



# Minutes

## Board of Deacons Meeting

### September 2019

**DATE:** 9/9/19

**OPENING & PRAYER:** What does the Bible say about dealing with difficult people?

**ROLL CALL:**

	Present	Excused	Unexcused
Kevin Kritzberger	✓		
Rob Christiansen	✓		
Andy Meeks		✓	
George Hardy	✓		
Mark Hardy		✓	
Kambi Kalubi	✓		
Mark Florentine	✓		
Gary Walleisa	✓		
Blake Kuntz	✓		
Dan Lichtenwalner		✓	

**DISCUSSION ITEMS:**

1. Ordinances: [Kamba] - We will be donating old communion trays to another church.
2. Activities: [Kevin] - Nothing to report.
3. Benevolence: [Gary] - New policy of 48 Hours response time for new outside requests has been approved.
  - a. Benevolence is trying to identify congregational needs. The committee is discussing requests for potential uses for accumulated funds.
4. Counting: [Kevin] - No new news

5. Care Givers: [Andy] - Nothing to report.
6. Ushers: [Rob] - Continued need for second service volunteers. Preparations in place for outdoor service.
7. Transportation: [Mark] - Shopping for replacement stereo for the minibus; current stereo has multiple buttons that are broken and worn out. Looking at Apple CarPlay and Android Auto compatible receivers.
8. Technology: [Mark] - See report.
9. Kitchen & Special Events: [Mark Florentine] - Cleanliness (courtesy) in the kitchen by those using it was discussed.
  - a. Fellowship time discussion. Is it beneficial? Time of counsel and productive conversations are occurring in the serving area. Others are having fellowship prior to Sunday School. Logistics of serving was discussed, and other options will be explored. Mark has been receiving a lot of positive feedback from members.
10. Property: [George] - See report.
11. Church-School Liaison: [Dan] - See report; EBFC/BCS agreement.
12. Church Safety: [Blake] - See report; Updated Security Policy.

**CLOSING:**

Minutes

Closing Prayer -

Meeting adjourned.

Respectively Submitted,



Andy Meeks  
Secretary

**ENCLOSURES (4)**

## **Technology Report: September 2019**

### **Hardware**

- Attended two Cisco webinars and received a free Cisco cloud managed WiFi Access Point, and a free Cisco cloud managed Router. Both came with a 3 year license, and will be installed in the next few weeks. Total savings: \$1,208
  - Planning to purchase three 5 year renewal licenses for remaining WiFi hardware after installation of the router is complete (licenses apply to new models if/when hardware is upgraded at no cost). Cost: \$870
  - Received quotes for replacement a few of our remaining WiFi Access Points that are reaching 'End-of-life' in March 2020, and due to cost, will wait until January to purchase.
- Purchased a replacement Soundroom Projection computer from Dell Business Outlet: Dell Optiplex 7050
  - Cost: \$807 (waiting on \$45 Sales Tax refund from Dell)
- Purchased replacement TV for youthroom TV in July. Cost: \$1,249
- Purchased Chromecast Ultra (4k) to swap with current youthroom Chromecast.
  - Cost: \$57
- Planning on purchasing replacement computers for the following workstations before the end of the year:
  - Youthroom
  - Office Admin
  - Server (current OS - Small Business Server 2008 - end of MS support in January 2020.
- The 3 TB Western Digital My Book NAS drive failed; it served as an archive storage for past years Sunday sermon/service audio recording files, as well as a Apple compatible backup drive for staff MacBook Time Machine backups.
  - Configured our other more robust NAS drive for Time Machine backups, and conveyed instructions to users for setup.
    - Mike confirmed the setup on his MacBook (personal device) to the 'new' drive is complete. Will check with other Pastors to confirm/complete transition.
  - Discussing desired archive length of Sunday service audio with Pastor Jeremy to determine steps forward for audio storage - most likely on new server, since it will have more storage space than current server.

### **Software**

- Due to MS Windows 7 Pro end of service in January 2020, purchased Microsoft Windows 10 Pro upgrade licenses (50 installs) from Techsoup.org. Cost: \$16
- Planning to purchase Microsoft Office 2019 upgrade from Techsoup.org in the next few weeks; up to 50 installs of each version.
  - Windows and Mac Versions Cost: \$29 each

Mark Hardy  
Technology Committee

## **Property Committee Report September 8, 2019**

The foyer renovations are still ongoing. Another large screen TV still to be installed, new door hardware, bench seating and artwork are still in the plans and are being worked on.

The parking lot seal coating and line striping is done but the landscaping work on the islands and tree replacement around the retention pond still need to be done as soon as possible. We have had delays coming from the landscaping companies we were trying to use.

We finally received several options for the new signs from the sign company and will be meeting to make decisions about them in the near future.

New LED hall lighting with emergency back up is being replaced in the Sunday school room halls. About half of them are already replaced.

The fence repairs around the retention pond and playground areas are completed.

