

## **Building and Property Maintenance Minutes for: 3/10/2020**

Members – Council:                Bob Morano  
   Jennie Guida  
Members – Non-Council:        John Deane  
   Jason Adams  
Clergy Member:                    Tony Russo

Meeting Date:                      Sunday, 3/8/2020 9:30 AM Gathering Room

Date of next meeting:            Sunday, 4/19/2020 9:30 AM Gathering Room

**Objectives:** Maintain and improve the security, appearance and functionality of the facility that is Saint Matthew’s Church. Goal for 2020 complete a minimum of 5 projects.

Projects:

1. **Completion of the paneling behind the tabernacle.**
  - a. Jason has taken measurements on this and compiled costs.
  - b. The Cost on this will be around **\$130** and the project itself will take less than one day.
  - c. This will be presented for a vote to the council on 3/8/2020.
2. **Banner:**
  - a. Jennie Guida brought us an estimate of approximately \$130 for a twelve-foot banner.
  - b. The council will be presented with a cost of **\$150** to allow for taxes and shipping. It can be ready in two days. Jennie’s quote comes from “Banners on the cheap”.
  - c. This will be presented for a vote to the council on 3/8/2020.
3. **Sound Proof Doors:** (Between the Sanctuary and the Gathering Room)
  - a. Deacon Tony Russo tells us that this will cost between \$700 and \$2,500. The difference in cost is based primarily in the wheel tracks. We discussed a trip to LA to see the various examples.
4. **Security Cameras?**
  - a. Jennie showed us various systems which can handle our needs and most cost under \$1,000. The variance depends on the number of cameras and the mega pixels of resolution.
  - b. We want to develop diagrams and finalize the camera placements and be certain we have enough cameras.
  - c. John also brought in an estimate from Arlo.com. This is a business that competes in the home security market.
  - d. This has been moved to number 4 on our projects list due to the cost and the need for a bit more homework.
5. **Sanctuary Seating charts.** Need to be updated and supported with photography. This project spills over onto the Liturgy Ministry. However, there are safety concerns.
  - a. We need to accommodate people in wheel chairs.
  - b. We need to accommodate liturgical season changes.
  - c. All seating charts should be supported by drawings and photography.
  - d. This is a project which we share with the Liturgy committee. We need to coordinate this with Sharon Smith.

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6. An **alarm system** was mentioned in one of the previous reports. Before moving forward with a project, this it needs to be discussed with the security firm that covers the complex.
  - a. John gave us the security firm name. PacWest Security: 714-429-1300
  - b. Bob to check with Kathryn on this to see if she is aware of any other concerns.
  - c. John and Jennie may have quotes today –
7. Deacon Tony put together a list of items involved in an **office rehab**. He will type this up and circulate it at an upcoming meeting.
8. **Form for maintenance items:** Bob Morano has a straw man.
  - a. Should include source, cost, timing, priority, review and approval (who needs to approve one that we (the council) believe is ready to go.
  - b. Can we proceed with a document that addresses all these items?

### **Completions**

1. **Altar area rehab?** Jason Adams completed this December 2019
2. **Tile repairs:** Jason completed these in Feb. 2020