

Staff/Building Renovation Task Force Meeting with Lana Larson, Interior Decorator from Progressive Architecture, May 19, 2022.

1. Introductions
2. Lana handed out an initial schematic drawing of the main floor renovations at Trinity.
3. Purpose of this meeting is to familiarize the staff with the main floor changes, in particular, the office and storage spaces as well as the updated bathrooms. The goal is to get staff feedback on those changes as well as the re-organized space.
 - The angled wall and door by the elevator is a little "wonky", so Lana proposed to square off the angled wall and door leading to the Narthex. This will also open up space for other things, and 6' double doors will replace the doors that are currently there. They will fully open back, 180 degrees.
 - This will open up space for a coat closet across the hall from the elevator.
 - All door openings and equipment need to be ADA compliant.
 - The current coat room by the elevator will become a conference room for 4-6 people. It could potentially be used for something else. Linda suggested that the space could be used for youth storage, ie: acolyte robes, etc. instead of as a conference room. The space is 12'x7', and including that space, all 3 youth spaces have windows (unlike what the schematic shows). The youth storage indicated on the plan is 9'x12'.
 - The red dotted lines on the plan designate things that need to be ADA compliant with proper clearance. The bump-outs shown on the north side of the plan do not exist. Lana needs an updated drawing of the building as it exists today.
 - All doors proposed on the plan would be full glass doors, and current windows will stay. The proposed glass doors will allow more light in those areas.
 - The brick wall between the proposed work area and the youth office will stay there, but the suggestion is to expose the brick for aesthetic reasons.
 - The workspace and office space redesign will offer more usable area than the current layout due to improved design and flow of that space. Twyla would like to see a separate office space for her with the ability to lock that space when needed because of locked safes and other sensitive items.
 - Lana asked if the IT person needs an office space. The answer was a resounding "yes".
 - Consequently, the proposed shared office space on the plan could be divided into the bookkeeper office and the IT office space.
 - The staff asked about a location for the council and staff mailboxes. Lana suggested they could go along the wall outside of the workroom, along with a 5' counter, and close to the business administrator's office.
 - A drinking fountain and water cooler could be placed on the outside wall of the reception area or along the outside wall of the bathroom area—they are required items.

Gail Seaver began recording the meeting, so my notes end here, Cathy Johnson

Additional notes by Gail Seaver:

- There is a need for storage space for the acolytes robes. These could go into the new conference room that was decided to be made into storage.

- With the redesign of the office space, the four PTAC Heater and AC units that currently exist would likely be replaced by a forced air furnace/AC. This would provide for more even heating and cooling and eliminate the possibility of some offices having the A/C on while another office has the heater on.
- The bookkeeping office would like to have a pass-thru wall area so that the safe drop-in deposit could be made without entering the bookkeeping office.
- Gail checked with Leroy and updated existing drawings of the Trinity building that do not include the bumped-out window-wall areas in the office does not exist.
- Gail will provide Lana with dimensions of the office equipment that staff wants to keep and Lana will check that the new office space will accommodate the equipment. Gail and Leroy have completed this task and sent the data to Lana.
- Lana needs to check on building occupancy loads to see whether the new ADA bathrooms are sufficient with enough toilets to meet ADA requirements. If an additional staff is needed, storage space could be reduced.
- With the renovated offices there will be a need for new lighting and flooring which currently is not part of the plan.
- Emmy Lundeen would like to attend the next Building Renovation meeting if she is available.

Gail Seaver