

## **BOARD OF TRUSTEE STATUS**

**November 8, 2016**

### **1. Landscaping**

11/8/16 – The Meditation Garden landscaping is completed.

10/18/16 – The Meditation Garden landscaping should be completed within the next 10 days. Parking lot storm drains cleaned out this week.

9/20/16 – The Cross and Mural have been installed in the Courtyard. Landscaping of the Meditation Garden is moving along and should continue to add to the ambiance of the campus.

8/16/16 – Landscaping is complete, the Cross is installed and canvass mural will be installed within the week.

7/19/16 – Landscaping in the courtyard is nearly completed. The Cross, canvass mural and up lighting should be installed in the next couple of weeks.

The Awning and landscaping have proved to make a dramatic difference in the use of the courtyard. The Board of Trustees on behalf of the church, congregation and the community want to thank Bill and Nancy Sabin for their generous gifts!

We are discussing landscape ideas to improve the Meditation Garden area.

5/24/16 – The Board of Trustees will vote to approve the courtyard landscaping plan at the May meeting. It is expected to be approved. Landscaping construction is scheduled to begin 5/30/16 and should be completed by the end of June.

4/19/16- Awning is complete. Interviewing landscape designers for courtyard.

3/29/16 - Awning construction is expected to be completed this week. Rain caused delays. New landscape design for the courtyard and Meditation Garden are in the planning stage.

1/19/16 – The trees (diseased) in the courtyard will be removed on Jan. 19. Stumps will be ground down. The mulch will be replaced to cover the area on Jan. 22. Bill Sabin is taking the helm of landscaping.

### **2. Narthex/Sanctuary**

11/8/16 – Plans pushed off until January 2017

10/18/16 – Sanctuary update to be presented next meeting

9/20/16 - The Chancel update is completed. This will provide additional space on the Chancel during services. The movable lecterns have also been installed which allows for more flexibility.

8/16/16 – The Chancel update is schedule to begin 8/29 and is expected to take five days. It will not interrupt Sunday service

7/19/16 – The Board of Trustees have approved a project to improve the Chancel area in the Sanctuary. We plan to expand the center area out, replace the current lecterns with smaller movable lecterns. Replace the Altar with a smaller, lighter and easier to move unit. Additionally, the piano will be moved to allow better viewing. These improvements will provide more space and allow more flexibility in use of space. Expected cost- less than \$10,000.

5/24/16 – We are review sanctuary options to more space on the chancel.

4/19/16 – Smooth surface concrete in front of Sanctuary is complete. Review interior ideas.

3/29/16 - Replacing rough aggregate walkway in front of the Sanctuary with smoother surface concrete. This is due to numerous complaints by church members using walkers.

1/19/16 – The HVAC furnace was replaced in the sanctuary last month. The AC will be replace as weather permits as we need dry weather to lay the concrete pads. The proposed plan to re-fresh the front of the sanctuary is on hold due to potential later need of funds for the ARC.

### **3. Board of Trustee Finances**

11/8/16 – Nothing to report

10/18/16 – Nothing to report

9/20/16 – The Board voted to allocate \$63,000 to the solar system for the ARC. Some of these funds came from the solar reserve fund. This fulfills a commitment the church made to the donor at the time the solar was installed.

8/16/16 – Nothing new to report

7/19/16 – Nothing to report

5/24/16 – Nothing to report

4/19/16 – Plan to discuss the approved budget at the next Board of Trustee meeting.

3/29/16 - Waiting for budget approval.

1/19/16 – Due to the yearend surplus in December, we went forward with projects. These included painting the interior of much of Wesley. This included the main hall (A and B), entry, hallway, stairwell and kitchen. The Wesley exterior entrance was also repainted.

### **4. ARC**

11/8/16 – Nothing new to report. Same status as last month. Jim Burk continues to do a great marketing job to book the facility once open.

10/18/16 – Still under construction. Same status as last month.

9/20/16 – The project is moving along. Still behind schedule. Trenching will begin soon so parking availability will be reduced by 20 spaces. Jim Burk has acquire much donated furnishings for the ARC. He has rented a storage pod which is located behind Wesley Center.

8/16/16 – There is an ARC construction meeting 8/15. I will update at the Church Council meeting if there is anything relevant.

7/19/16 – Construction - Walls are going up! There will be significant trenching required beginning mid-Sept. This will take approx. one month. There will be a reduction in an additional 20 parking spaces.

Pre-opening budget- Funds have been set aside for items required to open the ARC. These include website design, computers, furniture, and game equipment, etc. This fund has \$30,000 available. Jim Burk is in the process of revising the budget proposal to include \$9,000 for website design. This will be presented at the July 26 Board of Trustee meeting.

5/24/16 – Foundation going in. Min slab pore is scheduled for June 16.

4/19/16 – Some trenching issues and fire line installations has cause approx. 4 weeks in project delays

3/29/16 - Trenching, underground electrical and some drainage is mostly completed. Foundation construction starting soon. Contractor agreed to repaving parking lot at construction completion with 1.5 inch asphalt paving. Originally planned on only slurry.

1/19/16 – Construction will begin soon. We are getting construction insurance in place to start 1/31.

## **5. Preschool/Children's Ministry**

11/8/16 – Alarm and camera schedule to install in Tot Spot 11/14/16. During some electrical work in the conversion it was suggested by the electrician to bring the AC electrical power up to code \$4,200. The Preschool is continuing office upgrades. The Trustees now have a proposal to replace the gate entrance into the preschool playground.

