

September 6, 2013

Building Committee Meeting, Reversing Falls Sanctuary

present: Carol and Dick Gregor, Ralph Chapman, Barbara Peppey, Alison Miner, Jackie Pike, Gail Vencill

The meeting was called to order by Carol Gregor and an agenda presented that had been prepared by she and Barbara Peppey.

Gail Vencill agreed to record the minutes.

Old Business

- * It was reported that a recent fundraiser, a concert by the Brooklin Band, had raised \$740.
- *At the time of the meeting Dan Huisjen was working on putting a new roof on the outhouse and closed up stud bays.
- * Repair of flashing on the roof of the dining area has not started.
- *Gail Vencill volunteered to be the coordinator of volunteers to clean the sanctuary before programs and will purchase environmentally safe, non-toxic cleaning products for the volunteers to use.

New Business:

- *Decision making process was discussed and agreed to a simple consensus process which allows presentation of ideas, discussion and consensus/vote.
- *The establishment of Sub-Committees was tabled until work projects are identified. Meanwhile, as stated above, Gail Vencill will oversee volunteers for the basic cleaning of the building. Carol Gregor and Jackie Pike will be responsible for interfacing with anyone doing work on the property. Ralph Chapman will review the Release and Waiver of Liability information from the Habitat for Humanity Safety policy as was implemented in Portland, ME and make suggestions for modifications and use as applicable to our situation. Gail Vencill will gather information about the church's insurance policies.
- *A list of short and long term repairs continues to be developed. Dick Gregor presented a Repair Triage list with estimated costs(see attached) and will expand that list before our next meeting and the meeting of the larger group on September 18. It will be shared with the committee through email.
- *A notebook of proposed volunteer guidelines and protocols has been compiled and is in the dining area for easy access by those working on the building. It will be updated with information as the committee decides on policies. A First Aid Kit has been donated by Carol and Dick Gregor and is intended to be easily accessible (but right now it can't be found--does anyone know of it whereabouts?)
- *There is a visible number on the church, 818, for address identification. Carol Gregor will contact the fire department to order the regulation number 818 for emergency services. (Cost \$10)
- *The group agreed that priorities of concern are:
 - Safety--liability, waivers, work protocols
 - Health--the mold problem in the building. The first steps in getting rid of/controlling the mold in the basement were completed by Dan Huisjen. The issue needs further assessment.
 - Preservation--those projects needed to preserve the building--steeple, roof leak between kitchen/dining area, gutters, windows, completion of floor renovation in sanctuary. Painting outside of building.
 - Pouf!--those things we would really like to have--heat, water, septic, handicapped accessible bathroom, functional kitchen

Gail Vencill will make the presentation of the Building Committee Report at the September 18th meeting for the larger group ensemble.

Respectfully submitted,
Gail Vencill