

Property Coordinator Transition Committee Recommendations

Approved with Revisions on 9/25/2016

Gretchen Baker-Smith stepped down as Westport Monthly Meeting's Property Coordinator on August 31, 2016. The Committee supports this transition and timeline, recognizes Gretchen for the outstanding work she has done, and additionally thanks her for providing a variety of solutions the Committee has taken into consideration.

The decision regarding Meeting's Property Coordinator is complex and required the Committee to explore not just the Property Coordinator position going forward, but Meeting's ability to provide existing services.

First Recommendation: The shift from a Property Coordinator to the distribution of tasks among Committees and individual Members and Attenders be closely monitored, evaluated, and adjusted as needed over the next 12 months.

Second Recommendation: The transition be overseen by a **Liaison** – the Committee recommends Betty Ann Lee – who is responsible for working with each responsible Committee and individual, as well as ensuring the transition is evaluated and adjusted as needed. Oversee the "sweep person" signup sheet.

Third Recommendation: From September 2016 through August 2017 no new capital property projects are taken on unless due to an emergency.

Fourth Recommendation: Meeting stop soliciting rentals, especially rentals like birthday parties that require a great deal of work prior and after. With the removal of the Property Coordinator cost from the budget, the need for rental income reduces by \$7,200. We would need to review existing long-term rentals, as well as scheduled rentals to make a rental-by-rental decision. Meeting members should be allowed to use the space and some rentals may be allowed if a meeting member will act as on-site person.

Fifth Recommendation: Have Turpin Cleaning take on more cleaning duties as needed. At the least add the vacuuming of the Meeting House rugs and the wooden floor in the foyer 1 time a month.

Sixth Recommendation: Provide Committees a list of duties they now are accountable to fulfill. The list of duties for each Committee is attached to this memo.

Seventh Recommendation: Have a Member/Attender – the Committee recommends Kate McGonigle – serve as a **coordinator of Book Fair tasks** such as managing the Blue Bin, the Cardboard Bin, and the putting up and the taking down of tents.

Eighth Recommendation: Have a Member/Attender – the Committee recommends Kevin Lee – serve as the **Calendar Person managing the use of Meeting's Property Use Calendar**, answering phone calls regarding Meeting, and serve as the contact for long-term rentals like AA. Kevin would hold the Meeting cell phone.

Ninth Recommendation: Jay Viera continues to be responsible for the implementation and management of thermostats.

Tenth Recommendation: Have a Member/Attender – the Committee recommends Gretchen Baker-Smith – serve as the **Mail/Banking Person** managing Meeting mail, bank deposits and tracking contributions, and completing and distributing IRS giving letters and any other donation letters as requested. She will hold one of the meeting credit cards.

Eleventh Recommendation: Have a Member/Attender – the Committee recommends Deana Chase. Pamela Terrien is partnering with Deana, doing **walk through** at end of week. They will provide back-up for one another. They will be taking out trash and recycling and will check a lot of the list once a week, drive through most days, going/checking into each building several times a week, or when they know the building has been used.

Deana will hold a Meeting credit card and will purchase general supplies. A Supplies Needed List is located on the refrigerator in the community house. Deana will also contact the cleaning company, if a special needed, to prepare the community house for Monday morning rental.

Walk Through Checklist

1. Windows shut, sills clean
2. Outside doors closed and locked in Community House
3. Lights inside and out
4. Floors swept, washed and/or vacuumed
5. Kitchen Counters clean and clear of clutter
6. Bathrooms (3) clean and stocked – TP, paper towel, hand soap in dispensers
7. “Chair Room” (off the stage) straightened
8. Standing water, dead animals, etc in basement
9. Trash& recycling out of both buildings
10. Outside Grounds – litter, cigarette butts, fallen branches, landscaping
11. Meeting House ok? doors and windows closed
12. Front steps of all buildings swept/shoveled/salted/sanded
13. Deana will inform the Liaison of any concerns that may need to be addressed.

*When the walk through is completed a message will be sent to Betty Ann, Kevin, Jay, Deana and Pamela.

