

## RHUC OPERATIONS TEAM MEETING

May 6, 2021 on Zoom

Present: Doug Loweth, James Ravenscroft, David Leyton-Brown, D.J. McCready, Larry Little, Deb Fratin, Dan Plourde

Regrets: Jane Wedlock, Dave Mountain

Doug is new to Committee in the chair role

Door security project is on hold pending lift of lockdown.

On-line auction of surplus items:

- auction dates yet to be set; Sharon Creasor tagging items for auction, or to be retained
- pick up will be June 5; 4 people needed to assist on pickup day, but buyers will be responsible for removing their purchases
- Dan will order bin for disposal after auction complete

General clearing out, and improved organization of storage (ties in with auction):

- James going through church school supplies, costumes, and will move junk out of Garden Room which will take a day a week for a few weeks
- main effort is to empty out upper gym
- storage place for cushions for balcony needed; not easy because some are quite long, and curved
- James can supply storage rack for costumes which can supplement or replace racks we have already

Supporting Dan's tasks

- discussion of difficulty prioritizing building tasks given covid restrictions
- Dan has worked through a lot of big tasks, and prefers not to start any new ones until it is easier to gather supplies (curbside is very inefficient)
- strong preference, when doing big tasks, such as painting, to recruit volunteers with the right skills, firm commitment, and proper training orientation by Dan as part of the job
- James suggested Dan begin now to list future tasks required, skill sets needed, to aid recruitment of volunteers now, to do work later on (don't wait for lockdown to end to start this)
- Deb stressed importance of having contingencies in plan in case lockdown ends later than expected

Use of Building by Renters:

- potential start of French camp is July 19
- if day camps go this summer, all washrooms will need to be cleaned more than once a day, and Dan will need helpers for this

Chapel furnishings

- room still supports contemplative activities, but will shift to meeting use down the road, so communion table, lectern, font to be moved out, and advance work needed to connect with donors (not the Spanner family)

WiFi:

- measurements have been done by Dan for cable lengths, and this info has gone to Dave Mountain who will source cable

-routers and other hardware not expected to be a lot of money

Storage:

-important to be more intentional and realistic about storage space, and office/activity spaces, given future building plans

-Deb will start storage audit so we know what we need to plan for

-Dan is looking into potential use of pit, under sanctuary, which has been cleared of a lot of old stuff

Staff reviews:

-this year's reviews will be done without full process which usually involves feedback from whole congregation, as this is mandatory only every second year

-reviews will be done late spring, early summer; James' will be exit interview

Financial Notes from DJ:

-Volunteer Animation expects to have meeting in early June

-potential for loan of \$60,000 as it can yield \$20,000 contribution (sorry, didn't get source of potential contribution)

-planning during pandemic will include use of GIC's to reduce or avoid dependence on borrowing from our own funds

Notes recorded by Doug

Next meeting: July 8<sup>th</sup>, in lieu of Canada Day