



EBENEZER
BIBLE FELLOWSHIP CHURCH

Board of Deacons Meeting

May 15, 2017

Opening

The regular meeting of the EBFC Monthly Deacon's Meeting was called to order at 6:40pm on 5/15/17 in EFBC Conference Room by Kevin Kritzberger.

Kevin led prayer time for our families, church members and our new Youth Minister.

Attendance

Rob Christiansen		Kamba Kalubi	present
Mark Dammeyer	present	Kevin Kritzberger	present
Mark Florentine		Andy Meeks	
George Hardy	present	Bob Penchick	present
Mark Hardy		Shawn Sommons	present

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Open Issues

- I. Activities Report (minutes attached)
- II. Property Report (minutes attached)
- III. Technology Report (minutes attached)
- IV. Kitchen & Functions Report (minutes attached)
- V. Benevolence Report (minutes attached)
- VI. Not a Fan Series
 - a. Journal Week #3
 - b. Chapters 6-8
 - c. Video #4

New Business

- A. Discussion of parsonage use/sale
 - a. Elders decided on an ultimate sale of parsonage
 - b. Deacons assessing timing and options

- i. Mike Notary interested in purchase?
 - ii. If not, do we want to sell "as is" or make investments to optimize value
 - iii. Should we weigh short term use (rental) to belay carrying costs while continuing assessment?(1-2 years and reassess)
 - iv. Has long term plan to own more adjacent land been given adequate consideration?
- B. Discussed need for more baptismal robes (will inventory and determine if we need more in specific sizes)
 - C. Discussed need for communion trays that match
 - D. Discussion of the Business Meeting yesterday and results
 - E. Discussion to schedule yard cleanup at member's home...this Saturday (GS)

Agenda for Next Meeting

Read Not a Fan Chapters 9, 10, 11....

Adjournment

Meeting was adjourned by Kevin Kritzberger. The next general meeting will be at 6:30pm on June 19, 2017, in EBFC Conference Room.

Minutes submitted by:
Mark A. Dammeyer,
Deacon Secretary

I. ACTIVITIES

MEETING DATE: March 27.

COMMITTEE REPORTS:

SPORTS: Zumba is still is being held on Monday and Thursday evenings with attendance around 9-12 women in each. Open dialogue is continuing in regards to the switch over from Zumba to an all-around mixture of women's fitness classes. The spring soccer sessions have been continuing with approximately 47 kids.

ALL CHURCH: Nerf war was held on March 11th and had approximately 30 people come out. We had a sushi social on April 11th and a game show night will be held in the near future.

Special events:

New business: I would like to thank Karris Pennington and Ann Marie Jones for volunteering to be on this committee.

RESPECTFULLY SUBMITTED, KEVIN KRITZBERGER

II. PROPERTY COMMITTEE MEETING

April 13, 2017

We met with John Uhler from Fox Brothers Security, and the principal of BCS to discuss our options for upgrading our present security system. The recommendation from John was to add 16 new HD cameras with the addition of a new DVR to be added to and used in conjunction with our present system. At the present time BCS does not see the need for these additional cameras and the cost involved in purchasing them.

We asked John to get us more information on the cost of new door locks that could be integrated with our security system and programmed over the internet or a local network instead of individually with an external device like we do now. Kevin will also get information from General Supply for this option.

It was stated that we have the ability to add two more cameras to our present system and that will be considered in the near future as to the best location for them.

A request was made by BCS to improve security by somehow creating a barrier between our foyer area and the school area that could be locked down during the week to better separate the church entrance from the school in case of an intrusion. Options for the best way to do this and whether we want to do this or not will be discussed in the future.

Parking lot repair – Several options for this project were considered and discussed and we felt the best option was the add new curbing to the south side of the driveway, repair the large crack between the new and old parking lots in the main lot and around the center islands and also do an overlay on the southwest section of the lot where the worst cracking is. This option will cost approximately \$34,000. We also discussed having some repairs done to the storm drain areas that have sunken in at an additional cost.

We finalized our decision on the best way to replace the sanctuary and office wing HVAC units. We will change the office unit to a split unit, turn the south roof top unit for the sanctuary sideways, redo the duct work for both of those units, move the bathroom fan to the foyer roof area, relocate the wiring needed to do this work, and replace the full roof behind the sound room where these units are located. This project will cost approximately \$62,000.

