

## Facilities Board Meeting – 10:00am October 9, 2025

Attendees – Mother Betty Glover, Paul Bailey, Mike Bearden, Dave Ham, Ross Lively, Bryan Wester

The meeting began at 10:00am with a prayer and comments by Mother Betty.

The following items were covered during the meeting:

### Old Business:

Two ceiling leaks have been discovered and will need attention: one in the Robing Room, as well a potential leak in the Bell Tower Narthex. Steve Ammons will identify local roofers to get estimates and affect the repair. *Follow-up: Steve was not in attendance; this item will need follow-up in the next week.*

Water temperatures for the Parish Hall dishwasher don't meet specifications. Further investigation is needed to determine the nature of repairs. *Follow-up: After investigation it has been determined that the water heating system is functioning properly, and usage guidelines will be updated.*

A new CoC Narthex chandelier is on site and will need to be installed. Steve Ammons and Bryan Wester will coordinate the installation. This will require two workers since it is an elevated job. *Follow-up: Bryan will follow up with Steve A. to determine the best time to do this.*

Venting for the stoves in the Parish Hall is insufficient since it is currently an internal vent. An external vent would be preferable and has been budgeted. Further planning will be required. *Follow-up: This work has been budgeted for 2026 and will be deferred until then.*

Attic Storage above the Sanctuary is in a state of disarray and will need to be corrected. A survey of available storage spaces vs. the items requiring storage will need to be conducted. This will require coordination with all parties in need of space. Dave Ham will coordinate with parties involved and implement a plan. *Follow-up: The campus storage spaces have been surveyed. Action has been taken by Administration, and their storage items are properly placed. Dave Ham met with ECW Head and determined actions that need to be taken by that ministry. Facilities likely has the largest number of stored items and these will need to be disposed and stored properly to enable others work on the remaining issues. It was suggested that a trash disposal company be hired to haul the refuse to the landfill. The affected ministries will be notified of the plan and consulted to determine when they should complete their work on this issue.*

Church Narthex doors are badly in need of paint. This will include two doors at the Moore Street Narthex, as well as four doors at the Bell Tower Narthex. Steve Ammons will acquire the correct paint and affect repairs. *Follow-up: Steve Ammons is scheduled to paint the doors on Friday 10/10/25.*

A study will need to be conducted to determine those items to be covered by a Maintenance Reserve. These would include non-emergency maintenance items that would need to be addressed at predictable intervals i.e. painting, roof, carpeting, HVAC etc. Some work has been accomplished in this area; outside resources may be available for advice and guidance on this issue. *Follow-up: As discussed further; the 2026 budget will be completed in October 25, the 5yr. plan should be completed in 3/26, and the 10yr. plan should be completed in 6/26. Facilities will participate in whatever way necessary.*

There is a need to establish a “ready reserve” of volunteers that would be available to help with occasional projects. A partial list is started, and these parishioners will need to be contacted to ensure their availability. Additionally, a Ministry in Focus session may be helpful in creating awareness of the need. *Follow-up: a Ministry in Focus session will need to be scheduled – Dave Ham.*

Discussion was held on approaching a local rental business to accept the Lobster Cooker that has formerly been used by the now defunct Men’s Club. This agreement hopefully would allow St. Philip’s to use the cooker at no charge in the future. *Follow-up: The parishioner who donated the cooker has been approached and will yield their opinion on this soon. Matter to be addressed at the next board meeting.*

Discussion was held on the need for a water cutoff valve/mechanism for the Parish Hall kitchen. *Follow-up: Steve Ammons will check with John’s Plumbing regarding feasibility.*

The parish Hurricane Plan needs updating. Electronic versions will be circulated to board members for their input. Bryan Wester will make necessary changes to the Plan. *Follow-up: members have received copies of the plan and will submit suggested changes to Bryan Wester.*

## New Business:

It was communicated that St. Philip’s most recent water bill was out of line with historical billings at ~\$751. Possible leaks were investigated and none found. After consultation with Brunswick County Water, it was related that their automatic read system has been malfunctioning and as a result, they have been short-billing customers; this bill was make-up after a normal reading. No further action required.

The Facilities Coordinator has been employed by St. Philip’s for six months. An evaluation will need to be scheduled and plans for optimization of work will be developed.

The door to the Aumbry in CoC is not closing properly and at times opens on its own. *Follow-up: Bryan will coordinate with Steve A. to affect a repair.*

Drywall work is underway to repair the wall behind the Parish Hall kitchen refrigerator that was damaged due to the recent water leak. *Follow-up: Bryan and Bill Tomz will complete.*

The Outreach Board is nearing the end of their study on repurposing Annex spaces. Their representative will attend the Facilities Board meeting scheduled for 11/13/25 to discuss their plans before proceeding to Finance Committee and Vestry. Dave Ham and Paul Bailey will discuss with the Senior Warden to ensure that outreach is taking the proper path for acceptance and approval.

Official business was concluded at 11:20am to accommodate a survey of the board members by the Rector Search Committee.

Meeting was adjourned at 12:25 pm.

Next meeting: November 13, 2025 – 10:00am in the Annex