

## OVUC Property Committee

### MINUTES

May 2, 2018 4:00 PM

**Present:** Norma Mailman, Dick Clattenburg, Helen Seymour, Bruce Tymchuk- by teleconferencing

**Regrets:** Dave Tracy

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

**Minutes** were approved as circulated.

**Correspondence-** Theresa prepared a letter to be sent to the NM Fire Department. It was reviewed and approved for mailing. They will be asked to submit training times so the times don't conflict with functions at the church. We want them to continue to use our site.

#### Old Business-

- 1. Commercial Stove-** Helen contacted Curtis Simpson and he will move the stove when we are ready. Cost possibly \$150.00.  
**ACTION:** Bruce will start the process of getting the electric installed.  
**ACTION:** Helen to check on code for the stove concerning ventilation. **Result:** The Municipal Fire Marshall says only required if it is stamped on the range. Garland range company say only if required by Fire Marshall. Need to check on range but likely not needed.  
**ACTION:** Helen to contact Rudy Van Hattem about a date and time to move the stove after wiring is complete.
- 2. Purchase of office computer-** Theresa is happy with her new PC computer. Don Sellsted will be getting a MAC when he arrives. If the current printer is not compatible with Mac, a laser printer will be purchased for his use.
- 3. Door Chime-** needed a new battery but still is not loud enough to be heard throughout the building. The door is locked unless expecting someone. Door chime pads were replaced at cost of \$81.65.
- 4. Security out back of building-**  
**ACTION:** Dick will pick up 1 sign 20 x 30" at \$15/ each or two if less costly. They will be reflective to car headlights and placed on the outside edges of the driveway near the building location. Council was not interested in the cost of chain and posts. Surveillance cameras only go to computer so of little help. They can be linked to security system but at a cost.

#### New Business-

- 1. Defibrillator** – We need to purchase pads if there is no expiry date. Otherwise, both the charger and pads will be purchased when they are close to expiry (2 years).

2. **CPR Course-** Helen explored the cost of CPR training as required to accompany the training for the AED. The better price is with St. John's Ambulance.  
**ACTION:** Helen is to contact St. John's Ambulance regarding the cost if we do the 3.5 hour training in Berwick in mid-September. They have given us not-for-profit prices of \$45/person up to 18 people. If the price is the same as on location, we will book for September 22<sup>nd</sup>. The AED also needs to be registered. Helen took the booklet and will follow up.
3. **Boardroom Printer-**  
**ACTION:** Norma is familiar with cleaning the rollers and will try to clean.
4. **Worship for Seniors-** No one was available at this time.
5. **Council representative for Property May 30<sup>th</sup>-**  
**ACTION:** Helen to ask Bruce if he is available as he is knowledgeable about the range installation.

**Next Property Meeting** – Wednesday, June 6th, 2018 at 4:00.

**Meeting adjourned** at 4:45 PM.

Submitted

Helen Seymour  
Chair Norma Mailman