

**Southminster-Steinhauer United Church
Minutes Property Management Committee
March 5, 2019, 19:15h**

Attendance: Gerry Coen, Art Hildebrand Andrew Redeker and Alex Rubik.
Regrets: Peter Blackall, Ken May and Kameron Wolford.

Andrew Redeker called the meeting to order at 7:15 p.m.

1. Agenda:

The agenda was approved as circulated.

2. Minutes from the February 5, 2019 meeting:

The minutes of the February 5, 2019 meeting were approved as circulated.

3. Business arising from the February 5, 2019 meeting:

- Janitorial services

No issues were reported

- Repairs/building maintenance

Peter did not mention issues. Andrew replaced bulbs (halogen) in the large lights in the foyer. He bought new bulbs from Amazon at a considerable saving over those from Amre. Gerry reported that he replaced 9 florescent bulbs in the small hall. One fixture is malfunctioning and will not cause good bulbs to work. There are 4 two foot fixtures located at both ends of the lines of lights on both north and south banks of lights that have dead bulbs in them (a total of 8 two foot bulbs). There may be ample light in the room and it may not be necessary to buy new two foot bulbs or repair the malfunctioning fixture.

- EPCOR Bills

The EPCOR bills show a lot of variability in the water usage. No correlation with building uses was noted but no concerted study was done. A possible reason could be related to the several toilet flapper malfunctions that have occurred and may not have been corrected in a timely fashion. See Toilet Maintenance Issues under 4. New Business for follow-up.

Action Item

- Carpet in the Large Hall

Andrew mentioned that the committee has been working on plans but not much to report.

Action Item

- Dish Rack Disposal

On hold until next meeting.

Action Item

- Replacement of phone number on the front door

Gerry checked with Aynsley and found that there was still only one phone number on the church external entrance to be called in case of need. He then sent an email to Aynsley saying *"it was our understanding that The Church Board, or members of the board were going to consider who might be willing and able to respond if someone called the number*

Action Item

on the door". She forwarded my message to Ron Henderson. It would improve the safety and good citizenship of the church if the Stewardship or Nominating Committee could find a person that is willing to answer a few calls a year.

- Paint touch-up update

Action Item

Held over to the next meeting.

- Replacement of committee members

The need for additional volunteers continues.

4. New Business:

- Furnace repairs

Since September there has been 5 service calls to Paragon Mechanical Ltd. to repair furnaces that have malfunctioned.

Sept. 20, 2018, New Blower Motor-Furnace # 1 (Large Hall) - \$488.25

Feb. 11, 2019, New Circuit board - Furnace # 4 (Small Hall) - \$1146.13

Feb. 19 & 20, New amplifier & discharge air sensor – Furnace # 4 - \$??

Feb. 22, 2019 New Circuit Board & Motor – Office Area - \$882.00

Paragon requires someone from the Church to authorize the work so I have been contacted in the above cases (there have been others and I was not involved).

- Toilet Maintenance issues

We agreed to explore replacing the toilets with water conserving models. There are revised codes for toilets that we would have to meet. Art has agreed to explore Energy Efficiency Alberta to see if we would be eligible for energy efficiency incentives. Art also mentioned that the United Church of Canada has a program to increase energy efficiency which we might explore.

Action Item

- Kitchen report

Speakers for the kitchen situation held over. We also noted that there was still an outstanding issue on the Sprouse Fire and Safety inspection report that noted there was no "Fan Warning Sign on the Hood". Gerry agreed to follow up with Sprouse.

Action Item

- Security report

RAM lifts are pretty busy but have promised to correct the Lift faults by April 17, 2019.

5. Other

Action Item

Art reported that Jim Lockhart has offered to donate his snow blower. Art and Andrew have agreed to arrange to pick it up.

6. Next Meetings: April 2, 2019.

7. Adjournment:

Art moved the meeting be adjourned at 9:00 p.m.

Gerry Coen, March 5, 2019