

OVUC Property Committee
MINUTES
Feb. 6, 2019 4:17 PM

Present: Norma Mailman, Dick Clattenburg, John Foote, Pat Foote, Don Sellsted (brief check-in and update), Helen Seymour

Absent: Bruce Tymchuk

Norma called the meeting to order.

Agenda- The Agenda was approved, by John as amended.

Minutes were approved with correction of date.

Correspondence- Thank you sent to Dave Tracy and a verbal appreciation from him.

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. Both have assisted with janitorial duties. Others assisting during Louis illness are various church groups along with Chris S., Ian G., Harvey G. and Dale MacA.
2. **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.
3. **Back Entry Door** – Bruce adjusted dead bolt and door is working properly.
4. **Commercial Street Directional Sign** – Bruce and Dick checked the sign and no action needed at this time.
5. **Roofing** – A replacement roof will be needed and it was recommended that when modifications are done, a permanent roof (metal) be considered.
6. **Water Shut-off Location** – Main shut-off is in kitchen storage near floor back corner, red knob.
Action: John F. will look after keeping it working.
7. **Inventory** – Complete with the exception of music and two storage areas.
8. **Annual Report** – Submitted by Norma on January 3, 2019.
9. **Rev. Don Sellsted office** – He will stay in current office for now but will let us know if he wants to change to the other space.
10. **Newer Computers for Crow's Nest and Treasurer** – **Action:** Gary Dunfield is pursuing this from stored computers. Bill Simpson got one from storage.
11. **Advent Stand** – Need confirmation that this has been completed.

New Business-

Completed since last meeting

- Duties normally completed by Louis in his absence.
 - Bruce adjusted the office door so it locks properly
 - Mr. Seamless installed eavestrough on South section of addition to assist with runoff coming in Boardroom door. \$212.00 Ditching is needed when ground thaws.
 - Valley Alarm did annual check (\$258) and had to make a return call to replace batteries (\$194.35)
1. **Letter** – was sent to Dave Tracy thanking him for serving on Property Committee.
 2. **Part-Time Custodian position** – Nancy making an announcement of clarification re Louis' condition on Sunday. Search Committee of Ian, Norma, Debbie Selig, Sylvia J. meeting Feb. 13th at 4:00 pm.
 3. **Pad Lock on Storage Container – Action:** John will oil periodically to keep from rusting.
 4. **Vacuum Repair** – Cord was replaced and rewired by Valley Vacuum. Old one is stored in Property box for 3 months because it may be the second repair to same part in recent months.
 5. **Volunteer Schedule** – was drafted for upcoming week. **Action:** Norma will organize for week of Feb. 17-24th.

Next Council meeting – Feb. 27, 2019

Next Property Meeting – Wednesday March 6, 2019, 4:00 pm.

Meeting adjourned at 4:55 PM.

Submitted

Helen Seymour, Secretary

Norma Mailman, Chair