We are still waiting for the final proposal to come in for the new stage lighting. Jeremy is working on that with Events Staging on getting the final details worked out for it.

Next meeting date is May 19, 2017 at 9:30 am

Prepared by,
George Hardy
Property Committee Chairman

III. TECHNOLOGY REPORT

May 2017

Database

- Currently in the process of increasing the security of the church database, by modifying FileMaker Pro settings; also, we will soon begin the implementation of general password guidelines and a minimum password strength requirement.
- Assisted BCS with troubleshooting FMP connectivity issues, while offsite; the issue appeared to be due to use of an outdated version of FMP on their computers. Also provided specs, and assisted remotely, with VPN setup on two of their laptops.

Hardware

- Server
 - During the first week of May, EBFC's Windows server (Small Business 2008) had multiple errors occur; during a diagnostic reboot (late Sunday, May 7), the server failed to boot into windows, and remained offline from the morning of May 8 through around 9pm that day. Automated Startup/OS disk repairs failed to run, and a manual scan and repair of the corrupted windows directory was initiated via command prompt. The necessary system files were repaired and the server booted into Windows normally; however, it was not yet fully operational, due to some critical errors still being present. A post disk scan/repair reboot of the server on the morning of May 9, completed the repair to the corrupted Windows files, and the server has remained online and fully operational since then.
- Workstations
 - Purchased replacement monitors for the Office Administrator's dual screen workstation.
 - Purchase and installed RAM upgrades for the Finance computer, and Worship/Youth Assistant workstations, to 8GB total RAM per workstation.
 - The Finance workstation also crashed on May 8, due to a failure of the aftermarket video card; the video card (DVI & HDMI) was removed, and the integrated video (VGA) was reconnected to the display. The computer was taken offsite for the diagnosis and repair, and was returned the morning of May 10.
 - Continued troubleshooting a Windows Update error on the Library workstation.

Software

- Due to the server crashing and being offline, Quickbooks was also unusable during this time, since it is hosted (multi-user version) on the server. No data was lost - the Quickbooks company file was intact, just unreachable during the downtime. However, plans to begin pursuing Quickbooks Online were expedited and Quickbooks Online Plus one year, 5 user license was purchased for \$50, through techsoup.com. The current plan is to migrate to Quickbooks Online on June 13.
- Upgraded the Worship/Youth Assistant and the Soundroom Projection workstations, to Microsoft Office 2016.

Mark Hardy
Technology Committee

IV. KITCHEN AND FUNCTIONS - May 15, 2017

Kitchen: I have spent time looking at the issues that affect the efficiency and processes that revolve around the kitchen.

I have started to get a group of people together willing to help with kitchen. This would include cleaning as well as function support.

I am in the process of implementing a system to manage the food in the refrigerator. Food is put in the fridge and it is difficult to know why it's there. A labeling system will significantly help with this. It will help to identify left overs that are up for grabs or food that is in there for an upcoming function.

I am looking at the condition of the equipment in the kitchen. I will bring some ideas for possible improvement in an upcoming meeting.

Mark Florentine

V. BENEVOLENCE COMMITTEE

MEETING- April 20, 2017 - Five members in attendance. No current benevolence assistance requests.

ACTIVITY-

Members discussed Giant Food Market gift cards used to assist members and strangers in immediate need of food.

Current Inventory of \$25.00 Giant Gift cards - (32) = \$800.00

Current Inventory of \$25.00 Walmart Gift cards - (7) = \$175.00

Suggested future procedure change: giving only one \$25.00 Gift card to strangers. Authorized Robbin to give only one gift card to strangers for emergency food without consulting committee or committee approval. Robbin is to record requester's full information including contact information and inform the benevolence committee for follow up.

Keith Beyer checked with Giant food market to see if cigarettes and or alcohol can be excluded from availability with gift cards. Keith reported after checking that they cannot be excluded.

FUTURE- Next Benevolence meeting scheduled for June 20, 2017 or as needed.

Respectfully Submitted, Robert Penchick, Committee Chairman

May 15, 2017