

## **FMW Property Committee**

Annual Report, 2018

May 13, 2018

This past year, our committee has:

- Installed solar panels on the Meeting House roof
- Installed new HVAC systems serving more than half the Meeting House
- Reorganized the furnace room to accommodate new mechanical systems with greater efficiency
- Replaced handrails on Meeting House stairwell and made other minor improvements recommended for those with mobility issues
- Began archiving plans, photographs, records and other documents relevant to the physical plant
- Began cleaning and protecting the benches in the Meeting Room
- Continued to perform or arrange for periodic inspections to maintain the safety and integrity of our structures.

Much of our work has been focused on planning and preparation for the renovations. We have:

- Removed some trees from the back garden and worked to protect those that will remain
- Worked with the architects and engineers on the design of the expanded Assembly Room
- Worked with the architects and engineers on design of the new entry/security system
- Continued to communicate with our long-term space users to help them understand how they may be impacted by the renovations and assist them through the construction period
- We plan to review our rental rates and probably renegotiate arrangements with long-term successors post-renovation.

We have also identified some possible projects not included in the renovation plans or costs which we hope to complete in conjunction with those renovations, including:

- Replace flooring in the first-floor hallway of the Meeting House
- Replace the aging plumbing main supply lines on the first floor of the Meeting House
- Refinish and repaint walls in the Quaker House Living Room
- Refinish the floor in QHLR
- Upgrade lighting and acoustics in the Meeting Room
- Purchase additional equipment, such as a commercial refrigerator and ice maker, to support catering

We continue planning for additional furnishings as well as the increased maintenance that will be required to support anticipated increases in event rentals.

We are working closely with other Meeting committees including Religious Education, Ministry & Worship, Library, Child Safety, Hospitality, etc. to address their needs during and post-construction. We have met with representatives from the Sanctuary Task Force for a wide-ranging discussion of issues

that will need to be addressed should the Meeting decide to house one or more persons seeking sanctuary at FMW. We are working with the Personnel Committee as they plan changes in the Meeting staffing, particularly with respect to the Property Manager, Administrative Secretary and Rental Manager positions. We have worked with the Personnel Committee to define and communicate expectations of the meeting community with respect to their attendance at private events taking place on our property. We are working closely with Finance & Stewardship to plan and ensure responsible use of the Meeting's physical resources. We also work to establish and maintain healthy relationships with our neighbors through construction. Our donations to My Sister's Place and the House of Ruth not only fulfill our commitment to the Meeting regarding the use of a portion of the alcohol surcharge related to some event rentals but also help to support those organizations' efforts to serve local women and families who may be victims of alcohol abuse.

We are paying close attention to increasing diversity as is reflected in the frequent use of our spaces by people of all ages, races and income levels. We expect to continue outreach to these groups even as we work to expand into the wedding market. We are beginning to make our spaces more welcoming through the display of art from multiple cultures. Look for photographs of notable Friends of color (thank you to David Etheridge), as well as pieces of African, Asian and Haitian art (donated by Gray and Rose Mary Handley) which will be added as the renovated spaces come online.

Much of this work would have been impossible without the patience, support and able assistance of FMW Friends. Debby Churchman continues her able management of event rentals; despite the uncertainty of the construction start date, year-to-date income from event rentals exceeds that from the same period last year. Ken Orvis provides invaluable guidance both as Property Manager and Owner's Representative. We are grateful for Neil Froemming's work as Owner's Representative, his continuing oversight of the event rental software he designed, and his extensive input into arrangements for the solar panel installation. As previously noted, David Etheridge and Gray Handley have enriched our spaces through their generous donations of art. We are grateful for the new catering table Jim Bell made and donated for use in the refurbished Decatur Place Room. We have benefited from advice received from all the committees notes above, and we welcome your continued input as we continue the renovation adventure.

Respectfully submitted,

Ken Orvis (Property Manager), Brian Lutenegger (co-Clerk), Merry Pearlstein (co-Clerk), Jay Harris, Justin Kwong, Alex Mathews, David Miller, Matt Higgins