

# ADMINISTRATIVE TEAM

## MEETING NOTES

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**Date: September 14, 2021**

**Time: 5:00 pm**

**Location: Zoom**

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**Attendees: Erika Fetterman, Dave Siljeborg (facilitator), Richard Hutton, Sue Wheeler, Marge Dalen, Julie LarsonKeller, Barb Foss, Bill and Linda Thompson, Darin Podulke-Smith, Barbara, Greg Turosak**

### **Topic 1: Dead Tree on of property - Eric**

- Bill Thompson will get a group together to remove the tree and bring it to Hathaway. **Bill will contact George Huston, Phill Wheeler, and Rick Devine for assistance**

### **Topic 2: Design Team Banner Change - Erika or Ann Hutton**

- It was decided by the design team that Darin and Erika would change the banners each season
- Seasonal flowers have been ordered to use as a service flowers.  
**Erika will contact Ronice Donovan to change flowers in the sconces in the Sanctuary for fall.**

### **Topic 3: Outside Wall Update - Erika**

- Contractor was contacted and gave the following opinions
  - the wall by the stairs is not in need of immediate repair. They said that yes, it is leaning, but he believes that it is connected to the actual building with rebar (I guess that is how they were constructed in the 60s).
  - The wall by the commons can be taken care of with a high-pressure hose and paint.
  - The stairs are another issue. He can't help with that and suggested contacting a mud jacking company.
- Luke has suggested that since none of these repairs are structural at this time, we wait until we get a final decision on if we move or stay.

### **Topic 4: Outdoor Property – Barb Foss**

- Suggestion to email specific members of the outdoor property crew
- Review of the outdoor property spreadsheet. **Erika will send Bill a copy of the outdoor property schedule Erika will email previous outdoor participants to notify of outdoor property day**

### **Topic 5: History Team – Sue Wheeler**

- Options are available if anyone would like to get into the church to organize files – contact Erika
- Possible needs for church year – copying the 1904 cookbook

### **Topic 6: HVAC System “upgrade” – Erika or someone who knows more about this**

- Superior was out to check the system to see what we could add to the existing HVAC units to better mitigate viruses.
  - iWave was suggested at \$2700 for all 4 units installed
- Joe Lobl, Rob Harveland, and Dave Siljeborg are looking into other options as further research makes the iWave a non-option.

## NOTES AND ACTION ITEMS

- DARIN WILL ADD SAFETY STRIPS TO OUTDOOR STAIR
- DARIN WILL CAULK THE SPACE BETWEEN THE SIDEWALK AND CURB
- DARIN WILL LOOK AT THE RAILING TO DETERMINE IF MITIGATION IS NEEDED