

# Gulf Cove United Methodist Church

*Experience – Embrace – Engage*

## Leadership Board Meeting

January 21, 2020 – 7:00pm

### Attendees:

Chuck Russell (Board Chair), Pastor Mike Weaver, Doreen Alvarez, Bob Cameron, Alfred Current, Larry Davis, Dave Devilbiss, John Furtado, Don Grein, Irv Hopkins, Jo Ann Hopkins, Susan Matthews, Tom Shatzer, Linda Starck, Rick Starck, Sarah Taylor, Dawn Tesauro, Dana Hanson

The meeting was opened with the lighting of the candle representing Jesus Christ, followed by a prayer by Irv Hopkins.

### LEADERSHIP BOARD OPENING

**Corrections to Previous Minutes:** Although a question had been posed about the actual date that a termination notice should have been given to our current custodian, no change to the minutes is being made. (The matter is mentioned later under Trustees.) After discussion, it was decided that in the future, when a decision is reached on an issue, the minutes should clearly state what the consensus was.

**Building Expansion:** Chuck reported that the team has been meeting the last couple of weeks. They are trying to establish a clear vision as to what it is the church is looking to do. Pastor Mike will present their “vision” probably within the next few months.

The team has reviewed the original plans for this church when it started in the 1980s. They are working with numerous different demographics. Although we currently feel packed-in in many instances (such as how crowded this room is during this meeting), there are spaces we can probably use. However, we have an association with the Boys & Girls Club which has substantially taken over our space. They started with 50 children, are currently at 80, and would like to increase to 150 eventually – a number we cannot accommodate with our current facilities.

Chuck thinks that after the next few weeks the team will be in a position to contact an architect and civil engineer to conduct a feasibility study. We are not even sure if we can expand at this location. The State and County codes may have changed dramatically. This may include items such as required parking areas, and the size of the retention pond for rainwater runoff if we construct a building that takes over permeable ground.

The team wants to be sure the Leadership Board and the congregation are kept informed as they work through many things. They are keeping the interest of the church and its growth in mind.

### FINANCE

**Current Status:** The total budget for 2020 is \$522,253. Based on this figure, the average spendable income needed each month is \$43,521, or \$10,043 each week. Alfred reported that with about 418 individuals in attendance at worship services this past Sunday, that spendable income received was \$6,009.

**Communion Schedule:** Dawn advised that the January 2020 communion was used for the general budget, as it is in every year. The Board was asked if they wanted to follow the same communion schedule that was used 2019. That schedule was:

|     |                     |     |                |     |                      |
|-----|---------------------|-----|----------------|-----|----------------------|
| Jan | General budget      | May | VBS            | Sep | ---open--            |
| Feb | EHH                 | Jun | EHH            | Oct | World Communion      |
| Mar | Courage Over Cancer | Jul | Closet of Hope | Nov | Cuba                 |
| Apr | Conference Special  | Aug | UMCOR          | Dec | Pastor Discretionary |

A question was asked about the “open” month in September. It was explained that we hold that month open in case a hurricane or other disaster hits and a special donation needs to be requested. After discussion, the consensus was reached that the same schedule should be used for 2020 communion offerings.

**Inglenook ALF Ministry:** Dana mentioned that the Inglenook ALF ministry account needs to be built up again, and that the last time additional funds were requested was a few years ago when Betty Hansell was still in charge of the ministry. Dana believed we received around \$400 at that time, and that as of 12/31/2019 the account had \$88.65 in it. The total amount spent for Inglenook Christmas presents for the 14-17 residents is generally in the \$90-\$120 range, and most prizes given away each month generally cost only \$1 each. After discussion, Pastor Mike said that since the yearly requirement is so small, we can arrange to cover expenses in another way.

**Church Income Generation:** Chuck advised that this will be a topic of discussion during the Building Expansion team meetings since expansion will be the major capital expenditure that needs to be addressed.

