

## Administration SLG Report

Written by: Nancy Donohue

*Please list the members currently serving on your ministry or leadership team.*

- ❖ Blossom Gica, Janice Smith, Michael Wass, David Zimmerman, Beth Walker, Michael Caine, Jonathan Vogan, Adam Sherr, Nancy Donohue

*Please list what the goals of your group or ministry were for 2018.*

- ❖ Prioritize and oversee site repairs and maintenance
- ❖ Migrate financial reporting from Realm to Breeze
- ❖ Work with Elders in hiring of church administrator to fill position vacated by resignation of Warnick
- ❖ Develop and execute budget for FY 2018
- ❖ Fill position of church administrator

*Were you able to achieve your goals for 2018? Please be as specific as possible of your successes and failures.*

- ❖ Adam Sherr, Jonathan Vogan, and Kris Forrest succeeded in switching financial reporting from Realm to Breeze.
- ❖ Frequent, unanticipated, and frustrating HVAC repairs and the unexpected need to replace HVAC equipment in both the sanctuary and in the Fox Building exceeded the monies allocated for 2018. The largest expense—replacing the Fox Building boiler—required congregational approval.
- ❖ High efficiency boiler and air handle installed in Fox/CE bldg.
- ❖ Mold remediation of Fox basement. Installation of dehumidifier. Repair of bilco door.
- ❖ As a committee of the whole, Admin performed an extensive site-survey of the sanctuary building to create a prioritized list of repairs and needed improvements.
- ❖ Results of site walk-through: sanctuary windows washed, tool shed door repaired, steel doors installed for outreach storage building, walls repaired (either side of the reredos, behind the ice machine, ceiling of social hall storage closet, west wall of social hall, and lower narthex), repaired display case doors and gate to crypts, social hall air return screen replaced, shelves and hooks installed in women's bathroom, crypts junk removed, crypts storage reorganized, folding chairs culled and donated, exterior social hall doors repaired, new vent covers on social hall floor vents, new ice machine, explored installation of shade/s for south balcony windows, removal of equipment from behind social hall screens, organized shelter books and games, repainted the pew in the lower narthex, painted and moved bookcase from crypts to the rear of the sanctuary, determined that patio drains need monthly clearing of debris, replaced chandelier lamps with LEDs, kitchen cleaning.
- ❖ Unable to replace choir screen or repair and reupholster sofa in upper narthex
- ❖ Hired Vani as church administrator to fill vacancy left by Teresa's move
- ❖ Hired Kristyn as church administrator to fill vacancy left by Vani's resignation
- ❖ Among numerous tasks undertaken by Janice Smith was the installation of boxed-in garden areas and pavers by the CE bldg.

*Where is your group or ministry area stuck? What is your group or ministry area pondering?*

- ❖ Prioritizing repairs/improvements in light of parcel project as well as cost
- ❖ Implementing needed HVAC repairs and equipment replacement

*What do you hope to accomplish in the coming 2019 year?*

- ❖ Additional site walk-throughs and concomitant repairs/improvements
- ❖ Paying someone to regularly pick up trash in churchyard
- ❖ Completion of major HVAC repairs
- ❖ Working with new on-site resident/program facilitator
- ❖ Reorganization of kitchen storage

*What are the ways that the church can support your team?*

- ❖ Volunteer for churchyard and garden clean-ups
- ❖ Inform Admin of building and property problems
- ❖ Join Admin