**DATE:** September 20, 2016

**GROUP NAME:** Facility Management Committee

**PRESENT:** Steve Herdina, John Palmisano, John Francis, Mac Heinrich

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| **AGENDA ITEM** | **DISCUSSION**  **(Key points made)** | **ACTION** | **DEADLINE** | **RESPONSIBLE**  **PERSON(S)** |
| **Welcome** | Dave O welcomed everyone and called meeting to order |  |  |  |
| **Approval of Minutes** | No minutes approved-1st meeting since the 7/1/2016 reorganization |  |  |  |
| **Old Business** | * 1. Playground Project – Funding complete and equipment will be ordered. 12/21 Update-All equipment is installed except one remaining canopy which we’ll hold until Spring. Surface grading is complete but a weather window was missed. Thus, surface will be installed later.   2. Café Lighting-proposal was updated and resubmitted to JF. Net cost remains at $2500. JF is holding off on the project due to revenue shortages in the past two months.   3. Sealing of cracks on paved areas. On hold due to low funding. | Surface install March 2017  Review in December before Duke incentives expire | None-Weather dependent  1/1/2017 | Walnut Grove,contractor  Dave & JF |
| **Standing Items** | 1. Need for a lawn care schedule | To be developed | 2/1/2017 | Kevin Baker & Dave |
| **New Items** | 1. Long term Facility Maintenance agenda | Create. 1st draft to Kevin & John Palmisano | On-going-focus on 3-6 month agenda first | Dave & the Maintenance team |
| **Next Meeting** | 2017--3rd Tuesday of each odd-numbered month? 10:00AM  January 17, 2017 10:00AM | Confirm with FMC |  |  |
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