Twelfth Recommendation: Have a Member/Attender – the Committee recommends Brandon Sylvia – be the first responder to reports of fire alarms and the resetting of alarms afterwards. Branden Sylvia 508-212-9090, Pamela Terrien 774-526-5439, Kevin Lee 508-742-8709, 508-994-1638, or 508-636-4963. A fourth name may be added to cover for one of the three people who may be unavailable.

Thirteenth Recommendation: The Property Coordinator Report will be laid down and updates by the Liaison and Property Committee during Business Meeting serve as the method of capturing the work/action records.

Fourteenth Recommendation: Understand the quality of Property Coordinator work may not remain at the level we have experienced having one person serve as the Property Coordinator.

Fifteenth Recommendation: All recommendations start as of September 1, 2016 and have Gretchen serve as a resource but not a doer.

Sixteenth Recommendation: This committee should remain as a “resource of information” for the time being meet as needed and in 6 months review the transition for efficacy.

Committee members of the Ad Hoc Committee are Greg Marsello, Kevin Lee, Randy Wirth, Kate McGonigle, and Jason Moura

Some additional duties/tasks will be assigned to the various committees. Examples are that the Finance Committee will be tasked with filing / organizing papers, Hospitality will be responsible for dishwasher management and work with the assigned local person, Religious Ed will make sure the First Day School room is cleaned up after class, etc.

Individual Roles

Liaison, Book Fair Coordinator of Tasks, Fire Alarm Responder, Calendar Keeper, Property Walk Through Partners, Mail and Banking Person, Thermostat Resource Person, Sweep (volunteer sign-up)

Committee Tasks

Finance Committee: File and organize important papers and records.

Hospitality Committee: Dishwasher management, some additional housekeeping tasks and working with Local Person on supplies and food items required.

A Sweep Volunteer position has been created to work in partnership with the Hospitality Volunteer each week. Volunteers sign up on the sheet posted on the bulletin board in community hall.

Hospitality and Sweep General Information

1. The Hospitality volunteer and Sweep Person will work best as partners to ensure all tasks are done.
2. You can sign-up for Sweep Volunteer in one of two ways:
You can sign your name to the Sweep Sign-Up Sheet which is on the bulletin board in the hallway beside the bathrooms.
You can email Betty Ann at welees@comcast.net with the date(s) and she will put your name on the list.
3. Hospitality Volunteers are members of the Hospitality Committee. If you would like to be on the committee email Betty Ann.
4. Both the Sweep Volunteer and Hospitality tasks are posted for reference on the bulletin board beside the bathrooms in the community house. The tasks on these lists are to help not hinder your efforts! They may not, all, need doing on a given Sunday.
5. Volunteers are asked to please find a replacement if unable to do the tasks on the day you have signed up for previously.
6. Replacement supplies and cleaning tools locations:
 - a. Toilet paper (12), rolls paper towels(6), Paper cups in middle cabinet under kitchen counter Fall back supplies are located at top of stairs in locked closet. Key is kept in Potter House kitchen fridge freezer.
 - b. Hand soap is under sink in second kitchen
 - c. Plastic food bags are in cabinet in second kitchen
 - d. Cleaning supplies are under sink in second kitchen
 - e. Trash bags are in cabinet under coffee pots in main kitchen
 - f. Vacuum is in closet in large classroom
 - g. Brooms, mops, etc. are in broom closet in Community house hall
 - h. Water bottles are in coat closet in Community house hall

HOSPITALITY RESPONSIBILITIES

SET-UP

1. Select and take baked goods from freezer to thaw.
2. Set up coffee, timed to start brewing at 10:50 AM.
3. Heat water in electric kettle to boiling, fill thermos for tea.
4. Put out cups for coffee/tea and containers of half & half and sugar/sweetener.
5. Put out napkins, paper plates, tea bags and hot chocolate mix on table in main room.
6. Arrange baked goods on platters, cover with foil or plastic wrap and put out on table in main room.
7. Arrange various foods on platter with crackers and put out on table in main room.

8. Make sure there is at least one card table with 4 or 5 chairs set up in main room.
9. Empty the dishwasher of all cleaned items.

