**Report**

From: Maggie Meyer, Worship and Music Committee
TO: Joe Baker, Building and Grounds: and the Worship and Music Committee
RE: Maintenance of Storage Areas at Church

Maggie Mayer reported on an e-mail and phone conversation with Joe Baker of the Building and Grounds Committee on the storage facilities at the church. Joe requested that a process needs to be developed for the disposition of “props” that come into the church for services. He suggested that the "props” need to be evaluated as to whether they should be a. placed in storage (with the understanding that this option is limited), b. returned to the source of the “props”, or c.be discarded. Joe also asked which committee should defray the cost of labeled storage totes - Building and Grounds or Worship and Music- and which committee should do the actual organization of these “props.”

The worship and Music Committee carefully reviewed these suggestions and made the following recommendations:

* Rev. Kat stressed the importance of interpersonal communication among Building and Grounds Committee, the Aesthetes Team, and the Worship and Music Committee.
* She further suggested that an inventory needed to be taken of currently empty storage totes: “Use what we have.” Then list the totes that we need.

 Based on The Worship and Music review of these requests, the Committee recommends:

* Building and Grounds should defray the costs of storage modifications to the church’s current storage facilities and for the needed storage totes.
* Face-to-face meetings need to be held about storage issues with representatives from Building and Grounds, the Aesthetics Team, the Worship and Music Committee, and Rev. Kat.
* The representative from the Aesthetics Team should have a history with the church’s storage issues.
* Step 1: Should begin with an inventory of storage areas and discarding of agreed-upon items in the following sequence of storage areas:
	+ Social hall: Review of this area should include current plans by Building Grounds for storage units in this area. Also, the Community Meal Committee and Adult RE should be consulted about what shelving should be enhanced.
	+ Bell Tower
	+ “Brides’ Room”
* Step #2: A quarterly inventory of should be held with the same representative groups.