

Minutes of the Facilities Council Meeting – 8 July 2020

This Meeting was conducted via Zoom

Members Present: Al Parmentier, Joe Hardy, Woody Sutton, Jan Mathrani, Lisa Turano, Kristy McNeal, Kim McIntyre, Jack Quinn, Jack Siplak

Members Absent: Bob Schroeder

Guests Attending: Judi Perry

Check-In: Chairman, Al Parmentier Conducted a Check-in

Minutes of 10 June 2020 Meeting were approved with no revisions.

Unfinished Business Proceedings: These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – 1 Item Closed; 4 Items Updated; 2 Items On-Hold; 1 Item No Change.
- B. Building Exterior – No Items Closed; No Items Updated; 1 Item No Change.
- C. Landscaping and Grounds – No Items Closed; No Items Updated; 2 Items No Change.
- D. Equipment – No Items Closed; 2 Items Updated; 1 Item No Change.
- E. Bridges – No Items Closed; No Items Updated; No Items No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No Items Closed; No Items Updated.

New Business: These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Five new items were added.

- A. Building Interior – No Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – No Items Added
- E. Bridges – 2 Items Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 16 Projects were reviewed this meeting. There are currently 13 open projects and two projects on-hold.

Minutes of the Facilities Council Meeting – 8 July 2020

Any Other Business: The Council discussed changes to the Chancel setting needed to improve the live streaming viewing experience with Worship Committee Chairman, Judi Perry. Proposed changes are described in the Status Report to the Board attached to these Minutes. Judi agreed to pursue some proposals immediately.

Items Approved by Member Vote: The cost to refinish the Chancel Parquet flooring increased from \$1,450 to \$1,600 and the increase was approved unanimous vote. See Item A.190 for details.

Adjourn: This Meeting adjourned at 10:42am.

Next Meeting: The next meeting is 12 August 2020 at 10:0am on Zoom

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 8 July 2020, 6 Pages, 20 Projects
- Project Summary Report 8 July 2020, 2 Pages, 16 Projects
- Open Projects Assignments 8 July 2020, 1 Page, 15 Projects
- Live Streaming Project Status Report to the Board of Trustees, 4 Pages

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The "Days Open" value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects, the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available from the Secretary upon request.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 8, 2020

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

A.156	Two Sanctuary ceiling lights out. Center at base of stage steps. East at top of balcony steps.	A lift is needed to reach the center stage light; however, reaching the east balcony stairs is more difficult. Al Parmentier found a pole device that goes up to 25 feet. He will determine if it is suitable.	08-Jan-19	Al Parmentier	Open-Hold
Building Interior				Self Help	519 Days
Replace					

A.190	The Chancel Parquet flooring requires refinishing. Decision reached to refinish with a stained color to allow scratches to more easily repaired.	Woody Sutton Moved to approve \$1,450 to refinish the Chancel flooring. Jan Mathrani Seconded. There was some discussion of scheduling. The Motion carried unanimously.	12-Jun-19	Al Parmentier	Open-Mod
Building Interior				GNL Flooring	364 Days
Repair		Original Bidder no longer available. Council approved \$1600 for the work by GNL Flooring.			
		Work will begin Thursday 9 July 2020.			

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 8, 2020

Index

Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

Days Open

A.212 Building Interior Repair	<p>Kim reported TLC inspected the alarm system and found 13 of 16 HVAC Duct Detectors not working. The TLC estimate to repair 13 duct detectors is \$6,933.00.</p> <p>However, Smith Systems reports that only five of our HVAC systems require duct detectors by Code. A copy of the estimate is attached to the 11 December 2019 FC Minutes.</p>	<p>TLC made onsite visit and found 3 of the 5 HVAC air handlers with duct detectors. All are operational. Smith Systems will assist in locating the remaining two HVAC units with duct detectors so TLC can test and certify or repair.</p>	13-Nov-19	<p>Kim McIntyre</p> <p>Total Life Safety Corp</p>	<p>Open-Mod</p> <p>211 Days</p>
A.220 Building Interior Cleaning	<p>Fellowship Hall flooring requires stripping and refinishing.</p>	<p>Bid received from Regal Services LLC in amount \$1,100 to perform the work. Jack Siplak Moved to approve the bid. Woody Sutton Seconded. The Motion Carried unanimously.</p> <p>Bridges is closing 10 July 2020 as a COVID-19 precaution and will reopen 11 August 2020. Fellowship Hall flooring work will occur in this interim.</p>	08-Jan-20	<p>Kristy O'Neil</p> <p>Regal Services LLC</p>	<p>Open-Mod</p> <p>154 Days</p>
A.228 Building Interior Repair	<p>Several door knobs and locks on the second floor rooms are loose and do not operate correctly.</p>	<p>Benson inspected, adjusted or repaired and lubricated all door knobs and locks on second floor rooms. Project closed.</p>	<p>14-Mar-20</p> <p>08-Jul-20</p>	<p>Kristy O'Neil</p> <p>Self Help</p>	<p>Closed</p> <p>89 Days</p>

