

**OVUC Property Committee**  
**MINUTES**  
**Jan. 2, 2019 4:00 PM**

**Present:** Norma Mailman, Dick Clattenburg, Bruce Tymchuk, Rev Don Sellsted, Helen Seymour

**Absent:** Dave Tracy, requested to resign

Norma called the meeting to order.

**Agenda-** The Agenda was approved with 2 additions.

**Minutes** were approved as circulated.

**Correspondence:** No Correspondence

**Old Business-**

1. **Property nominations-** Council have been advised that Property could use two to three new members in 2019. Pat Foote and John Foote will join the committee. Carter Creaser is giving it consideration. Norma and Dave Tracy will step down.
2. **Fall Cleaning-** Completed.
3. **Infant Change Table-** We are still looking for a second hand table and plan to have a wall mounted change table in all washrooms when renovations are done.
4. **Back Entry Door-** Norma had a key hung by the back door so it can be unlocked.  
**ACTION:** Bruce will modify the dead bolt to work better.
5. **Commercial Street Directional Sign-** Sign has been put up by Speed Pro. It is slightly damaged. Bruce and Dick to look at following the meeting.  
**ACTION:** Bruce and Dick will stabilize it so no need to extend warranty.
6. **Roofing-** Bruce secured 5 nails. Following the meeting he recommended that when modifications are done, a permanent roof (metal) be considered.
7. **Water Meter Location-** It is at the entrance to the parking lot on the south west corner of the lot mounted to a concrete post. Actual meter is in the concrete crock. The indoor shut off valve is located well behind the hot water tank at the floor height and should to be turned every three months. The ball valves should also be turned as prevention to keep lubricated.
8. **Inventory-** A complete inventory will be started on Jan. 8<sup>th</sup> at 1:00 and Jan.9<sup>th</sup> at 1:00. We will want additional volunteers to complete this.  
**ACTION:** Norma will make an announcement.
9. **Budget for 2019-** This has been submitted by Norma to Finance.

**New Business-**

1. **Annual Report-** Norma will submit by Jan. 3<sup>rd</sup>, 2019
2. **Crows nest Computer-** very slow. May want to consider budgeting for a new or refurbished one.  
**ACTION:** Norma will take it to Council. Gary is aware of the request.
3. **Minister's Office-** Don will be moving to the other office to make work more efficient. The office doesn't need painting but Bell will need to come in to set up the phone (clear messages issue) and enable transferring of calls.  
**ACTION:** Don will contact Bell.
4. **Advent Stand- ACTION:** Bruce will weld or have someone weld the fourth leg on the base.

**Next Council meeting-** Jan. 23, 2019

**Next Property Meeting** – Wednesday Feb. 6<sup>th</sup>, 2019- 4:00.

Meeting adjourned at 4:35 PM. to do a check on various items.

Submitted

Helen Seymour

Chair Norma Mailman