## TRUSTEES

### **Agenda Information Items:**

- The resource officer contract was extended through 3/31/2020.
- Lindsey Cleaning LLC started on 12/31/2019.
- As of 12/31/2019, the Facility Upkeep account had \$9,648, and the Trustee Funds account had \$18,908. With a suggested minimum balance of \$10,000, that means \$18,556 was available.

**Narthex Leak Status:** Dave advised that Galloway Roofing removed all the caulking around the front windows, re-caulked it, and bent new metal to channel rainwater away from the glass. The bill was \$1,250 (the contract price). Rick added that we are not 100% certain that the windows were the cause of the leak, but it definitely needed work regardless.

**Sanctuary Chairs:** Don reported that the trustees have been working with Church Plaza, a Sarasota company. Today a “sample chair” was received. Its appearance is similar to what we have now, but it has a pocket on the back of the chair and a rack underneath. The chairs interlock on the side and will stack. Each chair costs \$49 (which includes shipping), and for 225 chairs the cost would be \$11,171. Chuck read that the steel frame has a 25-year warranty, the seat and back have a 25-year warranty, and the foam and upholstery have a 10-year warranty.

Don said that usually there is a \$4 additional charge for fabric for a 10-year fabric warranty against stain, but the company is not charging us for it.

Also mentioned were sled-based chairs for use around tables. Don said their cost is close to the same. If we purchased some of them, the number of the "sample" chairs purchased would be less. Linda took the sample chair into the hallway and "scooped" it along to see how easily it moved – fairly easy to move.

Larry said that when the Boy Scouts set up tables throughout the sanctuary, they generally set up 15 tables with 6 chairs around each table, and that at the most, they have used 120 chairs. The rest of the chairs are stacked until the sanctuary is reset for worship.

Don advised that the chairs would be delivered on a tractor-trailer, and that we would have to provide manpower to unload them.

The consensus reached was that two types of chairs will be purchased: a larger number of the "sample" chair and a lesser number of sled-based chairs. The trustees will select the color of chairs.

With regard to the old sanctuary chairs (plus the additional chairs that are in storage), after discussion, the consensus was reached that they should be posted on the Conference/District website and Facebook as being available.

**Termination of Custodian's Services:** Rick advised that since the last Board meeting, the issue has been resolved. Rick called him several times to discuss the matter, but he never returned his calls. So, after Christmas but before the New Year, he sent two letters to the custodian. One advised that his contract would not be renewed, and that he can continue cleaning (if he wants to) until the end of January; he has accepted that condition and is cleaning on Saturdays through January 25.

The second letter gave him three months' notice to vacate the apartment, by April 1. Rick emphasized that he actually *spoke* with the custodian possibly six months ago, telling him that he would have to vacate the apartment; that it was not a matter of *if* he would have to, but *when* he would have to. So, he has actually known already for quite a while that the move is coming.

**Kitchen:** Dave advised that the Fort Myers company that replaced the kitchen floor finished Saturday (Jan. 18). It can be walked on and was cleaned extensively today (Tuesday), and appliances can be moved back in on Wednesday. It is an epoxy-coated floor with grit in it so you will not slip. The company will be coming back to work a little further on a couple areas.

New shelves on wheels have also been purchased because the current ones are corroded in areas and the Health Department would not clear them. Alfred added that a representative of the Boys & Girls Club told him they might have some grant money available to help with the replacement shelving cost.

\*\* After the Leadership Board meeting, while putting the kitchen back together, quite a few items were found which had been brought in by someone but not taken home (pie pans, cookie trays,

etc.). The congregation is being notified that these unclaimed items are in room #103 on the ledge, and people are asked to take their items home. Anything that remains unclaimed by February 16 will be sent to the Barn Sale. \*\*

**Education Hallway Floor & Walls:** Dave reported that the trustees have two estimates for replacing the floor from the office outside entrance, through the whole Education hallway, and in room 103 (the serving room). The replacement flooring is a luxury vinyl plank that is waterproof and highly durable. One flooring company recommends that we use a glue-down floor because one piece can be removed and replaced if damaged, while with a floating floor the whole thing must be redone. The first estimate received was \$10,200 and the second was \$14,000. Instead of hiring out to do it, Dave believes putting a small group together to pull up the carpet and install the vinyl floor ourselves would be best. The cost of materials would be around \$3,500 to \$4,000.