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 8, 2020

Index

Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

Days Open

A.231	The second floor AV closet is littered with boxes, old computers, printers, projectors and items that appear no longer needed or used. The room is cluttered with trip and bump hazards that can cause injury to persons.	Joe and Al working on the closet. Old projectors donated. Some boxes and old computer parts remain to be removed.	14-Mar-20	Joe Hardy	Open-NC
Building Interior				Self Help	89 Days
Cleaning					

A.235	The Green Room AC System is freezing up after a short run time.	Kristy will consult with Smith Systems to determine the best repair or replacement method.	18-Mar-20	Kristy O'Neil	Open-Hold
Building Interior				Smith Systems	84 Days
Inspection		Green Rooms not in use until Emerson Center reopens. Project on-hold.			

A.241	Two or three building exterior doors require repair.	Two doors repaired but parts are needed for Door A . Contractor ordered parts. Completion is TBD.	10-Jun-20	Kim McIntyre	Open-Mod
Building Interior				Vero Glass and Mirror	0 Days
Repair					

8 Project(s) Reviewed for Building Interior

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 8, 2020

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.222 Building Exterior Repair	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	Investigation underway to relocate handicap parking spaces from building west side to more favorable locations on east or north side. Kristy will determine how many handicap parking spaces are required per Vero Beach Code. Al will purchase the sign posts.	08-Jan-20	Jack Siplak Can-Do-Crew	Open-NC 154 Days

1 Project(s) Reviewed for Building Exterior

C.233 Landscaping and Grounds Upgrade	The Social Justice Committee requests a bike rack be installed on the property.	Nancy Stiefel and Angela Love will prepare a plan to purchase and install the bike rack. Information required: Bike rack location, placement, anchoring, material type and cost.	18-Mar-20	Kim McIntyre TBD	Open-NC 84 Days
C.236 Landscaping and Grounds Repair	Two parking area speed bumps are loose.	Jack Siplak reports repairs will be completed by EOM July 2020.	18-Mar-20	Jack Siplak Can-Do-Crew	Open-NC 84 Days

2 Project(s) Reviewed for Landscaping and Grounds

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 8, 2020

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

D.237	A discussion arose about selling the golf cart. It is apparently no longer needed.	Golf cart is in poor condition. Facilities Council agrees golf cart is no longer needed. Kristy will contact Vero Carts and solicit a proposal to purchase the golf cart "as is".	22-Mar-20	Kristy O'Neil	Open-NC
Equipment				TBD	80 Days
Other					

D.238	Reverend Alexander proposes to begin live streaming Sunday Services when the sanctuary reopens for services later this year.	Cameras and other equipment on order. Software installed on the processing computer. Joe Hardy learning the software. See full status report attached to these Minutes.	01-May-20	Joe Hardy	Open-Mod
Equipment				Self Help	40 Days
Other					

D.240	A second side fill sanctuary speaker has failed. Repair requires removing the speaker and transporting it to the repair facility in West Palm Beach.	South Florida Speaker Repair having difficulty finding repair parts. When parts are available, Al will take speaker to the shop for repair.	10-Jun-20	Al Parmentier	Open-Mod
Equipment				South Florida Speaker Rep	0 Days
Repair					

3 Project(s) Reviewed for Equipment

E.242	Bridges has four sinks with leaking faucets.	Kristy will contact Snyder plumbing and arrange for sink repairs.	08-Jul-20	Kristy O'Neil	Open-New
Bridges Facility				Synder Plumbing	0 Days
Repair					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 8, 2020

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.243	Bridges girls toilet exhaust fan is inoperative.	Kristy will contact Cliff Ruff and arrange for the fan repair.	08-Jul-20	Kristy O'Neil	Open-New
Bridges Facility				Cliff Ruff	0 Days
Repair					

