

**OVUC Property Committee**

**MINUTES**

**April 4, 2018 4:00 PM**

**Present:** Norma Mailman, Dick Clattenburg, Dave Tracy, Helen Seymour

**Regrets:** Bruce Tymchuk

Norma called the meeting to order. The Agenda was approved with additions.

**Minutes** were approved as circulated.

**Correspondence-** no correspondence

**Old Business-**

1. **Storage container purchase-** Completed purchase for \$3,432.75.
2. **Commercial Stove-** Council voted that the commercial stove replace the current two stoves. They will be considered surplus and be removed. A donation was received toward the electric costs for installation. ACTION: Helen will contact Curtis in May re cost of moving. It should be placed on an outer wall with ventilation.
3. **Purchase of office computers-** no new information.
4. **Helen's Key-** has been returned
5. **Defibrillator-** Training is April 14<sup>th</sup> at 1:00. Property will have Norma, Dave and Helen attend. Dick has the training already.

**New Business-**

1. **Security out back of building-**Possible solutions: camera, chain link fence with signage. ACTION: Norma will talk with Valley Alarms re cameras; ACTION: Dick will look for signs to post out back; ACTION: Helen will research the cost of metal posts, concrete and chain link. The committee question the value of cameras. Bruce feels that we should just leave as is- no camera or chain link but post a sign out back saying NO PARKING- Area Patrolled. If there were damage, it would be different. He also suggested requesting RCMP checks.
2. **Dishwasher-** seems to be fine for all but egg so leave for now.
3. **Vacuum-**Louis purchased a vacuum head for \$299.00 (new \$344.00). He had permission to purchase new machine (\$670.00) but felt the headed was sufficient.
4. **Door Chime-**Now working. Theresa will now be keeping the doors locked with a doorbell alerting her when folks arrive. It is not loud enough to be heard unless all is quiet in the building and she is in the office. ACTION: Dick will look at ways to increase the volume or options to replace unit. Norma replaced the battery.

5. **Sanctuary window open-** The window over the choir loft was left open and Louis wasn't in on Easter Sunday. ACTION: Norma will insure that someone closes windows and locks up prior to leaving. When renovations are done, we will request a door that can be set to automatically lock on departure. ACTION: Dave will look at locks. We need to know when Louis is not going to be closing the building.
6. **Defibrillator Training- April 14, 2018 1:00.** Sign up if interested.
7. **Phones outside of office-** clarification- These belong to the church and were purchased.
8. **Fire Department Training-** ACTION: Norma will ask Theresa to send a letter and the form for church usage to the Department so we know when they are doing training.

**\*\*\*Note- The transport wheel chair was sold to the Salvation Army Church for the asking price of \$150.00. Funds go to Trustees.** (Approved for sale in 2016 as surplus)

**Next Property Meeting** – Wednesday, May 2nd, 2018 at 4:00. (Left as is after Bruce recommended we leave as is.)

Meeting adjourned at 5:00 PM.

Submitted

Helen Seymour

Chair Norma Mailman