

Trustees' Minutes February 4, 2011

Present: Rev. Emily Heath (Pastor), Bill Hamilton (Vice-Chairman), Barbara Willenbrock (Treasurer), Richard Severance (Assist. Treasurer), Cindy Hassig, Bob Rubin, Elinor Havness and Jill Gentilin (Secretary)

Opening: Emily opened the meeting with prayer. Bob moved to approve the minutes and Jill seconded the motion. The minutes were accepted without change.

Estimates for steeple repair: John said he is waiting for one more estimate from a person who resides in Barre, VT. There was some discussion about the estimates as recorded in the minutes from the Annual Meeting. The minutes placed the estimates at \$40,000 but John said the two estimates received so far were \$33,000 and \$31,000. The \$63,000 dollar estimate cited in the minutes of the Annual Meeting was for many things that did not need to be done. The \$63,000 was not discussed at the Annual Meeting but had come from some other discussion. Jill said she would correct the minutes.

Cleaning: Jill said there was one person she had interviewed two weeks ago. Bill stated that this woman will be asking for \$15/hr. There are some questions that need to be clarified with this proposal. The greatest drawback is either people who were contacted are too busy or did not want to remove garbage. Bob offered the name of one person and there is one other that Jill is still trying to contact.

Grants: Randy has the paperwork for the Greenwalt Foundation and Richard is putting together the figures for this grant. The Historical Grant will be applied for later this year. Because the steeple repair needs to be done before we can apply for this grant it is not eligible. If we get the grant it would be used for the roof.

Door: John will research the historical concerns surrounding the door expressed at the Annual Meeting. Richard said that Herb's point about being able to see people coming into the church was a valid one. Glass panels of thermal pane can be put on each side of the door. This will cost a little more money but as a safety feature it is thought to be necessary.

Who, What, When, Where, and Why: We briefly looked at the list of jobs drawn up by Richard. We need to individually look at this more closely. All of the jobs are not Trustees' responsibility and the list needs to be shared with other groups. Richard said he also had a list of scheduled maintenance that needed to be done such as cleaning grease traps, checking on fire extinguishers, alarm systems, etc. and would hand that over to the person who takes responsibility for that portion of the list. Bill said the Trustees are concerned with the building, property, and grounds maintenance. This list will be considered in more detail at the next meeting and each member of the Trustees is asked to come prepared to discuss it.

Treasurer: Barbara gave us a report on last month's expenses and income. Richard supplemented that with his own figures. This showed income and expenses for the same period in 2010 and 2011 and compared them to the budget. He said although there is a loss the budget and expenses for this period are fairly close. The plates and envelopes continue to show an increase.

Barbara wanted to know what kind of report we would like to have on a regular basis and at the next meeting we will clarify this. John asked about using a prepared software program that he had found easy to use in his own business and had been used by Habitat. We agreed any program should be one that worked for Barbara and she said she is not ready to make that decision.

Since Richard's report reflected some income from ski groups, Sindy asked if there was some way to post when these groups were scheduled on the website in case other groups would be interested in using this service.

That brought up a discussion about the need for a calendar that showed days when the church was scheduled for various functions. Emily will purchase one.

Handicapped access: John had a new idea for handicap access. He suggested a lift in the bulkhead area that was protected with a roof. Bill said we could think about this but not until after the steeple, roof and other necessary maintenance was done. It seems like a more economical solution than an elevator or stair chair.

Election of officers: Jill moved to elect Bill as Chairman and Elinor as Vice Chairman and John seconded the motion. These officers were approved for the next year.

Investment Sub Committee: The Trustees will elect members of this committee next month.

Cots: Sindy wanted to know if the broken cots had been repaired. Jill said last weekend's ski group had removed the broken ones and Randy probably knew how many needed to be replaced.

Janitorial services: Bill ask if it was time that we considered hiring a janitor? This question needs to be examined in more detail.

Pastor: Emily said the library phone and voice mail were now in working order. Mount Snow is having a wedding service that is part of a promotion. Ted Newcomb will preside and they want to have our church as a back up. Emily said she was okay with this. If they offer a donation to the church, Emily will ask them to donate to the steeple fund.

The meeting adjourned with prayer.

The date of the next meeting is March 3.

Respectfully submitted

Jill Gentilin

These minutes have not been approved.