CLEAN-UP (done in partnership with "Sweep")

1. Announce last call for food and drinks.
2. Clear table(s) and counters.
3. Wash dishes and/or fill and start the dishwasher.
4. Put away food. Foods should be taken home, frozen, or thrown out. Re-usable baked goods can be wrapped well and frozen. Store non-perishables in cabinets to discourage ants and mice.
5. Check cabinets for old food items and throw away if needed.
6. Empty half & half pitcher and put in dishwasher.
7. Sponge counters & glass cutting boards clean.
8. Put away all chairs and tables, except for one small table in front of food serving window.
9. Ensure the chairs in the chair room are in their areas so that all users can get to them.
10. Coffee pots should be turned off, grounds emptied, and re-usable filters washed out. Remaining coffee can be left in the pots for AA.
11. Dirty towels/linens put in the laundry basket under the kitchen sink. Please launder and return if possible.
12. Use the pad of paper on the refrigerator for noting supplies that need to be replenished or things that need to come to the attention of Property or Hospitality Committees.
13. Monitor supplies/food items as needed including all perishables and purchase.(coffee, tea, sweeteners, cream, food items) and note need for paper goods and food storage supplies. Let future volunteer know what is needed from previous week.

SWEEP RESPONSIBILITIES

(Done in partnership with Hospitality Volunteer)

1. Sweep the kitchen floor and dry mop main hall and stage floors.
2. Make sure all of the lights (inside and out) are off.
3. Make sure all doors are locked. **cellar, front, back, side**
4. Make sure windows in the entire building are closed. Check that the windows are closed and door is shut in the Meeting House.
5. Use the pad of paper on refrigerator for noting supplies needed or things that need to come to the attention of Property or Hospitality Committees.
6. Empty all trash cans (hall, kitchens, bathrooms, classrooms', Meeting house) and take the trash and recycling out to the ABC trash bins outside of the book shed.
7. Check back classrooms for remainders of food and trash left by children.
8. Replace water cooler jug if needed; ensure a replacement container of water is next to the cooler. Add more paper cups to the stash on top if needed.
9. Stock paper towel and toilet paper in each bathroom (1-2 rolls of TP plus 1 extra roll of paper towel). Located in middle cabinet under the kitchen counter.
10. Check that toilets and sinks are reasonably clean.

Sweep Sign Up Sheet

SEPT 4	MARCH 5
SEPT 11	MARCH 12
SEPT 18	MARCH 19
SEPT 25	MARCH 26
OCT 2	APRIL 2
OCT 9	APRIL 9
OCT 16	APRIL 16
OCT 23	APRIL 23
OCT30	APRIL 30
NOV 6	MAY 7
NOV 13	MAY 14
NOV 20	MAY 21
NOV 27	MAY 28
DEC 4	JUNE 4
DEC 11	JUNE 11
DEC 18	JUNE 18
DEC 25	JUNE 25
JAN 1	JULY 2
JAN 15	JULY 9
JAN 22	JULY 16
JAN 29	JULY 23
FEB 5	JULY 30
FEB 12	AUG 6
FEB 19	AUG 13
FEB 26	AUG 20
	AUG 27

Property Committee: File and organize important papers and records, reorder bulk janitorial supplies, track maintenance schedules, manage Meeting contractors as needed, and treat well if well fails quarterly tests. Serve as the contact and interface with town officials and assigning others to handle tasks as needed.

Religious Ed Committee: Ensure FDS Room is cleaned up after class, maintain lost and found, and straighten up Child Care Room.

Book Fair Committee: Work with Book Fair Coordinator, monitor incoming books, arrange for pickups as necessary, work with Calendar Person ensure no conflicts during Book fair, coordinate the covering/uncovering of books, and return calls about Book fair.

Book Fair Support Liaison

Blue Bin Liaison

Discover Books (discoverbooks.com) is a book redistribution and paper recycling company. They have been a significant component of our ability to receive book donations throughout the year, resulting in a much bigger and more successful Book Fair. We deposit any books into the Blue Bin that we deem unlikely or unfit to sell at our Book Fair. When the bin is full, we contact the company and they come and empty it.

