

## Facilities Board Meeting – 10:00am January 8, 2026

Attendees –Paul Bailey, Dave Ham, Bryan Wester, Steve Ammons, Donna Foster

Absent – Mike Bearden, Mother Betty Glover

### 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: Monarch Roofing has been contacted and will visit to assess any possible damage and provide an estimate for repair.*

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: A plan for cleanup has been put into place. To date, Facilities and Parish Life have completed their efforts. Worship will begin their efforts during the second half of January. Following the efforts of Worship, Facilities will remove any unwanted items remaining and either discard or donate to a charitable organization. Estimated completion of cleanup is EOM February.*

Discussion was held on the need for a water cutoff valve/mechanism for the Parish Hall kitchen. *Follow-up: John's Plumbing has assessed the need for a cutoff valve and will provide an estimate of the cost of installation.*

The group revisited the presentation that was given by Superior Mechanical Inc. to offer a maintenance program for HVAC systems in use on the campus. It was unanimously agreed to work with them and provide the information needed to construct an estimated cost of the program. *Follow-up: Dave Ham will contact Superior and initiate the study.*

Efforts to address safety concerns regarding services held in Chapel of the Cross have been completed. The changes required including new fire extinguishers, additional lighting installation and adjustment, and door lock systems have been completed.

### New Business:

Recommendations have been made to enclose an alcove in Room 203 (Parish Hall) that is currently used to house choir robes. By doing this, additional storage may be provided, and this will also provide a more aesthetically pleasing look. Work on this project has been discussed with Facilities Coordinator and should be able to be completed by onsite personnel. *Follow-up: Ministry Chair will discuss need with Choir Director and report the outcome.*

Discussed the possibility of enclosing the alcove next to Library (Parish Hall) currently used for chair storage. By doing this, additional storage may be provided, and this will also provide a

more aesthetically pleasing look. Like the alcove in Room 203, this work could also be completed by church staff and volunteers. *Follow-up: Once a response is received from Worship the cost of the two projects will be evaluated and budgeted.*

Three spare mirrors were discovered during attic cleanup and there is a possibility that these can be used for robing rooms in the church. These can be installed by church staff. *Follow-up: Waiting for placement information from Worship Chair.*

Discussion was conducted regarding the exterior condition of the Sanctuary, last painted in 2015. It was agreed that we will seek evaluations and estimates from local painters to repair as needed and paint the Sanctuary. This would not include the Parish Hall that was painted c.2022.

*Follow-up: Dave Ham will seek estimates on the cost of the work.*

Memorial Garden Committee – Space has been created in the garden to provide 22 additional burial plots. This fulfills the need for spaces to meet current obligations. Plans have been made to restore drip irrigation to the flowerpots placed at various locations in the garden. A committee meeting will be planned for 1<sup>st</sup> quarter 2026.

Groundskeepers – A Ministry in Focus presentation has been scheduled for both services on 1/11; three new volunteers are needed to bring the four teams to full compliment. Grounds beautification days have been planned for 3/14/21/ & 28; two days are needed to prune and fertilize shrubs and spread mulch in the campus planters; a rain day contingency has been planned. The goal is to have this project complete by Holy Week.

Meeting was adjourned at 12:00 pm.

Next meeting: February 12, 2026 – 10:00am in the Annex