2 Project(s) Reviewed for Bridges Facility

Minutes Notes

Total Reviewed	16
Open-NC	5
Open-Mod	6
Open-New	2
Open-Hold	2
Closed	1

Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, July 8, 2020**

Index	Project Category	Open Date	Status	Close Date
A.231	Building Interior	14-Mar-20	Open-NC	
A.228	Building Interior	14-Mar-20	Closed	08-Jul-20
A.156	Building Interior	08-Jan-19	Open-Hold	
A.235	Building Interior	18-Mar-20	Open-Hold	
A.190	Building Interior	12-Jun-19	Open-Mod	
A.212	Building Interior	13-Nov-19	Open-Mod	
A.220	Building Interior	08-Jan-20	Open-Mod	
A.241	Building Interior	10-Jun-20	Open-Mod	
8 Project(s) This Category				
B.222	Building Exterior	08-Jan-20	Open-NC	
1 Project(s) This Category				
C.233	Landscaping and Grounds	18-Mar-20	Open-NC	
C.236	Landscaping and Grounds	18-Mar-20	Open-NC	
2 Project(s) This Category				
D.237	Equipment	22-Mar-20	Open-NC	
D.238	Equipment	01-May-20	Open-Mod	
D.240	Equipment	10-Jun-20	Open-Mod	
3 Project(s) This Category				
E.242	Bridges Facility	08-Jul-20	Open-New	
E.243	Bridges Facility	08-Jul-20	Open-New	
2 Project(s) This Category				

Facilities Council Minutes - Project Summary

Meeting Date Wednesday, July 8, 2020

Index	Project Category	Open Date	Status	Close Date
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16 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date **Wednesday, July 8, 2020**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Replace	08-Jan-19	519 Days
Al Parmentier	A.190	Building Interior	Repair	12-Jun-19	364 Days
Al Parmentier	D.240	Equipment	Repair	10-Jun-20	0 Days

3 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	154 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	84 Days
Kristy O'Neil	D.237	Equipment	Other	22-Mar-20	80 Days
Kristy O'Neil	E.242	Bridges Facility	Repair	08-Jul-20	0 Days
Kristy O'Neil	E.243	Bridges Facility	Repair	08-Jul-20	0 Days

5 Projects for Kristy O'Neil

Joe Hardy	A.231	Building Interior	Cleaning	14-Mar-20	89 Days
Joe Hardy	D.238	Equipment	Other	01-May-20	40 Days

2 Projects for Joe Hardy

Jack Siplak	B.222	Building Exterior	Repair	08-Jan-20	154 Days
Jack Siplak	C.236	Landscaping and Grounds	Repair	18-Mar-20	84 Days

2 Projects for Jack Siplak

Kim McIntyre	A.212	Building Interior	Repair	13-Nov-19	211 Days
Kim McIntyre	A.241	Building Interior	Repair	10-Jun-20	0 Days
Kim McIntyre	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	84 Days

3 Projects for Kim McIntyre

15 Projects This Report

UUFVB Live Streaming Project Report to the Board - 8 July 2020

1. Current Status:

- a. We selected the PTZOptics Brand Network Device Interface (NDI) cameras based on reviews and reports from other users. NDI cameras are the current technology for small motorized pan-tilt-zoom devices. Two cameras and the camera controller are on order from Conference Room Systems, the PTZOptics recommended dealer. Delivery is estimated for late August 2020. The cameras are manufactured in China and the Coronavirus situation has caused production delays for parts, final assembly, and shipping.
- b. We selected the HP OMEN Obelisk Desktop computer as the main processor and two HP VH240a monitors. These are on-hand and being used to learn the software.
- c. We selected vMix Live Production and Streaming Software to produce the streaming and recorded video. We are currently using a full free demo version to learn and test the features. The demo version expires in August, at which time we will purchase a license.
- d. We requested and setup a YouTube live stream account as an add-on to the current UUFVB YouTube account.
- e. We successfully demonstrated a "mini" live production lasting five minutes using an old USB camera. We found there is 4-5 second delay in the time an event was streamed on YouTube until it was visible on another YouTube computer.

2. Learning Curve and Training:

- a. We find there is a challenging learning curve to understand the live streaming process; assemble a production from various inputs; then pushing it onto the internet for viewing.
- b. Simply stated: "We don't know what we don't know."
- c. We have mastered the first pieces by learning "what" is required to produce a quality live streamed video. Now we are working on the "how".
- d. When the equipment is fully installed and commissioned, we will begin training other operators. However, we do not expect to need other operators until late this year.

3. A/V Booth Modifications:

- a. We do not have the space to locate another workstation with two monitors.
- b. We are reviewing options for a moveable computer desk of about 60" x 24" to position to the right of the current A/V booth. The desk must be easily movable to secure the equipment in a locked room when not in use.

4. Expense Report:

- a. The attached chart describes the funds expended to date and the forecast for cost at completion.
- b. A third camera is proposed so we can present a view of the sanctuary from behind the Chancel for events such as offering collection and other "silent activities" where no one is speaking from the pulpit. The sanctuary view would prevent the live stream viewer from seeing "dead air".