Jo Ann mentioned that a vinyl floor will scratch or cut if you pull something across it. Dave said that both companies that came out said that even though we can replace individual squares by using the glue-down floor, we should not have any problem if we go with the commercial-grade flooring. Chuck reminded us that any type of floor would scratch or cut under the right conditions, but with the type of flooring that is being proposed, those chances are minimized.

The consensus (one opposed) was that we move forward as proposed and outlined by Dave, purchasing commercial grade, luxury vinyl plank, and installing it ourselves. In conjunction with that, Linda said if we can wait until after next week, she will work on repainting the hallway before the flooring is installed.

**A/V Soundboard:** Parts of our six- or seven-year old soundboard were damaged by a lightning strike several years ago and have not worked properly since, despite being “repaired.” In addition, some of the wiring (especially under the stage) is not up to standards and some things have been damaged. Derek Hughes (A/V Tech) has talked with Creative Sound about these issues and has obtained a price of \$3,299.95 for replacement of the soundboard. This price does not include installation or other equipment that might be needed. Doreen said that someone expressed to her an interest in possibly donating toward the purchase.

Rick said that after the lightning strike, all equipment on the chancel and in the sound booth is protected by either an Uninterruptable Power Supply (UPS) or a surge protector for lesser cost items.

Irv said he spoke with Angela Navarro, our organist, about the repair or maintenance work that needed to be done. She said that the problem they had been experiencing had not recurred in the past three or four months. Fixing the organ can wait for now, but when it “goes out” again, it will be very noticeable.

The consensus was that the soundboard and necessary expenses will be pursued. If funds are not sufficient to cover both the hallway flooring and the A/V soundboard and equipment, then the sound system should take precedence.

\*\* After the Leadership Board meeting, new escalated costs for installation were received and these are being scrutinized. More information will be issued for review at a later date. \*\*

**Water Seepage Problem:** Rick reported that during the process of pulling the kitchen baseboards off to replace the flooring, it was discovered that the whole baseboard was damp and moldy, and water was getting in on the backside of the door. The cabinets used to be along the one wall, so it wasn't even realized that we had an issue there. The seepage is even causing the metal studs in the kitchen to corrode.

Rick asked Jerry Spurgeon (a contractor) to look at the problem. Jerry advised that the only way you can really know how badly an area is affected is to take part of the wall out and physically look at it. If it's bad, it has to be fixed. If you walk around the outside of the church, wherever there is either an air conditioner or water running up against the building with no outlet, there is no place for the water to go, and it is seeping into the building. There are three major locations.

Rick said it might (or might not) be a major issue to correct. We will have to look at the areas and probably remove some wall from the outside. If a repair is necessary, we may have to excavate and pour new slabs to incline away from the building. Some of the air conditioners may have to be moved. There are potentially a lot of different issues.

Rick said that some thought it would be best to consider this problem in conjunction with the facility expansion project. Whoever contracts to construct the new buildings would also be hired to fix this seepage problem.

**Church Security:** Larry updated us on our security status and said we need to start implementing other steps in the security plan. He pointed out that he firmly believes that hiring the resource officer (the county policeman) to be present during worship services was definitely a major step in the right direction. We now need to ensure that the office suite up front is secure during non-worship hours. We need to identify people who have medical training at the different services and form trauma response teams. We need to train a select group of individuals to provide additional security.

One of his major concerns right now is our failure to lock the side sanctuary doors during worship services. We could consider signs that direct people to the main door for entrance.

Irv reminded us that these types of disturbances do happen. He told us of one occasion when an individual rushed the stage at Fellowship Church and had to be forcibly removed.

