

Facilities Board Meeting – 10:00am February 12, 2026

Attendees –Dave Ham, Bryan Wester, Steve Ammons

Absent – Donna Foster, Mother Betty Glover, Ross Lively

Old Business:

Two ceiling leaks have been discovered and will need attention: one over the upstairs 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 visited and one leak has been located. We will need to monitor to determine the location of the second leak. We will ask for an estimate to seal any possible sources of leaks. Discussion at next meeting.*

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: Parish Life (ECW (MoaM)), Facilities, Worship have all made significant efforts to organize shelves as needed. Habitat for Humanity has picked up items they can use. Final organization and trash removal is planned for week beginning 2/23.*

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 and Bryan Wester hosted a visit and site survey of all HVAC installations with Superior Mechanical. A presentation and discussion are planned for 3/12/26 meeting.*

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: The Choir Director feels there is no need to enclose the alcove used for robe storage. Efforts for this work will be cancelled.*

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: The Choir Director feels there is no need for a mirror in the choir room. Efforts for this work will be cancelled. The largest of the mirrors will be mounted in the upstairs robing room.*

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.

New Business:

Mother Betty has requested that her office as well as the adjacent office for the Parish Administrator be painted prior to the arrival of the new rector. *Follow-up: Dave Ham will contact a local painter and solicit estimates for the work.*

At the time of construction of the Parish Hall vent hoods were installed over the two stoves located in the kitchen. It was discovered that the output of the vents went directly into the overhead void. This has caused significant odors in the building resulting from cooking at these stoves. Corrective action needs to be taken to add proper exterior venting for the kitchen.

Follow-up: A vendor visit to assess the corrections needed as well as their costs has been completed. An estimate for the work should be forthcoming.

Groundskeepers – The Ministry in Focus presentations have resulted in two new additions to Groundskeeper teams. Grounds beautification days have been scheduled 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.

Safety & Security – S&S discussions regarding Celtic services continue. No consensus has been reached at this point; however, one consideration is the addition of cameras to monitor the CoC entry.

Meeting was adjourned at 12:00 pm.

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