

St John the Divine Property Committee

Minutes of May 5, 2017 Meeting

Members Present

Andrew Gates (Chair), Tony Barlow, Sandy Cotton, Mike Bugslag, Anne Moon, Chuck Neilson, Michael Zenger (Representing Parish Council)

Gillian Barlow attended the meeting to brief the committee on archival materials.

Opening Prayer , Approval of Agenda

Andrew opened the meeting with a meditation and prayer. The agenda which had been previously distributed was approved with minor amendments. Andrew reported correspondence regarding St John's Court, and suggested that it be tabled pending further discussions with the Rector and Wardens.

Minutes of April 7, 2017 Meeting and Business Arising

The minutes were adopted as distributed and we agreed that any issues arising from our last meeting could be dealt with under the agenda.

Financial Update

Andrew reported that no financial update of year-to-date expenditures on property maintenance and repairs was available in time for the meeting. Members stressed that while such information was useful in understanding the nature of minor repairs and maintenance issues, additional information related to the FY budget would be useful in guiding the committee's deliberations. This would be especially relevant should the committee adopt the systematic *Asset Management* approach we agreed to pursue at our April meeting.

Terms of Reference and Property Manager Procedures

Andrew had noted at our April 7th meeting that it would be important to have a member of Parish Council appointed to the committee. Michael Zenger now represents the Parish Council.

Updates on Ongoing Projects and Issues

Chapel Renovation

Tony reported on behalf of the Chapel project group. He stated that Rhoda Brody-Smith would be presenting a full costing estimate (approximately \$20,000) at the next Parish Council meeting. Tony also reported on progress related to the Chapel doors. Preliminary estimates indicate a cost of \$5600 plus \$1500 for installation. Anne suggested that Woodwind Farm be contacted as an alternative source.
Agreed.

Garden Gate Repair

Chuck reported that the broken garden gate is out for repair and should be installed next week.

Parish Work Day – April 29

The Parish Work Day was well attended and productive. Because of rain, it was not possible to do the projected painting and Chuck reported that this would be rescheduled for early fall. Andrew noted that several concerns had been raised by participants regarding building cleanliness and general upkeep. He stated that he would collate concerns for discussion with the parish administration.

Asset Inventory and Asset Management Strategy

Andrew shared the results of his discussions with Diocesan officials and Gillian reported on her research into existing asset inventories in the archives. The diocese affirms our commitment to asset management which will make a significant contribution to the long term sustainability of St John's. We estimate that this project will minimally take a year.

Church Signage

At our last meeting, we agreed that this be a *priority* issue. Anne has computer files on extant suggestions and concepts. Following an extended discussion, we agreed that input should be sought from parishioners to allow us to examine a spectrum of options. Anne agreed to coordinate this.

Audio and Lighting Projects

Tony provided a detailed summary of progress to date on church lighting project. It is a question of “make haste slowly”, complicated by the need to coordinate actions with the diocese, and the difficulty in finding a qualified lighting consultant (not a contractor) who could assist us in preparing a technical brief with contract specifications. Preliminary indications are that we will also need a lighting engineer to assist in producing a request for proposal. Tony suggested that the parish engage Stuart Stark as a consultant at a cost of \$250 to assist us in exploring options., and that funds should be drawn from the lighting project budget. Agreed

New Business

Walkabout

We agreed that this should be scheduled with a larger group representing clergy, lay staff, and committee members should do this to ensure we share the same information. Andrew will coordinate possible dates.

Mason Development Proposal

Anne reported that she had become aware of a proposal to build a multi-story building complex fronting on Pandora and backing on Mason. If approved, this could have major implications for church parking and traffic. We agreed that this situation needs to be closely monitored and that we should present our concerns to authorities in a timely manner.

Adjournment and Next Meeting Date

We adjourned at 5:15 PM and will meet again at 4:00 PM on June 2, 2017.