

# BOARD OF TRUSTEES

## MONTHLY ACTION LIST

- Date of monthly meeting is agreed in advance.
- Opening devotions are arranged in agreement with one of the Trustees taking charge.
- Keep agenda/notes from each meeting, place on file in copy machine room.
- Monthly newsletter—someone is responsible to submit by 3<sup>rd</sup> Friday, or date outlined in newsletter.
- Provision for a Trustee to be present at the monthly Church Council Meeting-3<sup>rd</sup> Tuesday.
- Suggest that there be a set of keys for EACH sub-committee, or set of keys for EACH Trustee.

**Board of Trustees has two sub-committees: Buildings & Properties, Stewardship & Finance.**

**Buildings & Properties has much of the “visible” work, while Stewardship & Finance has much of the “behind the scenes” work. Suffice it to say that each does its work separately, but ALL can share each sub-committees work as called upon. Communicating shared needs is vital to making the sub-committee structure work.**

### JANUARY

1. Winter chores: front deck, choir exit steps, front door and lower doors are cleared after each snowfall.
2. Final review of budget for Annual Meeting. If desired, schedule Budget Hearing.
3. Encourage committee members, and anticipated new members to attend Prepared to Serve Leader Training event in February. Materials are usually available early January.
4. Register for Prepared to Serve event, held in February. Many workshops to choose from.

### FEBRUARY

1. Full Board meets to elect Chair, with sub-committees determining their own Chair.
2. Set Meeting times for full board, and sub-committees.
3. Winter chores: front deck, choir exit steps, front door and lower doors are cleared after each snowfall.
4. Prepare and cost out short term and long term capital improvements: (i.e.—painting sanctuary, re-stripping parking lot, parking lot repairs, etc.)
5. Attend Prepared to Serve workshops.
6. Order weekly envelopes for following year. Assistant Treasurer has been doing this.
7. Return Salary Report Form from the Pension Boards. Include approved salary figures from Annual Meeting.
8. Review Cornerstone Fund/Russell Scholarship Fund
9. Fulfill Service Credit Union reporting requirements by sending a copy of the Annual Report and approved budget.

### MARCH

1. Winter chores: front deck, choir exit steps, front door and lower doors are cleared after each snowfall.
2. Check ALL exit sign lights. Clean as necessary.
3. Periodic Financial Update (newsletter, Sunday AM during announcements, handout following church, etc.)
4. Renew Worker’s Compensation Insurance
5. Set date for Church Clean-up. Watch date for Easter, etc.
6. NH Real Estate & Personal Property Exemption Form needs to be completed and filed. Copy is in Trustees Notebook in copy room. See sample.
7. Sump Pump [in kitchen closet] Review list for preventative maintenance.

## **APRIL**

1. Winter chores?
2. Church Clean-up is scheduled, usually Saturday, 8AM-12NOON. Can be either/or inside/outside or combination.
3. Review KEY LIST. Update as necessary. Make sure there are extras of the outside and narthex keys.
4. Lawn and shrub care needs to be put in place. Sign-up list for volunteers to cover this.
5. Put away sand buckets, untie bushes, bring out hoses, get ready for Spring/Summer.
6. De-humidifiers: clean filters, check and clean water reservoir.
7. Trustees make provision for after worship fellowship. Trustees do not have to DO the fellowship time, but make provision for it to happen.
8. Turn ON silcocks for outside water faucets.

## **MAY**

1. Church Clean-up may be scheduled this month, rather than in April.
2. Review rental policies and fees. Update as necessary.
3. Summer Projects (painting, cleaning, etc.) Work out list, line up volunteers to help with these.
4. Outdoor clean-up and preparation for Summer months.
5. Check all outdoor and indoor door mats. Replace as necessary.
6. Lawn and shrub care continues.
7. Stewardship Timing Model order themed materials from United Church Resources, 1-800-537-3394. Samples are either sent, or viewed on-line. Choose method (direct mail, every member canvas, fellowship dinner, etc.)

## **JUNE**

1. Kitchen Refrigerator is cleaned out. Provision made for volunteers to do this.
2. Periodic Financial Update (newsletter item, announcement in church, fellowship gathering after church.)
3. Negotiate oil pre-pay with D. F. Richard.
4. Lawn and shrub care continues.
5. Check signs outside of building: on West High Street, on front of Church; and inside building: door signs, bathrooms signs, etc. Repair/refresh as necessary.
6. Outside trimming—in front of church on West High Street, between parking lots, on side of driveway.
7. Parsonage Walk Through—using last Home Inspection as guide for potential repairs.
8. Summer plea to keep financial commitments current!
9. Set date for Fall Yard Sale.
10. Schedule Boiler Inspection, which is done every two years [in the odd year]. Our UCC Insurance Agent: Jeff McDonnell (1-800-762-8600). Inspection arranged through Hartford Steam Boiler.

