

Trinity United Church Official Board Minutes

Mission: To Grow in Faith, Fellowship and Service with Christ Jesus

The following is a record of events regarding the replacement of the elevator at Trinity United Church.

July 14, 2023 Rev. Doug emailed members to notify all that Kerry from Brandon Elevator was coming to the church on Tuesday (July 18) at 1:30 to provide more info and answer any questions about what they're proposing to install. The following members attended - Denise, Darlyne, Rev. Doug, Alison, Alan, Miranda, Glenda

July 21, 2023 at 8:46 am Rev. Doug sent an email to all members of the Board with a detailed quote from Brandon Elevator & Electrical Ltd.

August 1, 2023 at 10:45 Alan Silivius sent an email to all members of the Board.

Motion: Trinity United accept QUOTE NO. 07-1923 (V-1504f) from Brandon Elevator & Electric Ltd. for a Vertical Wheelchair Elevator in the amount of \$72,550.00 plus GST.

Motion by Alan Silivius/ Seconded by Denise Weir by email same day at 11:14

The following members emailed responses in Favor of the motion.
Joy, Barry, Glenda, Darlyne, Gloria, Alison, Connie, Miranda

The following members did not submit an email response - Ken, Todd

On August 3, 2023 at 3:37 Gloria emailed members stating:
The motion to accept the proposal has passed but there needs to be a discussion on the options.
Gloria asked if members "Would everyone be available for a Board meeting next Tuesday the 8th of August at 7:00 to discuss the elevator proposal options and next steps"?

Meeting of August 8, 2023 at 7:00 of the Board of Trinity United Church

Present: Gloria McMillan (Chair), Alan Silvius, Barry Hill, Ken Winstone, Alison Murray, Miranda Edwards, Darlynnne Smith, Todd Kruk, Glenda Penner (Recording Secretary)

Absent: Rev. Doug Neufeld, Connie Haigh, Joy Bowman, Denise Weir

Gloria informed all present that the motion made by Alan Silvius on August 1, 2023 was passed.

It was noted that **OTIS** was not prepared to come to do measurements so therefore there was only one quote available.

Gloria and Miranda signed the quote from Brandon Elevator & Electric Ltd.

Members had discussion of the options listed at the bottom of the quote. It was generally felt that options were not necessary.

Darlynnne requested that Gloria check with the company regarding the timeline on deciding whether or not options were desirable and request written information regarding the extended warranty, who warranty is with (them or a 2nd company)

Gloria will discuss further with Brandon Elevator and submit the proposal for ordering along with a signed cheque by Miranda and Darlynnne.

Ken and Barry (Property) will join Gloria when possible for further discussions with Brandon Elevator.

Elevator related issues were discussed

- estimated timeline
- possibility of removing existing elevator a.s.a.p.
- need for a Go-to-Person/Contact for issues - suggestion of Ken &/or Barry
- who will let them in - suggestion of giving them a key
- can people be in the building while they are working or areas restricted
- need to notify tenants of work in progress
- space needed to store elevator equipment when it arrives - prior discussion (July 18 meeting with Kerry) was beside stairs downstairs? Need for clearing that area.

Meeting ended at 7:50 pm

Gloria McMillan
Chair of Trinity United Church Board

Glenda Penner
Secretary

August 9, 2023 - Gloria McMillan sent out an email as a followup to our meeting of Aug. 8, 2023

I spoke with Kerry Burdy this afternoon and here is some information for you. He requested that I send him a copy of the signed quote via message which I have done.

No cheque necessary until closer to the end of August. He will request the exact amount.

They have to prepare drawings and will contact us when this is completed.

At this time he will provide more detailed information regarding the options and demolition and meet with a committee or board to answer any questions.

I explained that we would need advanced knowledge of any time the regular function of the church building would be interrupted.

I will send updates as I receive them but please understand this will not be a quick process!

Barry & Ken we will not be meeting Friday with Kerry but probably early September. He will notify Gloria.

