



Unitarian Universalist Church of St. Petersburg
100 Mirror Lake Drive North, St. Petersburg FL 33701

Building & Grounds Minutes for 02/20/2018

Attending: Jim Alexander, Tom Archibald, Paul Burnore, Reggie Craig, Jeri Huempfer-Gatz, Sabine Von Aulock, Howard Taylor

Gutters – update by Howard

Approved by the Board on 02/08/2018, gutter installation was begun 02/20/2018. They will also be replacing the damaged downspout by the dumpsters – which will occur on a different day as it must be specially made. 02/23/2018 update: work should be completed Saturday, 02/24/2018.

B&G Meetings are once a month on the 3rd Tuesday

Next meeting is

March 20th 5:30 – 7:00

Sanctuary lighting and sound system – update by Howard & Jim

On 02/08/2018, the Board voted to proceed with the lighting and sound system. Three options for the sound system were provided – a good, better & best – and the Board chose the better. It will have 4 speakers mounted on the beams with 2 on one beam and 2 on another beam further back. It will also have 2 sub-woofers which will sit on the floor by each pulpit.

Howard & Jim met with AVS who designed the sound system and will be installing both the sound and lighting systems. Both will be done at the same time for maximum efficiency. Final tweaking of the systems were discussed with AVS and the electrician they will use.

We hope to have both projects completed by April 1st. Howard will work out details with the vendor and oversee this project to its completion.

Organ – update by Howard & Jim

The organ was evaluated by an organ tech and it was determined it needs to have the speakers re-foamed and some minor maintenance for a total cost of about \$1,000. If we keep the temperature OK in the sanctuary, it will minimize deterioration.

If we wanted to sell the organ, it would be worth about \$3,500 - \$4,500. We have no plans to sell it but wanted to know the value. The work on the organ was not ordered.

During Tee Taylor's research into the files, she found only one reference to an organ purchase that was in 1968 for \$15,000. Reggie said our current organ is that one.

Library doors – update by Reggie

Reggie is doing this himself. He hopes for completion by mid-March.

Conway RE Doors – update by Reggie

Reggie has completed installation of 8 of the 10 doors. After completion they will be urethaned.

Light by ramp leading into Gilmour is not working. Update by Reggie & Tom

Reggie and Tom met with the electrician recently. Repair is in process and should be completed by the fire safety inspector's deadline.

Exit Lights – update by Tom Archibald

Tom will get the exit lights needed as per our recent fire safety inspection and do the replacements.

Enhanced maintenance – update by Howard

- RE area
- Floor cleaning and buffing (using our Kent floor buffer, purchased in 1991 for \$1,111)
- Room dividers (these were installed in 1990 for \$11,000)

This work is just about finished. Probable completion by the end of March.

The office floor looks very good now and Jeri commented that the room dividers are looking great, too.

After it is completed, if we want the floors to keep looking good, we need to do proper maintenance. On the tile floors, 3-4 coats of polish were applied so they should last at least a year WITH PRORPER CARE.

Howard will pick up a neutral floor cleaner which is what is needed to avoid stripping the polish.

There was discussion about how long our current floors may last. Flooring in the kitchen needs replacement. Howard recommended we replace the floor in the kitchen and rest rooms hall – as that is a separate area, it would be OK to look different from the rest of Conway. The Conway 1st and 2nd floors may last another 10 years or more with proper care. However, it is still a mystery how some 1st floor Conway tile popped up at the corners after stripping solution was applied and then set back down.

For the office, the tiles by the front door need replacement. Howard suggested we could just use a quality entrance mat there and the committee agreed. Jeri will order one.

Concrete floors in Gilmour and Sanctuary

After digging through ALL the B&G files in the office, Tee Taylor found the info on when the concrete floors were done, which was in 2004 for \$25,000. Howard contacted the company and the same guy still owns it! He came out to look at our floors and what we need to do to make them look like they should.