## **JULY**

1. Lawn and shrub care continues.
2. Check re/ pre-pay for oil.
3. Work with Women's Fellowship, or organize crew of volunteers re/ a full cleaning of the church kitchen. Buy cleaning supplies for this, and anticipate needs for the Fall.
4. Sign change to indicate Summer worship time, Sunday School time.
5. De-humidifiers: clean filters, check and clean water reservoir.

## **AUGUST**

1. Check all exit sign lights.
2. Review Custodian duties, update, plan special projects, ask about particular equipment needs.
3. Strip/wax floors in church hall and classrooms, bathrooms.
4. Lawn and shrub care continues.
5. Stewardship Timing Model, estimate budget, secure volunteers for stewardship drive.

## **SEPTEMBER**

1. Periodic Financial Update (in church, through newsletter, at a special gathering.)
2. Seek budget requests from ALL committees. Distribute Committee Expense Reports.
3. Stewardship Timing Model budget, graphics, handouts.
4. Review date for Yard Sale in October. Volunteers are sought to set up, be present for sale, and clean-up.
5. Plan dates for financial enlistment (Sunday AM announcements, newsletter articles, handouts, etc.
6. Septic Tank pumping for Church and Parsonage.
7. Sign change to indicate Fall worship time, Sunday School time.
8. De-humidifiers: clean filters, check and clean water reservoir.
9. Snow Plowing/Sanding Contract/Agreement must be renewed/reviewed.
10. Furnace cleaning appointments are made, for main building and addition.

## **OCTOBER**

1. Winter preparation—put out sand buckets, hoses are put away, tie up bushes.
2. Church Clean-up/Fall clean-up. Usually Saturday 8AM-12NOON.
3. Budget Requests due in. Budget reviewed by full Board of Trustees.
4. Yard Sale review plans, making sure volunteers have signed up.
5. Stewardship timing Model budget presented to Church Council.
6. Write stewardship letter, review that all supplies necessary for enlistment are on hand.
7. Review Fire Evacuation procedures. [October is Fire Prevention Month]
8. Look for Salary Report Form from the Pension Boards. This may arrive, October or November. It must be returned with updated information, AFTER the Annual Meeting of the Church in January.
9. Turn OFF silcocks for outside water faucets.

## **NOVEMBER**

1. New Trustees sought for each sub-committee.
2. Snowplowing contract/agreement is set in place. Budget anticipated cost.
3. Finalize/fine-tune budget.
4. ? Budget hearing held—after church folk have preliminary input into budget. This could be held in December/January as well.
5. Kitchen refrigerator is cleaned out after last Spaghetti Supper.
6. Stewardship Timing Model prepare mailing, follow through with announcements, etc. Plan for follow-up. Dedication of Financial Commitments.

## **DECEMBER**

1. Annual Reports are written and submitted. One from each sub-committee.
2. Winter chores—front deck and choir exit steps are cleared after each snowfall. Sign-up list prepared and communicated via newsletter and Sunday bulletin.
3. Winter stakes to guide snowplow are put in place.
4. Make sure that shovels and sand/salt mix is available each door.
5. Make sure extra light bulbs are on hand for ALL needs: Sanctuary can lights, lamps, Narthex can lights, outside spot-lights, hall florescent lights.
6. Make provision for next years offering envelopes to be distributed (working with Assistant Treasurer), and that extra financial commitment cards, budgets, packets are available in Narthex. ALL by first Sunday in Advent.
7. Elevator Inspection—set up date for January

**NOTE:**

1. Fire extinguishers are inspected by Quality Fire Protection [Joe Burns] [207-384-6211]
2. Somersworth Fire Department inspects building at least once a year, usually on a random basis. They walk through and do a written report.
3. Elevator is inspected/serviced by: Ver-Tran, Inc., 14 Country Club Road,, Norway, ME 04268 - [207] 743-7643 Fax: [207] 743-5017
4. Snow Plowing Jerry LeTarte cell-preferred: 603-396-8561 dispatch: 207-698-7101
5. Electrician Dave Stolpe 603-767-0330
6. Plumbing: Michael Curran 312-0316 or Martel Plumbing 603-742-4141
7. Gas Stoves/Heating/Oil DFRichard 742-2020
8. Trash Pickup John Davis, Jr. cell preferred: 603-231-0936 home: 603-740-1355
9. ABC Lock 749-5280
10. Dishwasher HOBART 1-800-234-6202 603-623-3622
11. Projects that have been on our list for a while include (not in any order of priority)
  - a. Lighting of driveway entrance, lower parking lot.
12. Boiler Inspection, which is done every two years [in the odd year]. Our UCC Insurance Agent: Jeff McDonnell (1-800-762-8600). Inspection arranged through Hartford Steam Boiler. State of NH, Dept. of Labor, does certificates. Questions 603-271-2584.

**Revised: 11/9/15**