Report

BOLD TEXT indicates update since last report

Trustees:

Name	Phone	Email
Willie Thompson	281-216-8244	willie.thompson1@yahoo.com
Danny Eppers	713-501-6161	danny@citiviewhomes.com
James Malac	281-802-7121	vjmrlm@aol.com

Maintenance Team:

Name	Phone	Email
Norman Burgess	713-249-5031	
Mike Day	832-655-3279	
Jesse Till	713-826-6757	llitsj@comcast.net

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.
 - b. Need more information on scope.
 - c. **Introduction made, no progress. (Willie)**
- 2) Develop Asset List that includes condition and potential retirement/replacement date
 - a. Jesse Till and Danny Eppers will work on this project.
 - b. Determine priority/timeline, synchronize with files. Target Budget set for 2021 for items <\$500, need to create template log. (Willie/Ray R.)
 - c. **No Progress.**
- 3) Lighting:
 - a. Michael Rose is going to do some more update work on the large flaming cross.
 - b. **Michael is working on price on parts to build backdrop for large Cross & Flame.**
 - c. **Propose adding 11 Ceiling Mount LED's on Drive through, Walkway between Sanc-Week Day Wing, and all outside exit doors on main building (\$1,375.00)**

- 4) Proposal for Audio Visual updates by David Hebert* (Y/N indicates complete):
 - a. Behringer X32 Compact Mixer Bundle and accessories (N) \$2,728.99
 - b. Align to A/V improvement options. Remove need for mixer.**
- 5) 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.
 - b. Flashing at breezeway leaking; Danny Eppers and the painter will try caulking this with some NPI caulking to try to seal it.
- 6) Security Camera Improvement:
 - a. Schedule visits with Dana Motte (281)-216-6268 and Ryan Weaver (281)-723-0435 to discuss options
 - b. Schedule with Trustees and Buddy Brewer (**Willie**)
- 7) Audio/Video Enhancement Plan**
 - a. Scheduled site visits with:**
 - i. Bryan Bazemore with PGF Integrations 281-235-2353 3/26 @ 15:00
 - ii. Jay Bole with HiFiDoc 713-828-3227 5/18 @ 16:00
 - iii. Mark Owen (Boy Scouts) with BEMA Services 713-586-6430**
 - 1. Site visit with BEMA being scheduled.**
 - b. Scope being developed with site visits**
 - c. Propose projector bulb replacement \$350 for rear eastern projector.**
- 8) Parsonage Bathroom Flood**
 - a. Clean Team Plumbing
 - i. Installed PEX tubing in 2016
 - ii. Work and material covered by warranty
 - iii. Initiated reclamation with Entrusted until additional water source identified
 - b. Entrusted Reclamation
 - i. Provided removal of wet materials (drywall in bathroom and front bedroom closet, bathroom vanity; nothing salvageable
 - ii. 5 days drying services – reported all water mitigated: report coming
 - iii. Tested additional moist areas in hall closet and master closet; noted no air gap at bottom of doors with carpet
 - c. Repair
 - i. Sergio’s Ceramic Tile 281-462-8480
 - ~~ii. AllStar Construction 281-847-0294~~ not interested due to insurance involvement
 - ~~iii. Boudreaux~~ – No contractor availability
 - ~~iv. Eric Gainer/Topline Construction~~ – No availability until Sept 202; referred Sergio’s.
 - d. Insurance claim initiated expecting some responsibility for reclamation/repair
 - e. Meeting with Clean Team has indicated no additional charges, have taken fiscal responsibility for water remediation cost

- f. Materials selected for bathroom/bedroom repair. Awaiting insurance requirements for recommendation on living room floor.
- g. Construction with Sergio's scheduled for 7/27/20.**
- 9) Propose to develop Weekday School Operational Cost
 - a. Water/Sewer, Electric, Cleaning, Phones, Insurance, Security/Fire Alarms
 - b. Have available for August 2020
 - c. Clarify expectations of Task Team**
- 10) Parsonage path forward
 - a. Provide recommendation as part of 2021 budget build
 - b. Expand conversation to include stipend options**
 - c. Ray R. working similar project that could be altered to deliver some support material; need to define expectation to determine fit. Task team?**
- 11) Texas Methodist Financial Funds Management**
 - a. Improve visibility of investments as part of 2021 budget build**
 - i. Improve value of \$325k to CUMC vs current .08% interest yield (Reference TMF Account Summary)**
- 12) Fellowship hall wood ceiling near crown notices to have apparent water damage on 6/12/2020. Diversified Roofing contacted for service call on 6/16/2020 @ 11:00.**
 - a. Actively working**

NEW ITEMS:

- 1) Front sidewalk along driveway to be repaired.
- 2) Provide CUMC Van Update:
 - a. Create vehicle use log and amend policy to utilize log.
 - b. Action additional review end of 2020.
- 3) Review security camera scope and proposed bids received to date (attached).
- 4) Building Use Applications:
 - a. Form updates completed and copies given to Trustees.
 - b. Need to coordinate with the Building use policies.
- 5) Insurance Policies
 - a. Coordinate review and request additional estimates prior to EoY 2020.
 - b. Consult GCF&A minimum requirements.
- 6) 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.

- 7) Southeast Sanctuary projector is not working; replacement/repair aligned with AV improvement initiative (gather input to replace both rear projectors with single monitor in center).

