

ADMINISTRATIVE TEAM

MEETING AGENDA

Date: March 16, 2021

Time: 4:00 pm

Location: Zoom

Facilitator: Greg Turosak

Team Members Present:

Barb Foss

Erika Fetterman

Dave Siljenberg

Greg Turosak

Darin Podulke-Smith

Topic 1: 2021-2022 Property/Administration Budget Request(s)

- Anticipated Needs/changes in administration budget for next church year.
 - Team voted to keep the budget the same for 2021-2022 year with the understanding the below repairs might need to be addressed.
- **Property projects still on the list from Jumpstarter projects (Eric):**
 - finish edging ramp coming out of admin hallway door for accessibility and replacing that door with one that can be opened like the front doors. This is a safety issue for wheelchairs.
 - Need to look at adding a safety railing on ramp exiting to courtyard
 - replace window weatherstripping
 - Previous energy report suggested this would not help with energy savings
 - repairing/replacing wall to boiler room
 - Erika will get bids to prioritize all cement projects
 - repairing/replacing stairs to courtyard
 - Erika will get bids to prioritize all cement projects
- **Other possible projects:**
 - repaint doors to boiler room/storage room
 - Darin will take a look at this to see if this is something he can do
 - repaint handrails to courtyard and to boiler room
 - Darin will take a look at this to see if this is something he can do
 - replace safety strips on main staircase
 - Darin will take a look at this to see if this is something he can do
 - I think there was some discussion of whether the handrails to the sanctuary needed a height adjustment.
 - Erika will contact Gary Stoner to see if this is something he can do
 - Cement wall covering on the back of the church is breaking off in places.
 - Erika will get bids to prioritize all cement projects

Topic 2:

- Sub-Group Updates (Erika)
 - Design – plaques
 - Two new plaques have been ordered to be placed on the stained glass window and the organ

- History – email from Harvard
 - Harvard is keeping records of our UU Review, Venture, and Grace Notes publication
 - Diary from Marion Sloan
 - Sue Wheeler went to the Olmsted History Center to look at Marion Sloan's diary. It was suggested she/history do a write up in a future Grace Notes
- Garden Closet Clean-Out
 - Barb Foss spearheading
 - Once vaccines are in arms, volunteers will be requested to assist in cleaning out/organizing the garden closet.

NOTES AND ACTION ITEMS

- Erika will get bids to prioritize all cement projects
 - Stairs/wall to boiler room – look at floor/drain as well
 - Stairs to courtyard
 - Brick walls in front and back of church
- Erika will let Connie know the property needs and ask her to see which ones are included in the Jumpstarter Fund.
- All repairs will be prioritized and some held off until it is decided if the congregation stays in building or decides to move.