

**ASBC**

**CHURCH COUNCIL**

**PROPERTY & FACILITIES COMMITTEE**

Minutes of May 28, 2018 Meeting

1. Attendees: James Berry, chair, Karen Croom, James Clemons, Marian Pegram, Carol Holland, Melody Drive, Dr. Elaine Crider.
2. Meeting opened at 6:35pm with Opening Prayer by James Berry.
3. The committee has requested copies of all maintenance agreements/contracts and expiration dates from the Facilities Manager. The chair emphasized that the committee's role is to audit and oversee facilities and properties and ensure that policies and procedures are in place that document the church's assets and activities in this area. Additionally, the committee should review the Sojourn Properties contracts and maintenance agreements. Also the committee lead for Sojourn Properties should set up a meeting with the property manager.
4. Current activities include:
  - a. Building Committee Presentation to the Council is on June 20, 2018. The committee is working with the Building Committee to weigh all options.
  - b. The Committee is also exploring ways to finance both the New Sanctuary expansion project and the Affordable Housing project: Olde Towne West III.
  - c. It is recommended that the Building Committee hire a consultant to conduct a feasibility study. Affordable Housing can be a stand-alone project. However, the church expansion is directly tied to Affordable Housing.
5. Safety & Security Policies and Operations.
  - a. The Church Administrator (CA) stated that Security Operations are handled by the CA and the security team.
  - b. There is a vacancy for the position of church Safety & Security manager.
6. Parking
  - a. Parking for Volunteers who work on Sundays (ushers, greeters, choir) should be the off site parking at the Patent & trademark Bldg. We do need more consistency in the shuttle to off-site remote lots. The church also needs to reeducate the volunteers and congregation on the off-site parking options.
7. After a closing prayer by Karen Croom, the meeting adjourned at 830pm.

VR,

Karen Croom,

Properties & Facilities Committee Secretary

