

WESLEY CHAPEL UMC
TRANSITION TEAM MINUTES
4/30/09

The Transition Team (TT) met on Thursday, 4/30/09, at 6 pm in Room 202 at Wesley Chapel UMC. The following team members were in attendance:

Bill Amerson	Tammie Ivey
Jill Dayvault	Cecil Knight
Mike Hunt	Larry Mettling
Jim Ingram	

Also attending were Wayne Perkins and Maggie Short.

Larry Mettling said that Mose Miller has agreed to head up the painting at the Summit; he'll take care of procuring the paint and paint supplies, etc.

Larry Mettling said that Joe Brown has told him everything is still on track regarding the sale. The due-diligence period expires on 5/7/09. According to the contingencies listed in the contract with Fairview Developers, it looks like these contingencies have been met; therefore, a 30-day extension would not be necessary. Larry Mettling pointed out that there is nothing in the contract that says the proposed buyer has to notify Wesley Chapel on 5/7/09 regarding the status. The contract states that the closing will occur within 30 days of the expiration of inspections and due-diligence period, so we need to be prepared.

Staff/Other Facilities – Annette Gadlage submitted a written report, including an updated punch list for the Summit. An electronic copy will be forwarded to Larry Mettling so he can send to the realtor.

Heritage – Bill Amerson has titled all of the photos in the album of heritage items. Tammie Ivey mentioned that there are three Bibles (dated in the 1800s) that need to be included in the heritage items; Bill Amerson will take photos and put on the list.

Bill Amerson asked if any other facilities should be looked at besides the Christian Academy of Indiana (CAI) because the monthly cost to use their facilities for approximately 5 hours on Sunday mornings is so expensive. After discussion, Larry Mettling said that because of the timing, we will stay with our current plans to use CAI when we vacate our State Street property; however, once we're there, we can explore other options that might be more cost-effective.

Financial – Cecil Knight reported that all of the old financial records have been shredded by Vaughan Hankins. Cecil Knight will keep the financial records for 2006, 2007, and 2008. Stu Ferguson's records on offerings are still in the office, and Larry Mettling asked Cecil Knight to check on how long these records have to be kept.

Cecil Knight stated that he cannot set up a separate account for the TT until we have funding. The Finance Committee currently has the TT 2009 budget and once they review, it will go to the Council for approval, at which time there will be money for our account

Inventory/Tagging System – Mike Hunt said the 100 plastic bins have been received and are in the Family Life Center (FLC). He plans to set up meetings with the representative TT group and ministry leaders to sort through items and determine what should be kept, stored, put in the yard sale, and thrown away. Mike Hunt went through the roster of the different ministries at Wesley Chapel and input was provided on which ministries he will need to contact who have

items. When the Athletic Committee was mentioned, it was noted that there are trophies in one of the storage closets and these need to be included as heritage items. Bill Amerson will inventory these and include on his list. The representative TT group consists of Mike Hunt, Larry Mettling, Bill Amerson, Dennis Shireman, and Pastor Don Smith. Larry Mettling also asked Maggie Short to be part of this group.

Salvage/Yard Sale/Auction – Curtains have been placed in the FLC so one-half of the space can be used for yard sale items. Larry Mettling asked Wayne Perkins to set up two rows of tables to be used for sorting items. People can drop things off for the yard sale beginning Friday, 5/1/09. Maggie Short will work with Phil/Cheryl Kruer and Vicki Ingram and Stephanie Taggart in sorting the items as they come in.

Transportation – Jim Ingram talked with the owner of Kaleidoscope Stained Glass in Georgetown, IN, and she will just need 3 days' notice to pack the stained glass from the sidelights in the narthex and the 14 stained glass panels; the glass will be stored at the Summit. Jim Ingram will check with her to see about using the sanctuary stained glass to make mementos (bowls, etc.)

Jim Ingram researched signs and rope stands on the Internet, and he'll pass this information on to Lynn Owen. Regarding stands/easels for temporary signage at CAI, Jill Dayvault mentioned that she knows someone who got stands at Hobby Lobby starting at \$10 each. Jim Ingram will check on this.

