



## **Board of Deacons Meeting**

**May 18, 2015**

**Roll Call:** Kevin Kritzberger, George Hardy, Rob Christiansen, Kamba Kalubi, John Romero, Shawn Sommons, Joe Meier.

**Meeting Opening:** Kevin opened with a reading from "Uncommon Life", by Tony Dungy, Focused on Psalm 17: 1-2 "You can make a difference in this world right where you are. Find a place where you can plug in and help."

### **Discussion Committees:**

**Ordinances** [Kamba Kalubi] - Location of Baptism preparation conflicting with counting.

**Activities** [Kevin Kritzberger] -

**SPORTS:** Zumba still is being held on Monday and Thursday evenings with attendance around 9-12 women in each as well as Wednesday mornings. We have started a Kinder-soccer program thru AFC on Saturday mornings which began April 11<sup>th</sup> and will continue thru June 6<sup>th</sup>. There have been 17 kids in attendance so far. Discussions are being held to have flag football for the kids here in the fall as well as a U-7 soccer program. This past Saturday, May 16<sup>th</sup> we held Zumbathon here at the church and all proceeds went to Carenet of the Lehigh Valley. 45 women participated in this two hour event.

**ALL CHURCH:** The ordination celebration for Pastor Mark was held on May 17<sup>th</sup> during the S.S. hour. Many thanks to George Hardy, Mark Florentine, Sharon and Alyssa Kritzberger for their hands of service. Discussions are being held for an all church service and picnic this fall. More information will be coming shortly.

**Benevolence** [Joe Meier] -

- Working on Audit Committee guidelines
- Helped several families out
- Several needs on the horizon
- Surplus towards missions to use in "Benevolence" like manner

**Counting** [Kevin Kritzberger] - Procedures need to be defined when baptisms are going on.

**Caregivers** [Rob Christiansen] - See report.

### **Ushers** [Rob Christiansen]

- Head ushers need to continue being diligent about monitoring attendees bringing drinks into sanctuary
- It has been observed that several children have been playing in the fellowship hall during services. Children are to be directed toward their families (moved toward sanctuary) during service

### **Transportation** [Mark Hardy] –

- Placed order for the bus overhead storage rack netting, however, incorrect part number was used and subsequently the incorrect size nets were shipped. Working with the dealer to rectify the situation.

### **Technology** [Mark Hardy] –

- Purchased replacement monitor for Heather's workstation.
- 3 new computers (Dell) - Worship/Youth Assistant, Facility Manager, and Finance - are now actively in use. Their previous workstations have been repurposed; the Finance pc was reformatted prior to being repurposed.
- Upgraded to QuickBooks 2015 Premier, 3 user Edition.
  - Installed on Office Administrator and Finance workstations; the database manager was installed on the server.
  - Purchased (in Dec 2014) through Techsoup.org (Non-Profit Tech site) for \$99; currently selling for \$1050 on Amazon.
- Continuing to incrementally upgrade workstations to Office 2013.
- Jason Lee continues to troubleshoot network issues with the secondary remote camera (to be used for the Simulcast Project).

### **Community Concerns** [John Romero] - Spoke about continued needs for Bridge Ministry

### **Property** [George Hardy]

- Capital Improvement Plans. Prioritize for further discussion at joint Elder/Deacon meeting
- June 15<sup>th</sup> roof project begins

### **Church-School Liaison-**

### **Security / Evac. / First Aid-** [Andy Meeks]

- Two fire drills held during the month of April for Awana and Youth Group nights.
- Security procedures for Sunday morning Kid's Crossing need to be re-emphasized with the department.

**Next Meeting, July 20th, at 6:30pm.**

## **Benevolence Committee Report May 2015**

The last Benevolence Committee Meeting was on April 24, 2015

Balance end of April - \$15,203.75

Audit Report – there are a few items on the audit report that we are reviewing. We will discuss it further at the next meeting.

Benevolence Policy – Joe has reviewed the Benevolence Policy and has made a few minor changes. More changes will be on the way. We will discuss it at the next Benevolence Committee Meeting.

We helped a family with food, purchasing the food via our agreement Weis Markets. However, we had an issue with a member of the family that did not like some of the items we purchased. They wanted to return some of the food for a gift card. Weis would not do this and the church did not want this as well as per our agreement with Weis. Weis did offer to take a return and give them the food they wanted instead (not candy, etc.).

A couple of weeks ago, this family asked for food again. Joe was not able to contact them by phone because of an issue with this family member's phone. Joe emailed the person and told them that we did not appreciate the way they treated the managers at Weis. The person then denied they had an issue with Weis, even though they called Weis Headquarters to complain about one or more of the managers. Joe's email also stated that we would meet with them to devise a budget so that they could win. The reply we got was a denial that this person treated the Weis Managers rudely. Further they said that we should "forget it. We will figure it out".

