

**ADMINISTRATION COMMITTEE • FPCSA**  
**March 29, 2010**

**PRESENT:** Bob Schneider, chair; Tom Parsons, vice chair; Bob Butcher, Don Lee, Alice Stauffer, George Upton, staff, Vanessa Combs, Lance Allen,

**EXCUSED:** Dick Williams. Danny Jimenéz

**FOR SESSION APPROVAL:**

1. None

**CALL TO ORDER:**

- Chair Bob Schneider opened the meeting with a prayer at 7:00 PM in the Conference Room.

**MINUTES:** The minutes for the March 1, 2010 meeting were approved as read.

**COMMITTEE REPORTS:**

**Alice Stauffer - Sanctuary** - Some of the outlet covers need replacing.

**George Upton - Gallery, Narthex, & Offices**

- George, Vanessa and Alice will go to look at carpet for the Narthex and Sanctuary on Wednesday.

**Bob Schneider - Exterior & Grounds (including roof & trash area)**

- Jimmy & Bob will fix the leaking pipe in the parking lot.
- Jimmy will paint the foyer by the office entrance and will repair walls and repaint conference room. He will also replant around one of the trees in the parking lot.
- Bob wants to do a Moment for Mission in April.

**Don Lee - Education Building** - The leaking sprinkler pipe in the Gallery has been replaced.

**McFarland Hall/Kitchen, & Garage**

- Jimmy has caulked around the water fountain and there is no further water damage.
- We still need to core drill a drain on the patio.

**Personnel/Staff - Bob Butcher**

- Have received 3 resumés for the new 1/2 time position of a Youth Director.

**FINANCIAL REPORT:**

**Dick:** Received a call from Del Prado sayng they are redoing their loan on the property.

**STAFF REPORTS:**

- Vanessa:**
- Door from C.E. building to McFarland Hall patio is hard to open
  - To fix the dish washer in McFH we need to replace the motor and pump.
  - Harvest University started classes on Tues. March 30.
  - The fire box was replaced for \$2,116.96 and magnets for the fire doors were installed for \$637.13.
  - Poncho will remove the walk-in refrigerator on April 10th.
  - Bob S. will inspect the Calvin Lounge refrigerator.
  - SCE assess our building electrical usage and made several suggestions on how to save money on our bill.
  - Kenneth Rooker is now part of the security staff.

- Kim has requested vacation from June 21 - 27.
- Elevator has been having some issues and Westcon will come to look at it.
- Pacific Plumbing fixed numerous plumbing problems around the premises.
- Am meeting with Kim every week to go over her schedule.

**Lance:** • We hosted two big events this month. The Assistance Historical Tour and the Town House meeting with the GA moderator.

- Went with Clerk of Session for Review of our Records and all were found to be in order.
- Requested that skip-tape be put on steps in front of the communion table for safety purposes and the steps edges are hard to see.

- Will be on Mission trip with the Laguna Beach youth in Hawaii from April 5 - 11.
- Received a request from a Korean-America Ministry (English speaking) to temporarily house them on Sundays in Rankin Chapel for services at 11 a.m.

**Adjournment & prayer:** Lance Allen

**SESSION MEETING - April 11, 2010**

**NEXT ADMINISTRATION MEETING - MAY 3, 2010 - 7:00 PM**

Scribe: Alice Stauffer