Building Renovations Steering Committee – Last Report

August 15, 2018

Present: Lamar Hicks, Jane Wilson, Bob Miller, Bonnie Postlethwaite, Chuck Downing, Diann Spencer, Ruth Robarge

Staff Training

Training was held last Wednesday to acquaint staff with the new HVAC system. Highlights included how to control the system from a computer, how system presets work, and service maintenance contracts.

There are 14 zones, each with its own thermostat. When un-occupied, for summer, the temperature is set for 80 degrees. When occupied the temperature is set to 73 degrees. If the room is scheduled, staff can set the system for the required time period so it will be at the occupied temperature when people arrive and automatically return to the un-occupied setting at the end of the scheduled time. If the room was not scheduled in advance the person attending can use the thermostat to select occupied and it will cool, or warm, to the preset temperature and will default to unoccupied temperature at the end of two hours. This information, along with other directions will be written up and provided to the office to be included in the host opening and closing handbook and also put in the Flame.

Punch List/Walk Thru

There were few items needing attention or follow-up found during the Straub walkthrough. They included cleaning and painting vents in the lobby, which has been done, finishing around the elevator and elevator inspection, removing the dumpster and adding topsoil and re-seeding, and adjusting some thermostats.

As for the roof, Bob is going to fix some holes in the soffit himself rather than call the roofers back. Amy is negotiating some credits. The manufacturer needs to inspect before they provide a warranty.

Church Mutual

Church Mutual has requested the final cost and square footage of the addition. This will affect our insurance premium. Depending on this information the premium may raise around $400.00 a year. Lamar is following up.

Financial Update

Thank you letters have been sent to everyone who has paid their pledge. There are about 70 pledges unpaid. About half of these have been paying on a schedule and we expect them to complete their commitments by the end of the year. The other half have been irregular in payments. Statements will be sent.

As an estimate, we will need to cover about 120k from the 170k in outstanding pledges.

We have received extra/additional payments from some pledgers, and have also received some payments from new members who joined after the pledge canvas.

Celebration

Signup sheet:
Welcome and Thank You

Master of Ceremony  Jane and Lamar
Order Cakes, get drinks  Diann
Pick up Cakes  Ruth
Pre-setup, make drinks etc.  Ruth
Cut and plate Cake  Marilyn* and Chuck
Serve/refresh Drinks  Ruth and Tom*

Elevator Ceremony

One bottle Champagne  Jane G
Champagne glasses  Ruth (from room E)
Large Ribbon and Scissors  Jane W
Mikal & Joyce have been invited  Chuck
Rev. Kendyl’s roll  Lamar
Flower Bouquet for first ride  Lamar ... down stairs
Pictures, social media  Lamar will ask Angie

Open House
(after the cake and elevator ceremony members take up stations and folk are invited to tour and ask questions)

Lobby and Bragg  Ruth
Elevator, upstairs  Jane W
Elevator, downstairs  Lamar
East Furnace Room  Tom*
West Furnace Room  Bob
Warwick Stairs, Butterfly Garden, Landscaping, Roof, Tuck-pointing  Chuck

Clean up

Jane W, Lamar, and everyone who can (using paper so should be easy)

Note Diann, Bonnie and Jane G will not be attending due to other commitments.

Next Steps

Lamar proposed the he and Jane W continue to meet monthly, to follow up and finish the Renovation Project. Bob volunteered to also continue to track pledges and payments and create reports. This group will meet, either in person or by phone, monthly. A final report will be made to the Board after the end of the year. They will also see that all contracts are filed in the office and maintenance contracts are passed on to the Facilities Committee.

Other members of the committee present agreed to be available to help as needed.

No next meeting is scheduled. (Except the party at Jane W)

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