

# ADMINISTRATIVE TEAM

## MEETING NOTES

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**Date: April 2, 2023**

**Time: 12:00 pm**

**Location: Peabody Room**

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**Present: Erika Fetterman, Barb Foss, Kim Edson, Walt Rothwell, and George Huston**

### **Topic 1: Saturday, May 13 All Church Cleaning day**

- A sign up sheet (need a min. of 10 volunteers – over the admin team- to sign up by ? or it will be cancelled)
  - Erika will email the outdoor team to coordinate and let them know this is not part of the 3<sup>rd</sup> Saturday of the month property work day
- Primary concerns/duties: dusting, wiping down walls (including cobwebs), vacuuming, small fixes (example: ceiling tiles).
  - Also deep clean the bathrooms
  - George will contact the realtor to see what he recommends us to keep clean and presentable
- If we keep it simple, then perhaps we can have this type of event again once the realtor lets us know what needs to be done to sell.

### **Topic 2: Bathroom Recommendations (see attached Document) (Erika)**

- Our Opinions needed for Rev. Luke
  - Erika will get a bid to change out the accessible toilets to ADA standard toilets
  - All thought these were really good suggestions for the new building – to do these changes to the current building wouldn't be fiscally responsible
  - Walt and George will speak with the realtor to see what he recommends
  - Erika will order new plastic signs for the restroom indicating all genders welcome.
  - We will keep the Mens and Womens distinction signs

### **Topic 3: Next Year's Team (Erika)**

- Barb will stay, George will come on if needed, Walt will come off because his term is done with the Board, Kim will stay on as Board Rep.
- A request was made to have Wednesday night meetings next year instead of Sunday

Our next meeting will take place on Sunday, May 21 at 12pm in the Peabody room

## NOTES AND ACTION ITEMS

