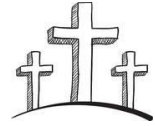


LUTHER MEMORIAL LUTHERAN CHURCH

1127 Eisner Avenue
Sheboygan, WI 53081
920/458-1322



Board of Trustees Minutes

July 24, 2017

The Board of Trustees convened its monthly meeting at 5:00 pm. Present for the meeting were Amy Netzer, David Schmidt, President Craig Larson and Mary Hess.

This was the first meeting of the new Board of Trustees. Craig was invited to give an overall description to the new board of what the Board of Trustees is responsible for, as it pertains to the well-being of Luther Memorial Lutheran Church and the Parsonage. Several items were discussed as follows:

- HVAC pump – The pump is ordered and we are waiting for HVAC to call with an installation date.
- Lawn cutting – The Lawnmower is currently being repaired and we are waiting for the repair shop to contact us when completed. Talked about Casey (Craig's nephew) to continue on as the lawn cutter. Casey has his own lawn cutting business.
- Windows, doors and roof. We spoke about current quotes, who has bid and the bid amounts? Dave is to speak with a person by the name of Larry who may be interested in putting in a bid for the roof. He also is going to speak with Oostburg Lumber for an additional bid on the doors and glass. At this time, the church is still accepting quotes.
- Heating system in the parsonage. It was asked if there should be an inspection before winter? Craig told the board that the heating system in the parsonage is new and is fine for this year.
- Amy – air freshener's in bathroom – status. It was discussed that air fresheners that plug into the sockets may possibly be utilized. Amy to check to see if that is an option. She will handle the air freshener issue.
- Chimney on parsonage. Spoke about the chimney, it needs to be repaired. Craig stated that we should speak with Dave Bongel as he was handling this and will discuss at next meeting.
- Snow removal at Luther Memorial and the Parsonage. It was discussed that we should research companies to bid for snow removal during the winter months. Craig stated that Pete Gahagan is the person who is doing the snow plowing and he believes that he does not charge the church for this service. Trustees to speak with Eric as to whether Pete receives compensation for his services.

Work Order Assignment List

Work Orders – It was discussed that blank work orders be placed in the Narthex, possibly on the bulletin board, for congregational members to complete when an item is noticed to be in need of repair. Work orders filled out by members will be placed in the work order section of the folder. The Trustees will then take these work orders and handle them.

Work Order Assignments

- Lighting fixture in ceiling which illuminates the cross. Dave said that he would be willing to check the light fixture out to see if it needs to be replaced or just repaired. Dave will let the Board know when completed.
- Move piano from the Sunday School Room to the Parsonage. With the additional children in Sunday School, it was discussed that both Sunday School rooms will need to be utilized. The piano that is in the Sunday School room will be moved over to the parsonage. Mary to check rental shops to see how much the cost is for a flat dolly with rubber wheels.
- Installation of a bulletin board in the fellowship hall, in-between windows, for the Music Fellowship Committee will be completed.
- A Luther Memorial Needs Chart – Amy and Mary went into the basement and found a tri-pod for this needs chart to sit on. It is placed in the Narthex.
- The PA system was discussed in that there has been an on and off again crackling noise. Mike Weber put tape over the switch for a fast remedy. Mary to speak with Mike about the status of this system.
- Discussion about placing a small air conditioner in Pastor's Office. Mary came in with prices that reflected approximately \$112.00 for a small air conditioner from Menards and Wal-Mart. It was agreed that Mary would purchase the air conditioner and have it installed.
- The electric outlet on exterior east wall of parsonage is need of repair. Trustee Advisors Travis Clevenger and Kyle Wallschlaeger to be approached to help repair this outlet.
- The folding chairs and tables in the fellowship hall are scratching the floors. Craig found a bag of rubber stops and Amy said that Ed Netzer would be able to place them on the legs of the chairs and tables.

The meeting adjourned at 6:05 pm. The next scheduled Board of Trustees meeting will be on Tuesday, August 29, 2017, at 5:00 pm.