

**OVUC Property Committee**

**MINUTES**

**Mar. 6, 2019 4:00 PM**

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

Norma called the meeting to order.

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

**Minutes** were approved as circulated.

**No Correspondence**

**Old Business-**

1. **Inventory** – Complete with the exception of music and two storage areas.  
**Action:** Put on agenda for April to complete storage shed.  
**Action:** Helen to add to spreadsheet from list in Woodville.
2. **Annual Report** – Submitted by Norma on January 3, 2019.
3. **Newer Computers for Crow's Nest and Treasurer** –  
**Action:** Gary Dunfield is pursuing this from stored computers.
4. **Advent Stand** – Bruce has fixed/ soldered the stand.  
**Action:** John will look for metal black paint to protect the work.
5. **Office Door** – Checked by Bruce and seems to be working. May be affected by the weather.
6. **Eaves Trough Installed** – Ditching and angling of drain will be needed in the spring.  
**Action:** Suggest a diffusion tray along with elbow on drain.
7. **Pad Lock on Storage Container** – John has lubricated it and checked the water shutoff.
8. **Vacuum Cord** – was replaced. Dispose of cord if still working at next meeting.

**Update on Custodian duties** – Louis plans to return but no date set. Many helped over his absence to make things work. Glenda Singer has been hired as Temporary/part time. 25 hours/week. Norma is mentoring her. M&P have the job description. We will continue to do purchasing and open and close.

**New Business:**

1. **Hand Soap Dispensers** –  
**Action:** Norma will check with Capital Paper to see if they have a scent-free option. Currently Watkin's is being used but expensive. Other options to explore are bulk order of Watkin's or Dr. Bonner 'peppermint'.

**2. Baptismal Board**

**Action:** Helen will put it up.

**3. Snow Removal** – We will continue with Top Line Venture. They do a good job and come when asked. This was the agreement.

**Action:** Norma will let Theresa know of the agreement.

**4. Professional Cleaning of Floors** –

**Action:** Put on April or May agenda. There are many companies that can do this or we could rent the unit and give the work to our custodian. Done by System Care in the past.

**5. Light Bulb Replacement** –

**Action:** Dick, Bruce and John will take a look. Helen is to purchase a replacement bulb for the lectern lamp.

**6. Vacuum Cleaners** – We have a number in the building.

**Action:** Helen will pick up a filter and a few bags for the Electrolux.

**Action:** Bruce will take a look at the Dirt Devil and see if he has an excess broom head for the Electrolux vacuum.

**7. Fire Extinguishers** – Theresa renewed the service.

**8. Building Inspection and Fire Drill** – The Inspector is aware that an inspection is due as they were contacted when the stove was installed.

**Action:** Put Fire Drill on April agenda. Note - Always let Valley Alarms and the Fire Dept. know if doing a drill.

**9. Glenda Singer Police Report** – Passed, no problems.

**10. Appointment of a Chair for Property** – John Foote has agreed to do the Chair and Helen will help at the outset.

**11. Fluorescent Bulb Lenses** – Kitchen is missing one.

**Action:** Bruce, John and Dick will look for one in the building that would fit.

**Next Council Meeting** – March. 27, 2019

**Next Property Meeting** – Wednesday April 3rd, 2019 – 4:00 pm.

Meeting adjourned at 5:00 pm.

Submitted

Helen Seymour

Chair, Norma Mailman