The church has not done the regular maintenance which should have been done about every 2 years for \$1,500 - \$1,800 each time. Because that has not been done, it is like starting from scratch now and would cost \$27,000 to restore the floors. This was relayed to the Board.

This is purely a cosmetic issue. Reggie is the only person on the committee who saw how the floor looked when it was first done and he said it looked great then.

Grease trap – discussion and consideration – update by Reggie

We do need a new grease trap. Discussion was done to consider not having one at all and that does not seem a viable option. Having a plumber evaluate it and price installation of a grease trap that sits on the floor rather than one in the floor will be done by Reggie and Howard.

We also need a commercial stainless 3 sink table to replace our current one. Reggie said there is a used restaurant supply on 49th where we might be able to get one at a good price. Janet will work on this.

Reggie said it would be best to get the new 3 sink unit before doing the grease traps and he will follow up on that. The grease traps are needed ASAP.

Security – Camera system

Howard met with Fort Knox who does our fire system to get a quote for a camera system. A 10 camera system with DVR and monitor and support would be \$179 / month for a 60 month lease and \$1 buyout.

With discussion, it was recommended the church pick up a typical home wireless system for about \$500, install it, and put up signs that we have video monitoring. While not perfect, this would allow Jeri to see if anyone is in the hall or kitchen (or other areas). After testing and evaluation, the church can decide if it would be worth it to go for a more expensive professional system.

The 3 Year Plan Seems to be gaining momentum – expect more ideas & priorities to follow soon

Record Keeping and Inventory

Tee Taylor has gone through all the B&G files in the office and organized them so we can hopefully find things much easier in the future. Google Drive is being utilized as well as PowerChurch and she is currently scanning files for the B&G files on those. All files should be returned to the church by the end of the month.

Howard set up all the rooms and sections of the church in PowerChurch so that inventory can be better tracked.

For all devices that need a manual to be properly operated (e.g. AC & sound system) it is recommended that a 3-ring binder which is clearly labeled be kept at those locations. The sanctuary AC binder is in the cabinet in the control room. Very detailed instructions done on PowerPoint were found in the files.

However, they have not been of any real help because no one knew they were there and they were not at the equipment itself.

The manuals should be chained to the area where they will be used and a copy of the manual kept in the files along with a digital copy.

All factory manuals will be located in the B&G equipment file drawer and labelled.

Howard & Tee had hoped to get everything into PowerChurch but have not been able to fully accomplish that. However, the structure that has been set up in PowerChurch should make things easier in the future.

Wi-Fi and Office Computer

Jeri said her computer is running very slowly and the Wi-Fi is not as reliable as it should be. Committee recommends the system be professionally evaluated and brought up to speed.

Flops and Mops Painting

(This actually occurred just after the B&G Meeting while still in the office)

Sabine asked about painting the RE rooms. Howard recommended Sabine check with Tee Taylor regarding this as it is important the rooms be properly sealed and prepped so the paint lasts and we avoid leaks. It might be appropriate to have Performance Painting professionally prep, seal and paint the rooms a basic color and afterwards they can be customized with decorative paint. The same applies to the stairwells.

Implementation and overseeing of future projects

For future projects, there was discussion about how to possibly use a paid person to oversee projects. Such a person might work about 10 hours per week for maybe \$1,000 per month. Utilizing such a person might help to get the many projects the church is seeking to accomplish completed in a much more timely manner.

After the church has decided on what projects to do, that person might (1) research vendors, (2) meet for quotes, (3) present findings to the church, (4) engage the vendors and then (5) oversee the project work.

Howard resigning from Building & Grounds

Howard is resigning from B&G after this meeting. He will continue to oversee the sanctuary sound and lighting projects to their completion. Sabine brought some very nice brownies and cupcakes to thank Howard for his service – yum!

Any motions for new chair or co-chairs? There were no motions for new chair(s) at this time.