

Rush Church Board of Trustees' Meeting Minutes: Jan. 14, 2023

Present: Chris Chamot, Geoff Furman, Cindy Gray, Rob Gruschow, Paul Kingsley, Gary Prok, Patti Weaver

Opened with prayer.

1. Welcomed new and returning members of board. Reviewed job description.
2. Reviewed Current Issues:
 - Dishwasher leak: Discussed repair options vs replacement. Duffy provided estimate of repair needs and cost. Decision made to purchase parts ourselves and repair. **Action: Geoff will follow up.**
 - Stove maintenance: Pride Appliance checked over range 12/21/22. Recommended keeping range. **Action: Chris will replace spring in oven door with new spring (already purchased).**
 - Sanctuary furnace: Reviewed issues and discussed how to reboot. Filters are set.
 - Front Door Maglocks: Discussed past issues. New panel was ordered and received and can be installed when needed. Will continue with current unit as long as possible. **Action: Paul and Chris will review unit and address problems as needed.**
 - Elevator / Lift update: Still trying to resolve maintenance and contract issues. **Action: Cindy will continue to work with company to resolve issues. Cindy will write letter to company adding "CC to attorney."**
 - Bottle filling station / Water Fountain: Discussed current progress and need for water fountain outside of PromiseLand hallway, as well as in lower level. **Action: Geoff will work with company as current unit is under warranty. Chris will look at possibility of repairing unit in lower level. Rob will look at cost of installing a unit near the main level coat closet.**
 - Thermostat / zone valve repair in Fellowship Hall: New meter purchased. **Action: Rob will repair unit.**
 - Cold Air Damper Repair in Boiler Room: **Action: Geoff will do repair on unit.**
 - AED Status Check and Maintenance: **Action: Chris to check pads and batteries on unit, and do regular maintenance on unit.**
 - Utility Pole light (at road, end of driveway): Church pays for the light on a separate account, not on contract. Discussed, then decided it's a "non-issue."
 - Tankless Water Heater replaced 12/7.
3. Reviewed Longer Term Issues:
 - Phone System: Discussed current system and how building's system was originally installed. Discussed possibility of internet fax service. Decided to continue with existing system at current time. Equipment replacement pieces can be found online if needed. Trustees will research possibility of switching to analog system at future date.
 - Security Pad: System is old, and when the keypad fails, it could lead to replacing entire system. **Action: Paul will clean key pad. Possibly switch main pad with pad at lower level. Geoff will research finding a replacement keypad.**
 - Boiler Plumbing: Discussed need to examine current boiler plumbing for leaks, prior to boiler installation. **Action: Geoff will contact Holbrook Heating for recommendations.**
4. HVAC Options: Reviewed current status of building HVAC systems, and discussed options.
 - Multiple units need to be repaired and/or replaced:
 - Large conference room
 - Small conference room

- Pastor's office
- PromiseLand office
- IT Room
- PromiseLand classrooms: main and lower levels
- After much discussion, trustees decided the first step is to have all units reviewed by an HVAC professional, for recommendations. **Gary and Geoff will work with Bill Rivard (recommended by Gary Prok) to review current systems. Information will be brought back to Trustees at Feb. meeting for decision on next steps.**
- PromiseLand has current plans to replace in-wall units with similar units, at their expense. Currently have 2 units on hand. Project was voted on and approved at church charge conference. Trustees discussed need to work with PromiseLand, in order to make decisions that best benefit PromiseLand and the church in the long term. **Action: Cindy will work with Kellianne and PromiseLand board, to review HVAC issues and discuss plan to move forward.**
- Estimates will be gathered once scope of work is determined.
- Financing: The church received \$69,443.93 from the ERC grant after the fees and bonuses were paid. Finance ministry team requested money be placed in the Capital Reserve Fund. That money would be available to pay for HVAC units, if approved by the church.

5. Capital Upgrade Project

- Reviewed list of projects approved at church charge conference:
 - Repair drainage issues along west side of classroom wing
 - Replace flooring in entryway and lobby
 - Repair and stain exterior of church building
 - Purchase and install electronic sign
 - Reupholster "sanctuary" chairs
 - Parking lot and driveway renovation
 - Upgrade Wi-Fi
- \$82,571.51 is currently available in the Capital Stewardship Fund.
- Determined priority of project list, based on current available funds. Board agreed that the drainage issue is the first priority, as it will address several needs: water issues in PromiseLand lower-level classroom, parking lot issues, and PromiseLand toddler playground location issues. **Action: Rob will contact John Barker, who will be asked to provide a "scope of work" for dealing with the current drainage issues. Action: Cindy will contact Kellianne to determine the desired size of the new toddler playground.**
 - Trustees will use Dave Meyers as a resource to deal with drainage issues.
- Trustees discussed need to do a project that is visible to congregation, and will improve the general appearance of the church building. Voted to accept Nancy and Jim Miller's offer to upholster current chairs. Chris made a motion to purchase necessary materials to upholster chairs, using fabric previously approved, not to exceed \$5,000.00, seconded by Rob. Approved unanimously. **Action: Cindy will purchase fabric and materials, and work with Jim and Nancy Miller on the project.**
- Discussed issues with carpet and possibilities of replacement. Recognize need for replacement, but don't have funds at present. **Action: Geoff will get updated bid from Messner's, as well as from two other local companies.** Discussed possibility of finding funding in other ways, such as special donations for carpeting. **Action: Cindy will discuss funding options with Michelle, to be presented to Finance committee.**
- Discussed need to keep congregation informed of progress on capital stewardship issues. **Action: Cindy will write newsletter article describing project plans.**

6. Looking Ahead

- Shoveling / Salting: Geoff, Rob, and Chris are available to help with shoveling and salting at church as needed.
- “District Leadership Growth Week” – Zoom training sessions available for church committee members. Trustees Zoom training scheduled for Thursday, 2/2, 6:30 – 8:00. **Action: Cindy will provide sign-in information for Trustees as soon as it is available. All trustees are encouraged to participate.**

7. Next Meeting: Monday, Feb. 6, 7:00pm at Rush Church.

8. Meeting adjourned at 11:00am.