

**GASHLAND EPC COORDINATING TEAM
MEETING AGENDA
Sept 1, 2022**

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|--|----------------------------------|---------------|
| Date/Time: Thursday, 9/1, 2022, 6:30 PM – 7:45 pm | Location: Large Classroom | |
| PRESENT (P) ABSENT (A) | PRESENT (P) ABSENT (A) | GUESTS |
| Ritchey Cable (ex-officio) P A | Steve Moberg P A | |
| Russ Ellison P A | Don Vande Polder P A | |
| Dennis King P A | Ron Wilson P A | |
| Mark Lancaster P A | | |

Opening Prayer -

1 Personnel -

- Office Administrator - We prefer someone not in the congregation
- what are the long term plans
- Ron to visit with Kathy.

2 Facilities Use

- Mother’s Room - have the window frosted that is looking into the mother’s room in the ministry center. From Mark’s e-mail, “have the window frosted that is looking into the mother’s room in the ministry center.” Does Property do this? Michael’s original question was “wanted to make sure there was no policy against frosting those windows for safety concerns?” - **Property is handling. Don to respond to Michael, on the inside window, as long as there’s some access for a supervisor to view. Per Michael’s e-mail, put in new blinds? Remind property that that could be used for non-family usage and should be monitored. As long as it’s not used as a children’s classroom, Property can do whatever they want**

3. File repository for records - CCB or Dropbox – last meeting we discussed and Ritchie to bring back proposal for file storage.

4. Security Team – do we need additional meetings or are we good at present time? (from question by Kathy about Labor Day meeting) – discontinue meetings, although side door where the choir goes in is often unlocked. **Don to talk with Ernie about that. Highlighted as a security risk . Don to talk to Dave Smith and Dennis and Ernie.**

5. Memorial Gifts – do we need an additional process and how to handle? **Purposes of the old funds have been lost in time, so what we do with that. Ultimately falls upon Session to determine! Finance how do they keep track of specific donations for memorials.**

6. Edits to Facilities Use documents – Mark e-mail – keep turning rocks over on this one.

7. from Steve’s e-mail - “talked to Kathy to further discuss the issues she brought up. (BTW — I noticed in her email that her title is Office Administrator, so I told her it is my fault that we put Administration Manager in the policy. I must have looked at an old job description to find the title. So we need to revise the policy to change all the references to her title to Office Administrator.)” - **part of facilities use policy. Should we drop the interim part of the title, Ron to visit her on that. Added a line that you can’t use the facilities for campaigning**

7. Additional information on Sunday mornings visually. Do we need Tech team to come up with a plan for additional information screens upstairs and downstairs? Announcements about Sunday School classes, thank you messages from people who are hurting, directions to services, directions to bathrooms, prayer chain items, anniversaries, birth announcements, etc. **Screen upstairs are not on. Steve to check with Ellie**

- Closing Prayer -

Respectfully Submitted,

Donald R Vande Polder, Jr.
Coordinating Team Chair

Appendix: Facilities use policy:

Mark,

I have taken a look at the document. I have a few questions and possible recommendations.

Pg. 1 is there going to be a contact person if the thermostat needs adjusted to accommodate the weather outside?

Pg. 2 Might want to include they battery operated candles are allowed too

Pg. 3 for checking in and out with facility manager, are we going to have a form for Sarah and Ernie (Electronic would be best, but I know that could be a problem with Ernie?) Maybe we can have a form on my desk that they sign in and out with, and the person with the reservation signs to confirm? Just a thought, please tell me if you have another idea.

Pg. 4 you have evening hours and then under that you have for them to make requests, I take that as they are able to schedule and make facility requests during those hours, and Ernie and Sarah always send them to me anyway? So not sure if you want to reword that, or I am just misunderstanding.

Under reservations you have office hours til 1:30? Wasn’t sure why that was

Pg 5. Also under reservations - This may sound harsh, but we need to tell them that if they do not fill out the request online then they will not get a room reserved. (I can explain why in person)

under Event adjustments or cancellations — We need to have it stated that we have the right to cancel or reschedule their event for any reason, and that in the case of a funeral their event will be cancelled, as funerals take priority.