A concern was posed that if the resource officer sits in his car by the playground, it will take time for him to be alerted and reach the sanctuary should he be needed; that he should be physically in the church. Larry pointed out that simply the presence of the officer and his car acts as a major deterrent, whether he is inside or outside the church. Pastor Mike mentioned that during the 9:30 service, his location by the playground is closer to where most of the children are. Some officers do come inside and spend more of their morning inside the church. It might be beneficial to create a standard-operating-procedure handout which can be shared with the Sheriff's Office, and especially when new police officers show up.

### **STAFF PARISH RELATIONS**

Doreen reported that SPR will hold their next meeting this Thursday, so there is nothing to report at this time.

### **EXPERIENCE. EMBRACE. ENGAGE.**

**Emmaus:** Jo Ann reported that Gulf Coast Emmaus held a recent meeting to discuss how to revamp the program. One format being considered is meeting one evening a week for four weeks; this would avoid people having to be away from home that long and having to incur hotel expenses. Many things are being considered and reviewed in the process. A major gathering will be held on Sunday, January 26, at 1:00pm at Englewood UMC. Anyone who has attended Chrysalis, Emmaus, or Kairos is invited. (No one is expected to bringing food.)

Chuck believes that holding the event over a four-day weekend (instead of one day a week) maintains the intensity of the whole program. Pastor Mike pointed out that even if they switched to a one-day-a-week program for a while, it can always revert back to a four-day weekend.

**Dinner Church:** Pastor Mike advised that the informational meeting for this new ministry will be held on Monday, January 27, at 6pm. They will go over what the layout will look like, what a typical evening will be, and answer questions.

**Tai Chi:** Pastor Mike introduced Bob Cameron who has offered his skills to instruct any who are interested in the art of Tai Chi. He does not plan to charge a fee for his lessons, but anyone who wishes to make a donation to the church would be welcome to do so. Bob said his clientele tends to be females who are over the age of 55, who are worried about falling and improving their balance. He has a master's degree in education, was a marine and a state policeman, and has held this course numerous times in the past.

**Pig Pickin' Update:** Alfred said we need a couple volunteers at each of the services this Sunday to hand out Pig Packets to the congregation. In the past, actually handing out the packets works better than asking people to "stop and pick one up" on their way out. If people do not want a packet, they can put them back into the offering plate (or leave them on their chair). They can be rounded up at the end of each service.

**Myakka River Elementary STEAM Night:** Alfred advised that the school has changed their STEAM night for students and parents to Thursday, March 12 (4:30-7pm). We will be providing BBQ meals. Alfred said when we started a couple years ago, we provided about 150 meals and last year about 450 meals. They anticipate about 500 people this year. Alfred said that the meal is free, and although we have not put out a donation box in the past, he is not opposed to doing so.

**Boys & Girls Club Fundraiser:** Alfred informed us that the Tampa Bay Rays will be holding a fundraiser for the benefit of the B&GC of Charlotte County on Saturday, February 15, at the Charlotte Sports Park (the stadium where the Stone Crabs play and the Rays hold spring training). They charge a \$125 entrance fee, hold a silent auction, sign autographs, play ball with the kids, and more. They need volunteers to help serve food that the Rays will prepare and

perform other necessary tasks. Volunteers are asked to be there at 5pm on that Saturday, at the gate that goes down the first-base line (in the far corner). They will provide a volunteer shirt, and we can wear our church name tags. It has typically concluded by 9pm. As volunteers, we would not pay to get in, but we would get to eat. Alfred said this is a great way to “rub shoulders” with individuals who are in a position to help the B&GC.

**Worship Coordinator:** Donna Wallace has stepped down as Worship Coordinator. The process has already started to locate her replacement.

*Thank you, Donna, for all your efforts in keeping our worship services going smoothly the last few years!*

#### **ADJOURNING**

The meeting was adjourned at 8:20pm with a prayer by Pastor Mike. Since the next scheduled Leadership Board meeting falls on a holiday, the meeting is postponed one day to Tuesday, February 18, 2020, at 7:00pm.

Respectfully submitted,  
Dana Hanson  
Recording Secretary