- Greg will let you know via text or email that the bin needs emptied.
- You then contact the company and let them know this via both text and email.
 - My texts are always this: Hi! The Blue Bin at Westport Meeting, 938 Main Road, Westport, MA needs emptied. Thank you!
 - My emails always resemble this: Hi, Carlos! Hope you are well! Our Blue Bin is full at Westport Friends Meeting, 938 Main Road, Westport, MA and needs emptied. Thank you so much! Gretchen
- If the Blue Bin is not emptied in 4 or 5 days, and you haven't heard from Carlos, text and email him (both) a 2nd time.
- Contact info for Carlos:
 - phone: 617-201-2007
 - email: cvalente@discoverbooks.com
- I will help coordinate the Final Book Fair book pick up – we'll do it together – it's an improv and still a work in progress (but we're making progress!)

ABC Disposal Cardboard Container Liaison

This is the mini dumpster beside the Pod which we use for all of the cardboard generated by the book fair.

- Greg will let you know via text or email that the container needs emptied.
- Call ABC Disposal. 800-310-9111. You will get an automated system. NOTE:
 - WE ARE A COMMERCIAL CUSTOMER.
 - Stress to the actual person you eventually get to speak with that this is NOT a roll-off dumpster, this is a "cardboard bin."
 - The Westport area pick up day is Wednesday. As long as you call by late Monday afternoon, you will be able to get the bin emptied that week. Note: If they tell you pick up will be a day other than Wednesday, question them because it usually means they are still confused this is for a roll-off dumpster and not a cardboard bin.

ABC Disposal ROLL OFF DUMPSTER for the Book Fair Liaison

This is the big dumpster that we get for 2 weeks every July.

- 1 month before the Book Fair, call ABC Disposal. 800-310-9111. You will get the same automated system.
 - We are (still) a commercial customer.
 - You are ordering a roll off container.
 - You want the same size as last year. (Ask them to look it up.)
 - We want it for 2 weeks, from the Tuesday before the fair through the Tuesday after the fair.
 - Ask for a call the morning of confirming what time delivery will be. Stress that you must be there for the delivery so that it is put in the correct spot.
 - I will show you exactly where it needs to go! ☺

ABC Rent a Tent Liaison

This is the company we rent the one smaller tent from every year. Their crew then also sets up our two big yellow tents. They are awesome to deal with.

- In early April, email Don Raposa and put in an order for the tent and crew. I will forward you the email from this past year. You basically change the dates and send it to him again. ☺ His email: donabctent@aol.com. If you need to call (but he's awesome on email) the phone is 800-697-9214. They are a Westport Company: 21 Heritage Drive, Westport, MA.
- He will confirm the order and then send you an invoice. Forward this to Greg (who then forwards it to our bookkeeper Kate Leary).
- 1-2 weeks before the Book Fair, email Don and confirm that we are set for the tent and set up.
- On the Monday before the Book Fair, email Don and check in to be sure what day he thinks they'll do it. Confirm what time the crew will arrive on site.
- That day, go to Meeting. Plan on being there 30 minutes before the time Don says they will be there – chances are good they have already arrived!
 - We will get the stakes out of the shed for them the Sunday before. (You don't do this by yourself – spontaneous volunteers will help!)
 - The day of, you'll need to be sure the bulkhead to the basement is unlocked, and that there is a ladder available for getting into the upper part of the book shed storage to get to the poles etc.
 - I will show up that day to be sure they put the tents up in the correct location – then you'll be good to go in future years! It's stressful the first time because it feels like everything rests on that decision.....
 - Let the crew know the front door of the Community House is open for access to water and the bathrooms.
 - You don't need to stick around all day, but it's good to be there the first ½ hour or so in case they have questions.....

GREG MARSELLO cp: 401-824-6815 (responsive via text, when you need an immediate response.) Otherwise use email: gregmarsello@gmail.com

KATE MCGONIGLE (for Greg)

cp: 401-447-3837

email: katebowie@hotmail.com