

**Southminster-Steinhauer United Church
Minutes Property Management Committee
June 4, 2019, 19:15h**

Attendance: Gerry Coen, Art Hildebrand, Ken May, and Andrew Redeker.

Regrets: Peter Blackall.

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

1. Agenda:

The agenda was approved as circulated.

2. Minutes from the May 7, 2019 meeting:

Ken moved and Art seconded that the minutes of the May 7, 2019 be approved as circulated. Carried.

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

- Janitorial services

Action Item

Andrew reported the waxing of the floor in the Foyer and area is was done. Nancy enquired about waxing the bathrooms halls and program rooms 1,2 & 3. We need to follow up once the painting of program room 3 has been dealt with.

- Repairs/building maintenance

Action Item

Art reported that the filters have been replaced in the Kitchen fire suppression air make-up unit for the summer.

- Dish Rack Disposal

Action Item

We need to get approval from Chris to discard parts for the old sound system and make the trip to the waste management center to dispose of the Dish Racks worthwhile.

- Replacement of phone number on the front door

Action Item

If the board or Trustees don't feel it necessary to have two phone numbers we can leave it as one (or none).

- Paint touch-up update

Action Item

Progress report held over.

- Energy Efficiency Issues – update

Action Item

Art prepared a very detailed preliminary report on evaluating energy efficiencies we might undertake and if we might take advantage of the United Church efficiency grant. A total of \$30K maximum is available (Southminster-Steinhauer would have to provide \$10K Maximum). More finalizing the consequences of proposed actions is still necessary. If savings would pay back the efficiency investments in 7 to 11 years it would make the efforts worthwhile.

- Snow Blower- Update

Action Item

We still need to consult Kim.

- Spring tasks:

Action Item

Window cleaning (external) will be done Thursday June 13, 2019. Ken will check and arrange for cleaning the parking lot. In response to a query we decided that the lines in the parking lot do not need to be repainted this year.

- Replacement of committee members

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

4. New Business:

- Fridge for Lower Hall Kitchenette

The new fridge for the Lower Hall Kitchenette is installed and running.

- Lawn and Garden report

Ken reported that the tune up and conversion of the lawn tractor was done economically and is working well. An electric weed wacker was purchased (approved last fall) and is effective in improving the appearance of the property.

Art received a request from Blake MacDonald to purchase garden supplies. Ken moved and Art seconded that we approve up to \$500. Carried.

- Wall Hanging east of north window in the Large Hall

The repair requires a tall ladder. Andrew and Gerry will follow up once Andrew is back.

Action Item

- Kitchen report

Art and Peter are exploring using blue tooth speakers to improve providing access to the Sunday Gathering (and other events) in the kitchen, foyer and baby fold.

We need to explore getting a report on the kitchen and the need for supplies or maintenance.

Action Item

- Security report

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

Action Item

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

Vipond Technician Adam on Friday May 31, 2019 checked the function of all the fire safety monitoring equipment. The only issue was the Batteries for the fire box in the entrance, which need to be replaced. Done. All the emergency light circuits lasted for the full 30 required minutes on battery power but one circuit failed a little later and will require new batteries soon.

The kitchen fire suppression equipment will be checked on Wednesday June 5, 2019.

5. Other

6. Next Meetings: September 3, 2019.

7. Adjournment:

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

Gerry Coen, June 4, 2019