

Joint Venture Council  
Minutes April 19, 2011

The meeting was called to order by President Sue Scaff at 7:30 PM. Members present were Sue Scaff, Brenda McHenry, Alex Dykes, Connie Moore, Rev. Rodney Yee, Allan Jones, Rev. Kate Flexer, Bryan Bond, Laura Hall, Steve Wing, Joe Machado, Dave Byers. Also present: Dee Dumont, bookkeeper, Dennis Elliott, office manager.

Rev. Yee led an opening prayer.

**Announcements:**

Sue announced regretfully that John Graham had died the day before after a long struggle with cancer. She will be appointing a replacement on the council for him.

Sue will be out of state in June and July, and Bryan Bond will preside at those meetings. She will be available by email and phone.

An Eagle Scout project by David Beecher is being proposed to rebuild the shed which the scouts use for storage. Steve Coutinho has agreed to oversee the project.

Connie Moore reported that she has researched invoices and work performance of Professional Cleaning Systems and recommends that we continue to use them. The charge is between \$600-\$700 per month and they come twice a week which averages out to just over \$60 a cleaning.

Sue mentioned that she would like to organize our record-keeping in the coming months.

**Rats:**

Dennis Elliott reported that Mike Moore had removed rat droppings in the nursery and cleaned the area and carpet. He has reset an enclosed trap. However, there are still openings where rodents are getting in. He took everyone on a "field trip" to look at problem areas, including the north door (facing the street) which has space underneath it.

Terminix comes regularly according to their contract. They spray for termites, and set rodent traps. However, checking and removing the results is up to us. Allan Jones volunteered to plug up the openings and repair the door.

**Building Usage:**

Dennis asked about contracts and forms for building usage. There are forms in use, but payments have not been invoiced. There was lengthy discussion about setting policies, providing a billing mechanism, and appropriate forms. A committee of Allan Jones, Brenda McHenry and Dennis Elliott will review the current system and make recommendations to the board before the May meeting.

**Handbook**

It was M/S/C that the handbook which had been sent to each member 8 weeks ago be approved as presented and amended as necessary. Allan will obtain binders and copies for each member, which will be collected by the President, and passed along each year to successive Council members.

**Minutes**

The minutes of the March meeting were accepted with the following amendments:

“Allan Jones proposed that spending limits be determined for expense and capital expenses. It was M/S/C that expenditures of \$200 or less would not require the approval of and board, and any amount over the \$200 level would require board approval, which can be obtained at a board meeting or via email or telephone poll. The capital expense issue is covered by any expense that can be depreciated over a determined period of time; thus no limit is required.

Brenda raised the question of the office manager having a credit card to purchase office supplies, rather than having to use his own money, and then request reimbursement. The board approved a maximum of \$200 for the office manager to use the charge card at any one time.

Allan Jones raised the issue of the board having reserve funds in savings as well as in the checking accounts. The recommendation was to have:

- 1) The checking account will have at least 10% of the monthly obligation in reserve after all obligations have been met. These funds are available in the event of an unforeseen expense, but should be replenished within at least 3 consecutive months of being used.
- 2) The savings account shall have a minimum of 10% of the annual budget in reserve. These funds will be available for use to cover large expense or capital expenses if the need arises. The savings account will be replenished based on terms developed by the Joint Venture Board at the time the funds are used.

A brief discussion took place with no decision being made at this time.”

## **Treasurer’s Report**

The balance sheet and Profit & Loss statement for March 2011 were distributed. Dee will email the February statements to Brenda who will pass them along to the board.

Brenda will review the payments made to date by each church compared to the final budget and provide the results to the board and each church.

It was M/S/C to create a petty cash fund of \$200 to be replenished as needed and balanced monthly. This will be in lieu of a Joint Venture credit card.

The account at Fidelity needs to be updated and Sue and Brenda will attend to that. Brenda will activate the Heritage online account and provide access for Dee as well.

## **Tree & Patio**

Sue presented her written concerns about the tree and patio. They include: that the tree may die anyway; the upheaval in the concrete slabs is a safety concern; cracks in the building wall are increasing; the right new tree could grow quickly; asphalt is disintegrating and postponing patio

work will exacerbate it; going ahead with it will give us a better grasp of our budget and help decide what is affordable.

There was discussion of the need to have plans, and a permit to take the tree down; how to communicate with church members. It was M/S/C to remove the tree and concrete slabs, to begin the replacement process, and to provide safety barriers around the affected area to prevent entry. In the short term, Dave Byers will get security tape and will get bids for tree removal. Alex Dykes will handle the permit process. Long term, Allan Jones has offered service of a landscape architect in his family, and group will be formed including other interested persons to manage the process. Dave pointed out the need for ADA compliance and concrete replacement in other areas as well. A committee of Sue, Kate and Alex will begin to work on this.

### **Budget Priorities**

Laura Hall provided a written list of maintenance priorities. There was discussion about the list. Some of the items have been addresses or are in process. The maintenance committee will meet to further prioritize.

### **After School Tutoring**

A group has approached us about using the church for tutoring. They would need 4 classrooms and an administrative room, restrooms and a kitchen. They expect to be in the church 11:30-6:30 Monday through Friday. Rent has not been discussed, but would be part of the agreement. Most Council members were interested in pursuing the proposal. Kate and Sue will have further talks with them. Allan Jones noted that vestry and Council need to talk about this as well.

The meeting adjourned at 9:05 after a closing prayer by Rev. Kate.

Respectfully submitted

Brenda McHenry  
Recorder

Approved: \_\_\_\_\_