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.
 - b. 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.
 - c. Sales of 6'8" piano was initially estimated at ~\$30k, purchase of replacement 4' piano was estimated at ~\$10k. Actual estimate of sales is ~\$10k as current 6'8" piano is refurbished.
 - d. Single estimate has been received for choir remodel for ~\$26k
 - e. Project ON HOLD
 - f. Exit door from choir area. No action at this time. Leave on list for future discussion. Propose move to scope of #1 to include in Choir Area Remodel.
- 2) Church Office Renovations (Revised SoW 2/26/2020)
 - a. Remove Drywall in 2 walls adjacent to Pastors office and re-install soundproofing drywall system.
 - b. Remove carpet and tile floors in Receptionist Area, Pastor's office, Music Director's office, Kitchen area, Powder BA. Float and reinstall wood look tile and baseboards and a finished look. Approximately 875 SF.
 - c. Purchase high quality desk for reception vs building a custom one with quartz countertop.
 - d. Fabricate and install new built-in cabinets on back wall (approximately 8') with adjustable shelves and Install new cabinet door pulls on existing built-in cabinets that will remain to match hardware on new built-ins.
 - e. Remove tile in powder room and replace with drywall.
 - f. Install church supplied ADA toilet and pedestal sink
 - g. Replace exhaust in powder bath
 - h. Replace cabinet doors on all cabinets to match desk includes soft close hardware
 - i. Remove existing "L" shaped Formica countertop and replace with Quartz countertop (25" x 112" and 25" x 55") matching countertop for kitchenette area.
 - j. Install Under mount sink in kitchenette
 - k. Paint entire office drywall, cabinetry, and trim (Receptionist Area, Pastor's office, Music Director's office).
 - l. Reinstall furniture to new floorplan.

- m. Lighting retrofit existing fixtures with LED lamps
- n. Hallway replace baseboards.

COMPLETED PROJECTS 2020:

- 1) Panic bars (2) install in Sanctuary West Welcome Area.
 - a. Danny Eppers purchase (\$159.24), 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; Jan 2020
- 4) Sprinkler Leak Repair
 - a. Sprinkler leak on northeast side of AA meeting room completed with cost of \$1000; 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.
- 6) Lights at Flagpole were repaired @ no cost.
- 7) Jamie coordinated repair two door lock cylinders (FLC and other) with Baytown Lock on 2/26/2020 at cost of \$116 which also included 12 keys made.
- 8) Purchase of Viewsonic 800 installed on left side of sanctuary. Installed 3/3/20. Cost covered by donation with funds received.
- 9) Mike Day repaired Sanctuary front door (RH) tensioner screws stripped/loose.
- 10) Front flower beds to be reworked; Gary Janacek to take care of the flower beds with his labor crew (not yet completed) – Done
- 11) Proposal for Audio Visual updates by David Hebert* (Y/N indicates complete):
 - a. Computer upgrades with spec listed on proposal (Y) \$1,350.00

- b. Graphic Card (Y) \$220.00
- c. Pro Presenter Campus License (Y) \$799.00
- d. Console Installation and Custom Media PC Build (Y) \$1200.00
- e. It was okayed to go ahead with this project except for the Mixer Bundle and accessories (Item a)
- f. *Items b-f were approved but money has not been approved yet.

12) Key permissions and building use approved by BoS

- a. Propose trustees' delegates manage key permissions and utilize monthly BoS meeting to document changes and/or permissions granted through meeting minutes.
- b. Propose trustees' delegates manage build use permissions up to some level of duration/frequency/facility elevating request to full BoS as required and trustees utilize monthly BoS meeting to document approvals granted or denied through meeting minutes.

13) Youth Room

- a. The door for the youth room is going to be painted by the Youth. Project being coordinated by Amy Law.
- b. Completed week of 5/11/2020.

14) Installed Switches allowing camera/slide for virtual worship in both Sanctuary and FLC

- a. Sound room installation unsuccessful due to computer and laptop limitations
- b. Hardline internet repaired per Mark Owen
- c. Replaced computers with new desktop (\$1250 equipment) plus \$500 install to get full worship experience rebuilt for worship service on 4/17
- d. Cost burden eased by UMM (\$500) and UMW (\$500) donations

15) Electrical Service Renewal Contacts:

- a. Work required by trustees for ~May BoS meeting.
- b. Ray R. has provided initial estimate of \$200/mth savings to swap to Engie Resources through Conference.
- c. Formal motion to switch to Engie attached effective 7/7/2020 through 5/31/2021.
- d. Ray Reese actioned transition 6/4/2020.

16) Building use request supported for:

- a. A. F. Harris Celebration of Life on 6/12/2020 on 6/8/2020
- b. Mac McDill Memorial Service 6/14/2020 on 6/8/2020

17) FLC Thermostat failed 5/20/2020; electronic request to replace along with 5 other remaining legacy thermostats on property to bring all to programable with battery backup made to BoS with expected expenditure ~\$600.

- a. Motion passed with 11 email approvals

- b. Installation of thermostats completed by Pastor Lea 6/1/2020
- 18) **During installation of AC thermostats, ground wire for outside unit supporting FLC kitchen AC found to have short**
 - a. **Otis contacted for service, ordering of AC filters, and AC inventory work**
- 19) **Ridge vent above Fellowship hall (\$1750) completed, Gutter cleanout (\$130), actively repairing ceiling.**