

**Southminster-Steinhauer United Church  
Minutes Property Management Committee  
May 7, 2019, 19:15h**

**Attendance:** Peter Blackall, Gerry Coen, and Andrew Redeker.

**Regrets:** Art Hildebrand and Ken May.

Andrew Redeker called the meeting to order at 7:15 P.M

**1. Agenda:**

The agenda was approved as circulated.

**2. Minutes from the April 2, 2019 meeting:**

The minutes of the April 2, 2019 meeting were approved as circulated.

**3. Business arising from the April 2, 2019 meeting:**

**- Janitorial services**

Andrew reported the scheduled waxing of the floor in the Foyer and area is expected to be done on Friday May 10, 2019.

Action Item

**- Repairs/building maintenance**

Peter and Art repaired the door to the handicapped stall in the lower floor men's washroom. The door could not be made to stay closed, but perseverance saved the day.

Action Item

The fan in the main floor men's washroom is noisy, resulting in comments from users. It is fairly new and attempts to correct the noise have been largely unsuccessful. Peter is looking for appropriate solutions.

Peter was tasked with checking to see if our dimmer switches are LED compatible and if so to further explore switching the halogen light bulbs in the high fixtures in the large hall to LEDs using bulb base adapters available on line.

**- Dish Rack Disposal**

The delivery of the dish rack to the Reuse Centre did not happen after the Garage sale. Discussion today revealed that the "dish rack" is the cart (box on wheels) where dishes were stored under the counter. It was decided to store the dishes in cupboards making the "dish rack carts" surplus and we have been looking for a good home for them. The Reuse Centre might take them. Any other ideas?

Action Item

**- Replacement of phone number on the front door**

Aynsley has not had a reply from anyone. She mentioned that in talking with Chris, perhaps they will forward a list of names to PMC so we may look into it.

Action Item

**- Paint touch-up update**

Peter reported that the volunteer from the church area washed the lower hall walls with TSP, but most of the marks did not come off! So we are going to have to paint those walls as well. The small room off of the small hall upstairs is still our priority. Peter is busy or away until June 12. At that time he will try to organize painting Program room 3, north of the Small Hall.

Action Item

**- Energy Efficiency Issues – update**

Peter and Art spent time filling out the form for a self-audit of energy efficiency. It is very detailed but the exercise made it quite evident that reducing the amount of natural gas and electricity we use will do

Action Item

little for reducing our costs. Most of the costs are related to transmission and servicing the delivery of the energy. It appears we have some more searching to be done in order to choose the best course of action.

**- Snow Blower- Update**

Action Item

We still need to consult Kim.

**- Spring tasks:**

Andrew, Ken, Gerry and Cliff Cunningham removed the snow fence on Tuesday April 30. The tractor has been converted to a lawn mower and is ready for the summer.

The parking lot did not get cleaned prior to the Garage sale.

Action Item

We are still expecting the exterior windows to be cleaned on June 13<sup>th</sup>.

**- Replacement of committee members**

The need for additional volunteers continues if we are to do the tasks that need doing.

**4. New Business:**

**- Kitchen report**

Action Item

A report on adding speakers to the kitchen was held over to next meeting. Also a report on installing filters in the Hvac in the kitchen is held over to next meeting. Art purchased a new fridge for the lower hall kitchenette.

**- Security report**

Action Item

RAM has been contacted to repair the faults but have been unable to do so yet.

The emergency lights are checked each month and no repairs have been needed for several months.

The door bell for the East Entrance fell off in the winter and now that it has warmed up I have re-glued it to the door frame.

Some of our locks are used quite often. I have lubricated the locks on the two store rooms at the front of the large hall using graphite. Aynsley keeps the graphite lubricant in the key box so if you know of locks needing attention please feel free to use it.

There have been few unreported false alarms, that I am aware of, but there would be no issues if people that make mistakes called the security company and reported the false alarm.

The annual inspection of the fire alarm/emergency lighting system is to be done in early June.

**5. Other**

**6. Next Meetings: June 4, 2019.**

**7. Adjournment:**

The meeting be adjourned at 8:40 p.m.

*Gerry Coen, May 7, 2019*