Prepared by George Hardy,  
Property Committee Chairman

LIAISON COMMITTEE  
October 15, 2019  
1:00 PM  
GENERAL BUSINESS MEETING

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The Liaison Committee held a General Business Meeting on Wednesday, October 15, 2019 at 1:00 p.m. in Room 2 at Ebenezer Bible Fellowship Church. The following were in attendance: Kevin Kritzberger, Dick Bickings, Brenda Hillman, Laura Harris, Sharon Kritzberger, Otis Powell and Daniel Lichtenwalner. Absent from the meeting: {none}.

**1. OPENING**

A. Daniel Lichtenwalner opened with a word of prayer.

**2. OLD BUSINESS**

A. Approval of the June 12, 2019 minutes.

- Motion to approve the minutes made by Dick Bickings. Seconded by Kevin Kritzberger. All in agreement, none opposed.

B. Outdoor Play/Gathering Area.

- BCS would be willing to utilize any area proposed by EBFC. Any further evaluation would have to go before the deacon board for consideration. Nothing further discussed.

C. Internet – Increase Bandwidth/Access Points.

- Dick mentioned that Deacon Mark Hardy is having issues with addresses and has tried moving access points. EBFC would like proposed usage from BCS to evaluate future needs. Brenda Hillman stated that BCS hasn't had any problems with dropped WIFI access this year so far. Brenda suggests looking at the usage in about a year when the school will purchase additional computers. Dick recommended a meeting between Mark Hardy and Brendan O'Brien (BCS tech).

D. Change of Classrooms.

- Daniel asked how the change of classrooms was working for BCS. Brenda and Laura thought that such rooms were working well thus far.

**3. NEW BUSINESS**

A. Financial Situation of BCS

Daniel inquired of the financial status of BCS to date. Brenda projects out okay unless some unforeseeable major issue. Otis asked about attendance. Brenda stated that attendance has increased this year.

B. BCS Request for Approval of Alternate Seating

Laura presented EBFC with an alternative type of seating which may be better suited for some of the younger students having trouble sitting in their chair. Such seating is a blow-up chair with no backing. Laura stated that, if approved, it would be a trial run in Room 19 and would be purchasing approximately 17 chairs. She mentioned that the chairs would be removed from the classroom at the end of each day and stored in a location that would not interfere with EBFC activities (possibly Laura's office). Dick asked if the existing chairs would be removed from the classroom during the school day. Laura responded that they would be stacked in the classroom and the teacher will be responsible for ensuring the room is put back into its original state. Kevin believes that the seats may become a nuisance for the kids. Dick and Dan approved BCS to utilize the alternative seating in the one classroom as a trial.

C. Promethium Board Training

Kevin would like training for church/ministry staff on the promethium boards. Brenda mentioned that the macs are not as compatible as the windows-based laptops. Laura suggests using Google documents for presentations and EBFC creating an account on each board. Laura said that Naphtalie Walters or Roshi may be able to provide training to Dick and Jennifer Schanely so that Dick and Jennifer can train the other staff/ministry leaders. She stated that eventually the mac minis will not be replaced and the promethium boards will solely be used.

**4. COMMENTS**

- A. Kevin mentioned that EBFC teachers complained of not being able to use the white boards due to items be placed over them.
- B. Kevin would like to be included on the fire and safety drills. He is requesting a 10-minute meeting prior to and after such drills to be able to document for EBFC. Kevin asked if air horns are to be used in the event of an active shooter situation. Laura replied no but that walkie talkies are to be employed.
- C. Kevin requested list of donors as he was questioned about why EBFC didn't use a certain company that donated to the school and/or church. Brenda will check to see if there is any such list and request business cards when a donation is received. She will pass along any names of recent business donors.

**5. ADJOURNMENT**

- A. Otis Powell closed in prayer. The meeting was adjourned at 2:05 p.m.

Respectfully Submitted,

Daniel Lichtenwalner  
Liaison Chairman

## **Church Safety – Deacon Meeting**

**September 9th, 2019**

### **Incidents to report:**

None

### **Action Items completed since last report:**

- Sent Church Administrator announcements for medical personnel identification to compile a list. Announcement was run. Completed medical personnel sheet based on the responses and hung the sheet on the security bulletin board.
- Prepared waiver for all current and future security team members. Updated Church Security Team Policy.
- Contacted member Kyle Ebel based on recommendation for security team. Kyle was interested and a meeting was held to explain requirements and determine how he could serve. Church Member John Fonterosa expressed interest in joining the security team. Meeting was held with John to explain requirements and determine how he could serve. Held orientation with Kyle Ebel and John Fonterosa to get them acquainted with service and Sunday school duties.
- Sent out information and scheduled three sessions for Civilian Response to Active Shooter Events (CRASE) and major trauma care with ministry leaders.

### **Action Items remaining:**

- Announcement to determine the number of individuals interested in CPR/First Aid Class will be made at CRASE Training Sessions and then emailed to the rest of those who will be offered the class.
- Complete the three CRASE and major bleeding control training sessions.
- Disburse waiver and policy for security team and complete any necessary follow-up for team member's backgrounds if needed.

### **Topics to discuss at Deacons meeting:**

Review security team waiver and policy

Respectfully submitted,

Blake Kuntz