Jim Ingram said he is going to meet with Mayor Doug England (New Albany) on 5/1/09 to see if we can use a couple of the City's dumpsters at no cost. If we can, we will use one 40-yard dumpster and when it gets full, we can use another one the same size. If we are unable to use the City's dumpsters, Jim Ingram will follow up with All-Gone Dumpster Service. **NOTE:** Jim Ingram sent an e-mail to the TT on 5/1/09 indicating that Mayor England has given permission for us to use two of the City's dumpsters. Jim Ingram will make arrangements for a dumpster to be delivered to the church no later than 5/4/09. It will be located in the back of the church by the kitchen.

Christian Academy – In Vaughan Hankins' absence, Larry Mettling said in connection with the contract/agreement with CAI, he has drafted a letter to Shirley Owen, principal of CAI, for Pastor Don Smith's signature that will provide more clarification of some of the items in the draft contract with CAI. The signed letter, along with the contract, will cover everything (see attachment to this e-mail).

Regarding the Sunday worship services when we move to CAI, Tammie Ivey handed out notes that were presented at the last Council meeting. The proposed recommendation is to have one worship service from 9:15-10:15 am, a fellowship time from 10:15-10:45 am, and Sunday School from 10:45-11:45 am. It was also recommended to design a Saturday or Sunday evening service to be held in the office suite conference area at the Summit to meet worship needs of those who may not be able to attend the one service time or are volunteering in the children's areas during worship on Sunday morning.

Communications – Tammie Ivey reported that the Phone Tree is set up and ready to go. At this time, messages have to be set up and sent through her during office hours. Once we're ready to more fully utilize the call groups, she will need to leave her computer on 24/7 for it to work properly.

Next Meeting: **The next meeting is scheduled for Thursday, 5/14/09, at 6 pm in Room 202.** Jill Dayvault will send an e-mail prior to the next meeting to provide agenda items.

Action items for next meeting:

- Safety (Allen Adams) – He is waiting for the cost of the CPR/First Aid training by NAFD and the number of people at Wesley Chapel interested in taking the training. He'll work with Wayne Perkins to get an accurate count and listing of the fire extinguishers at Wesley Chapel and their location.
- Financial (Cecil Knight/Larry Mettling) – Waiting for approval of our 2009 TT Budget so he can set up a separate account for TT. Will check on how long offering records of Stu Ferguson's have to be kept on file.
- Inventory/Tagging (Mike Hunt) – He will start scheduling times for the representative TT group and ministry leaders to sort items.
- Salvage (Bryant Kost) – He will continue working out the details for the silent auction. He will contact Clark Nichols closer to the closing date (on or about 6/5/09) to finalize plans.
- Transportation (Jim Ingram) – He will follow up with Kaleidoscope Stained Glass to check to see if they can make mementos out of the sanctuary stained glass. He will forward information he researched on signs and rope stands to Lynn Owen, and check at Hobby Lobby on availability of stands for temporary signs.
- Christian Academy (Vaughan Hankins) – He will continue exploring options for Wednesday night activities.
- Staff/Other Facilities (Annette Gadlage) – Update.
- Communications (Tammie Ivey) – Update.
- Signage (Lynn Owen) – He will contact B&B Signs in Sellersburg, IN, regarding portable signs for CAI and report on costs for rope stands.
- Heritage (Bill Amerson) – He will add the three Bibles and trophies to his inventory list of heritage items.
- Marketing (Cindy Kanning) – Update.
- Storage (Dennis Shireman) – Update.
- Maggie Short will continue to work with Vicki Ingram, Stephanie Taggart, and Phil and Cheryl Kruer to coordinate the sorting of yard sale items once they are dropped off at the FLC.
- Larry Mettling will forward the updated punch list to the realtor.

Bill Amerson closed in prayer. The meeting concluded at 7:05 pm.