10/18/16 – Preschool is adding finishing touches to interior updating

9/20/16 – Arrangements are being made to move the two renter groups which currently use Lamm Hall to the Youth room. Delayed slight as the room needs to be organized to allow more storage. This should be complete in the next week. Alarm, camera, sink, etc. additions will then begin in Lamm Hall.

8/16/16 – The BOT is reviewing the Tot Spot proposal. There are many logistical issues to resolve. In addition to resolving relocating our current renters and church use of Lamm Hall there are other items that need to be resolved (ie. License requirements, security, operational use plan, ADA and egress requirements and qualified staffing).

The carpets in the Children's Ministry rooms have been cleaned and we are getting bids for painting review.

7/19/16 – The Trustees are reviewing options to improve the look in some of the Children’s Ministry rooms. Review of utilization and future plans are being considered.

5/24/16 – Plan to add counter and shelf space during school break.

4/19/16 - Nothing new to report

3/29/16 recently received approval to allow two additional students. The Fire Marshal required maximum room capacity calculations which the BOT provided.

1/19/16 – Sally Andrew will be the BOT representative on the preschool committee.

## **6. Security**

11/8/16 – Nothing to report

10/18/16 – Alarm and camera for Lamm Hall is scheduled. Plan to add cameras for the Meditation Garden area

9/20/16 – Nothing new to report

8/16/16 – Received security alarm, fire alarm and camera proposal for Lamm Hall should we need to move forward -\$2200

7/19/16 – Currently finalizing security/fire and camera plans for the ARC

5/24/16 – Nothing to report

4/19/16 – Nothing new to report

3/29/16 - Security was provided in the parking lot and campus during Easter Services. Examining more secure gate latch/lock for the preschool playground access.

1/19/16 – Wireless keyless locks were installed on selected door with panic bar hardware. We are reviewing additional security plans.

## **7. Transportation Committee**

11/8/16 – Nothing to report

10/18/16 – Nothing to report

9/20/16 – Nothing new to report

8/16/16 – Nothing new to report

7/19/16 – Considering additional contingent plans for additional loss of parking. To date the current parking availability has not been an issue.

5/24/16 – Parking appears to be fine at this point. Major trenching planned for August which will reduce further parking for 2-3 weeks.

4/19/16 – Parking continues to not be an issue during services

3/29/16 - Parking to date has not proved to be much of an issue. Church members are cooperating with alternative solutions. One neighbor complaint about a crowded Tuesday evening, but this has been resolved

1/19/16 - Parking is the focus. Voluntary parking plan announced at church services. We will continue to fine tune this program.

**8. Disaster Control Plan** – A subcommittee, consisting of Gary Swanson and Nancy Garnick are developing a draft plan.

11/8/16 – An extensive plan was presented to the Board of Trustees by Nancy Garnick and Gary Swanson (two Trustee members). The Trustees are now reviewing and continuing diligence

10/18/16 – Still in development

8/16/16 – Still in Development

7/19/16 – Still in development

5/24/16 – Still working on this plan

4/19/16 - Draft plan to be presented at the April BOT meeting.

3/29/16 = Draft plan to be presented at the April BOT meeting.

1/19/16 – Potentially, may add additional members to this committee

**9. Replacing the chain link fence between the church and our neighbor to the north - The** demolition of the old chain link fence, removal of the underbrush will be done by Clawson during demolition of the parking lot. We have bids for new redwood fence. We are also pursuing putting the fence on the old boundary line between the neighbor and the church. If successful, the church will be reclaiming a small portion of land at the eastern end of the parking lot.

4/19/16 – Project is complete

3/29/16 - Completed fence construction this week.

1/19/16 – This will be done early in the ARC construction and will install a fence on the proper boundary line

## 10. Special Projects

10/18/16 – Still trying to resolve claim with EBMUD. They cleared the sand bar in San Ramon Creek caused by the massive leak on Danville Blvd.

9/20/16 – A grand piano has been donated to the church to replace the current piano in Wesley. Nadia likes the donated piano better than the current one. The BOT will discuss the disposition of the current piano.

8/16/16 – Reviewing claim options with EBMUD

7/19/16 – On May 2 a water main on Danville Blvd. burst and dumped a significant amount of water into Rutherford creek/culvert. This caused damage to the log protective barrier the church installed in the 1990's, significant erosion to the creekside and soil/ debris build up where Rutherford Creek and San Ramon Creek meet. Additionally, a neighbor's tree fell into the meditation garden which we removed. We have filed a claim with EBMUD and met with the claims investigator. Our neighbors filed claims as well.

5/24/16 – Nothing to report

4/19/16 = Nothing to report

3/29/16 - Nothing for this meeting

1/19/16 – The Board of Trustee recently reviewed a proposal to lease space to a Bridge Group. This group would use three upstairs rooms in Wesley. They would also have use in the upstairs cantina. The use would be approximately 41.5 hours a week (Monday – Saturday) for three years. The use load would be approximately 70 – 100 people at any one time. The vehicle parking requirement for this group is expected to be 75% + of players drive their on vehicle. The lease rate proposed was \$2000 month. More details are available in the proposal provided by Jim Burk.

The Board of Trustees voted (1/17/16) unanimously to NOT move forward with the lease proposal. The Board believes with the limited parking during the construction of the ARC coupled with the parking requirements of the Bridge Group would put an unfair burden to the congregation. The Board recommends to the AD Board not to move forward with the lease proposal.

The Board thanks Jim Burk for his creativity and countless hours investigating this opportunity.