5. Changes to the Chancel Setting:

- a. After discussing and receiving input from two Worship Committee members about changes needed to the Chancel setting to improve the live stream viewing experience, we sent an email message to Judy Perry and other Worship Committee members for their consideration.
- b. The concern we need to impress upon Sunday Service stakeholders is the camera sees and projects more detail and from different viewpoints than a someone attending the service sitting in the Sanctuary.
- c. By making some simple changes to the Chancel setting we can greatly improve the viewing experience for our live audience.
- d. A copy of the email message to the Worship Committee is attached.

Prepared by
Joe Hardy

Two Attachments:

- Current and Forecast Expenses
- Message to the Worship Committee RE UUFVB Sunday Service Chancel Setup

UUFVB Live Streaming Project Report to the Board - 8 July 2020

UUFVB Live Stream Project Current and Forecast Expenses			
Index	Item	Model	Cost
1	Camera 1	PT30X-NDI-HX	\$2,199.00
2	Camera 2	PT20X-NDI-HX	\$2,199.00
3	Camera Controller	PTZOptics 4D IP Joystick	\$649.00
4	Camera Mounts	All Parmentier will fabricate	\$0.00
5	Computer	OMEN by HP Obelisk Desktop	\$1,999.99
6	Monitor 1	HP VH240a	\$109.99
7	Monitor 2	HP VH240a	\$109.99
8	Monitor Cable 1	High-Speed HDMI Cable, 6 Feet	\$6.99
9	Monitor Cable 2	Display Port to HDMI	\$11.99
10	Software	VMIX-4K	\$700.00
11	Subtotal Cost to Date		\$7,985.95
12	8 Port POE Managed Switch	Netgear GS510TPP	\$250.00
13	Audio Encoder	Instreamer - IP Audio Encoder	\$364.98
14	Camera 3	PT12X-NDI-HX	\$2,199.00
15	48" to 60" Computer Desk	TBD - Estimated	\$300.00
16	Miscellaneous Cables	Various	\$300.00
17	Subtotal Estimated Remaining Cost		\$3,413.98
18	Estimated Equipment Cost	Three Camera System	\$11,399.93

From: webmaster@uufvb.org
Sent: Sunday, July 5, 2020 15:33
To: 'Judy Perry'; 'Scott Alexander - UUFVB Minister'; 'Pete Kersey'; 'wfriesen586@comcast.net'; 'heyjudijp@gmail.com'; Laura Matson; 'Bonnie Pendleton'; Lisa Del Brocco - UUFVB
Subject: UUFVB Sunday Service Chancel Setup

To the UUFVB Worship Committee,

As we prepare to begin live streaming our Sunday Services this fall, there are several changes we must consider for the Chancel settings.

For the live streaming process, we will use two wall mounted studio grade cameras with motorized pan-tilt-zoom features. Viewers will not see the camera moving. While one camera is live on the subject, the other camera is off and repositioning to the next subject. When the Service changes to a different subject, the cameras switch. Then the first camera repositions to the next subject ready to be switched on. These cameras are high resolution and capture exacting detail.

OBSERVATIONS:

1. The view one sees from the pews is not the same as the view one sees from the camera. It is not possible to mount cameras at floor level; therefore, the camera view will always be above the eye view from the floor and pickup much more of Chancel detail.
2. Overall the current Chancel setup is too busy and cluttered. The camera view picks up every detail in the foreground and background.
3. People sitting behind or to the side of a pulpit speaker on camera is distracting, especially if they are fidgeting or looking around.
4. The table behind the pulpit with various objects positioned randomly is distracting. It appears to the camera viewer as clutter.
5. We must position pulpit speakers, so the camera sees only the speaker with no clutter or movement behind or to the side.

PLEASE CONSIDER THESE CHANCEL CHANGES and IMPLEMENT THEM NOW WHILE WE ARE RECORDING THE SERVICE:

1. Move the pulpit to Chancel center so the camera sees only the speaker.
2. Position the choir (or singers) on the left and right stages leaving the center stage empty.
3. Position chairs and tables the service leader and speakers use away from the pulpit and Chancel center. The objective is remove these from the camera view. We can experiment with positioning Chancel furniture for the best camera view.

4. Move the piano back about five feet so it is not on the Parquet floor.
5. Reposition plants and other decorations on the chancel to improve the visual appeal of the chancel. Give consideration to having fewer plants and decorations.
6. Every speaker **MUST** wear a face microphone. There is too much variability in sound quality when speakers move or turn their head away from the pulpit microphone.
7. Every choir or other performing vocal soloist **MUST** wear a face microphone. House microphones cannot pickup singers or performers with enough volume for the live stream.

The AV team hopes to have live streaming ready to use by 1 September 2020, and if Sunday Services cannot resume in the sanctuary, we will record the service using the new live streaming equipment. Our objective is to produce a quality video experience. Please discuss these recommendations and give us your thoughts.

Joe Hardy
Live Streaming Project Team Leader