

Orchard Valley United Church

Property Committee Meeting

Minutes

April 3 2019 - 4:00 PM

**Present:** John Foote, Pat Foote, Dick Clattenburg, Bruce Tymchuk, Rev Don Sellsted (at start), Helen Seymour

**Call to order:** Meeting was called to order at 4:05 PM

**Approval of agenda** –Approved with one addition.

**Minutes** – Approved as circulated

**Correspondence** – Thank you card to Norma Mailman for her leadership on Property.

**Old Business:**

1. **Inventory of shed to be done** – All Committee available-Tuesday April 23,2019, 1:00. This will allow time prior to clean up date. New Minas date is April 30<sup>th</sup> so if weather is not good we can adjust.
2. **Advent Stand** – Painting is completed
3. **Fire Drill** – When? How to handle?-  
**ACTION:** John will meet with the New Minas Fire Chief to determine drill procedure and determine a muster point.  
**ACTION:** Helen will ensure there is a backup key for back door.
4. **Light Lense** – John ordered lens for the 7 lights from Harris & Roome. These were installed following the meeting. Cost was \$172.35 total.
5. **Cleaning of vinyl floors-**  
**ACTION:** Helen will get 3 quotes and determine a date when the building is not occupied. Encourage unscented products.
6. **Baptismal frame** – Install completed.
7. **Vacuums** – Bruce has cleaned and repaired the Dirt Devil. Helen has purchased filters and bags for the Electrolux. Completed
8. **Lectern light bulb**  
**ACTION:** Helen has a sample to pick up a spare.
9. **Ditch digging for drainage** – To slope away from side Boardroom door.  
**ACTION:** Dick & John will do.

**New Business:**

1. **Cracked window in office area** –  
**ACTION:** Helen ordered from Speedy Auto Glass early April. Cost \$266.28. Will take two weeks to arrive.

2. **Wasps in building last week** –  
**ACTION:** Committee will search for a nest on April 23<sup>rd</sup> during shed inventory. John suggested an inexpensive unit that deters wasps be purchased if they continue.
3. **Flush broke in front washroom** – Theresa purchased new and Don installed. Completed
4. **DVD donation** – Committees contacted feel there is no need at this time.  
**ACTION:** Helen to advise Theresa to let donor know of our appreciation for the offer.
5. **Capital Paper** – Helen has circulated a price list of unscented products and other items the church uses for consideration. **ACTION:** Helen will place a bulk order for cleaning supplies, paper supplies.
6. **Sunday opening / lock-up** – Opening is being shared by Helen and Ian Godfrey at this time. Closing is a bit of an issue but no solution. Recommended that John should have complete keys for building.
7. **Garbage Bin** – Need one by road side so garbage can be deposited as it collects.  
**ACTION:** John will ask friend Trevor Spidle about building one and if not he will ask Bruce to try to find a solution.
8. **Kitchen drawer needs repair** – Completed by Dick and Bruce following the meeting.
9. **Light Bulb** – Bruce changed the light bulb behind the cross.

Next Property Meeting – Wednesday May 1<sup>st</sup>, 2019 4:00 PM.

Next Council Date – Wednesday April 24<sup>th</sup>, 2019. Helen and John will consult and John will attend.

Motion to Adjourn – Adjourned at 5:10 PM.

Submitted – Helen Seymour

Chair, John Foote