

Pastor's Report (Mike Wilson)
December 16, 2019 – January 26, 2020

Worship services: 8

Sermons: 7

Visits, including hospital, coffee, breakfasts and lunches: 8

Tuesday Bible Study: 1 (we took a late-year break and there were a couple Tuesdays with not attendees)

Saturday breakfast: 2

Meetings/Events:

- Homeless Memorial
- Presbytery Committee Orientation Day
- Winter Compassion Retreat at VDS (continuing ed.)
- Finance meeting
- Active Shooter training at Second PC

Pastoral expenses – approx. <\$100

Study Leave & Vacation:

- June 20 – 27, 2020 – PCUSA General Assembly. I'll be a teaching elder commissioner from Middle TN Presbytery. One Sunday out, June 21 but also scheduling a guest preacher for June 28.
- I'll be taking a vacation week after Easter – April 13 – 19 (out on April 19, guest preacher TBA)

Joint Meeting of the Finance
and Building and History Committees
January 15, 2020 at the Downtown Presbyterian Church

I. Building and History

- a. **The Contributor Sign** The subcommittee has met and received input. It will lie closer to the walkway to the Contributor and follow codes (and not obstruct the view of the James Cheshire Honorary Garden). Tom Wills presented the design and it is tasty! It looks like it'll be a good advertisement and locator for the Contributor.
- b. **AIR and insurance** The cost to heat and cool the 4th floor would be...exorbitant. Chemicals sprays are bad. Yet, art is really cool. Why do we bring this up? The question (for insurance purposes) is DPC covered if something were to happen with the space heaters? Are the artists making sure that their materials/chemicals are put away? We are excited that we have our artists. We just need to make sure that they have individual coverage and guidelines to make sure we are all safe. (Dena has some insurance contracts that some of our artists have in place already.) We are working to address these issues. We love our artists and want to keep and integrate them into the life of DPC.
- c. **LED lighting conversion** (details written by Mike Korak) Phase 1&2 is complete and has come in below original budget estimate. Especially when you consider that we expanded the original scope of the conversion to include many areas that were not in the original concept. Specifically, 2nd floor hallways, Contributor offices, "hallway to Sanctuary/organ loft, and the "new nursery location". We can now begin to track the kilowatt usage and compare the LED conversion bill to last year's amount.
- d. **Fellowship Hall/kitchen wall repair and repaint** is complete. (details written by Mike Korak) **Spiral staircase to Narthex hallway walls have been repaired, new moldings installed and repainted.**
- e. The wall between the 215 and 216 has been opened and framing finished for walk-through in the new nursery location. (details written by Mike Korak) **Walls have been painted. We have obtained quotations for new window blinds and flooring. Hard flooring to replace the existing carpeting in large room and replace tile in the former "flower room" (215). Quotations for both conventional vinyl tile and CoreTec manufactured stone locking tile were obtained. CoreTec is the product that The Contributor used in their office renovation, also a recommendation from Denny as he used it in his home remodel. It is impervious to liquid, easier to clean, easier to replace, and has a longer life expectancy. The window shades will be about \$1300. The conventional vinyl tile for both rooms will be about \$2100. The CoreTec flooring will be more expensive, about \$4200, however, as it is manufactured stone, it is much more durable. CoreTec requires no stripping or waxing as does vinyl. A maintenance saving in the long run. In both flooring choices, Meyers Flooring is the lowest quotation. Meyers is the company that Van Gilmore sold to when he retired. Mike Korak would personally prefer to see the CoreTec chosen.**

- f. Planning for future capital expenditures **It would be good for all committees to review the master list to see how it will impact the life of the church.**
- g. Finally, the 2nd floor bathroom project is progressing with the architectural portion complete and an engineering firm will do an analysis on February 5th. (details written by Mike Korak) **Mike Korak plans to be at DPC for that meeting and walk-through. After that, we will be able to submit the build-out plans to the general contractor for a project quotation.**
- h. Trane...**is coming to work out some details for the future work.**
- i. A few more Contributor things
 - i. Garbage can outside Contributor office; the rats are back! **A solution was reached for this.**
 - ii. Cleaning up garbage thrown into garden area. Who is responsible? **This will be assigned to Paulino.**
 - iii. Smoking by vendors. Is there signage and enforcement by volunteers? **The Contributor asks the vendors to smoke on the sidewalk, but this can be hard to enforce. There will be new signage to help remind the smoking community to get away from the building.**
 - iv. Cleaning the Fellowship Hall and bathrooms after distribution. **The Contributor cleans this up usually immediately.**
 - v. Security during distribution; stopping people from going past the bathrooms or up to the Sanctuary. **This has been going better, but they will still endeavor to keep an eye out for the wandering wanderers.**
 - vi. Picking up wire that stretches from the Contributor Office to Fellowship Hall **This is usually put away at the end of usage each day. And resolution was reached.**
 - vii. Responsibilities of Contributor volunteers. What are they expected to do with regards to this list? **That is dependent on what needs to be done and who is present at the time.**
 - viii. Use of building and what areas can provide the Contributor with what it needs? **The Contributor really tries to only use church space when available in order to preserve relationships and privacy concerns.**
 - ix. Storage of old issues: How much and for how long? How will they be disposing of old issues? **As yet, there isn't a plan, but there will be a move to recycle when needed, especially to avoid a big recycling dump like from a few years ago.**

II. Finance

- a. Finance update: **current balance as of 1/14/2020: \$29,459.65 We did have a \$5,000 deposit today, but we'll probably need to do a big draw soon to cover big expenses.**
- b. Treasurer's Report **We are still working on getting final pledges in for the budget. However, nothing bad to report here.**
- c. Budget: ...has been approved, we guess. **Well, it's a provisional approval from the Session. We still need to shore up some details. Also, we see a need for a Hospitality/Congregational Care fund for when there are times for members'**

needs. Thus, we move to add the Congregational Care budget line for \$1000 for 2020.

- d. **New Finance Chair: It is Jake Byl! Working with the Building chair, they will set the agenda for future meetings. I will also need to set up a time with Jake to pass the “keys” to the SunTrust accounts. I will still be happy to take notes, if he would like.**

III. Next meeting? We’ll determine this as Jake determines his availability!

In attendance: Chuck Cardona, Brenda Hutchins, J.R. Hutchins, Jim Hoobler, Jimmy Cheshire, Dena Swoner, Mary Turner, Pastor Mike Wilson, Rachel Hayes, Mike Korak (by email; he’s on Injured Reserve) and Jeff Koontz.

Request for approval for nursery renovation funds

We then looked into manufactured flooring of the no-wax, water impervious lock-and-click easily replaceable tiles. When The Contributor office was remodeled, they chose CorTec manufactured stone like tile. It is a very durable, no-wax, hard finish, lock-and-lock product. The Contributor is very pleased with their choice. I obtained two quotations for a similar, less costly CoreTe-like product in the new nursery rooms.

Then, the need for new window coverings arose as the old vertical draw-blinds in Room 214 proved to be un-repairable as well as very outdated. Two quotations for horizontal cellular fabric type blinds for all the windows were obtained.

I believe both of these investments, flooring and window blinds, would be a worthwhile for DPC's future. Inviting, appealing, and fresh feeling rooms for the children are additional factors in the growth of DPC in an all-important demographic of the It-City.

I am requesting the approval of a \$7,000 appropriation for these two improvements. That would be funds that already are approved for in the Capital Improvement Plan, not new funding. Nursery re-location was not on the list, however, we are well within the overall budget guidelines set in 2018 for capital projects.