We have not had any communication since and we have not seen them in church the last few weeks. In fact, other than Good Friday, we have not seen their names in the register that they had attended since then. Also we found out that this family evidently has at least 2 season tickets to Dorney Park, and has been there multiple times since the initial request. We felt that if we just purchased food for them as they request, we would be enabling bad spending behavior.

Kevin did make a call to Weis to apologize that they experience this problem with one of our church members/attendees and told them they did exactly what the church wanted.

We helped another member family in purchasing food.

Thanks,

Joe Meier

## **Caregivers May 2015**

We have been working on our Deacon challenge of:  
“Leaders create the culture and the culture grows the community”

Since our last Deacons meeting. We had a nice visit and time of fellowship with Cindy Hein. We were able to replace a light fixture in her breezeway. Thank you Kamba and Andy for joining me. She has given us a list we can follow up with, with the understanding that there are several things we cannot take care of for her:

1. Garage door lock; move bracket so that bar slides in
2. Get door knob for door from breezeway to garage
3. Breezeway fix (Major renovation): Floor leveled, sliding door to close correctly (being pinched by lack of load bearing header) caulk front panels under windows
4. Garage Door: snows inside cracks
5. Out back, mortar stairwell
6. Replace outside outlet
7. clean out gutters and put on gutter guards
8. check shed for rotting & paint inside and out
9. kitchen, two pieces of baseboard missing: Ripping the bottom for carpet (3 1/2, 5 3/16, 9 5/8)
10. Pain inside window frames
11. Back fence, 2-3 feet of lilac bushes removed

Our next time of service will be May 19, with Grace Sapareto. She has put together a list and we plan for a short time of fellowship.

## **Ushers**

Discussion has begun of changing the dress code for ushers. We have been discussing going to less formal than suit and tie for the summer months.

Thank you,  
Rob Christiansen

## **Property Meeting Minutes April 20, 2015**

Estimates to fix the uneven front sidewalks came in at \$11,000, across the street sidewalk would be an additional 1,100 and the pastor's entrance end would be 3,275 for a total of \$15,375. It could run extra depending on what they find when doing the work so we should plan on about \$17,000 if we do it all.

William Penn Road sign needs to be repaired. There was a fire in the wiring and we will have Burkholder Electric look at it to see what needs to be done to repair the wiring. We looked at pictures of possible new types of signs for when we decide to replace them in the future. We should probably budget about \$20,000 in the long term capital improvements plan.

The bathroom counter in the men's bathroom by the gym needs to be replaced. We will plan on using the BCS portion of the yearly agreement to help pay for this. Kevin will check into pricing for this replacement.

Kevin got two quotes for replacement of the north windows in the gym. Nazareth Plate and Glass came in at \$14,000 and the Mesko Glass quote was \$17,400. We will put this project on our list of capital projects and then prioritize them in order of importance.

The mortar in the block on the north wall of the gym needs to be repaired. Pieces have fallen out and water is leaking through the wall in certain areas. Kevin will get quotes on this work and find out the best time to do this work in conjunction with the window project. We will use the same company to fix the mortar around the chimney at the parsonage that needs to be repaired.

We talked about scheduling a work day to replace dirt around the sidewalks where it has washed away and there is an unsafe drop off in certain areas.

We need to make a prioritized list of all the capital improvements we are considering for the future to be presented at the combined Elder/Deacon meeting in June. We will meet again in May to try and get this accomplished.

Next meeting date is May 11, 2015 at 9:00 am

Prepared by George Hardy

## **Property Meeting Minutes May 18, 2015**

William Penn Road sign wiring that was burned has been replaced but the sign is still not lighting up.

The Sanctuary roof replacement start date has been set for June, 15, 2015

The follow-up fire inspection passed and we hope to get a discount on our insurance from this.

The fire drill held on a Wednesday night was a failure. This will be assessed and re-training will be done before the fall programs begin.

We will schedule a work day to replace the dirt along some of the sidewalks that has eroded away and causes a safety hazard because of the drop off.

There was positive feedback for the streaming service on Easter from the 45 people who attended it.

The gym partition caused an injury to a student's hand and after checking with Modernfold we were told there is no fix that they can give us we will just have to sand the area down and be more careful with it.

Much time was spent putting together the priority capital expenses for 2015 and for the long range capital improvements plan. See attached sheets for the current 2015 plan and the long range plan.

Next meeting date is June 1, 2015 at 9:00 am

Prepared by George Hardy