

APPROVED

**NTUC Board of Trustees
Special Called Meeting Minutes
Main Building – Classroom A
Tuesday, December 20, 2011**

This special meeting was announced by President Larry Watson via an email sent on December 16, 2011 at 3:27 p.m. The purpose of the meeting is to vote on the release of funds to start the HVAC upgrades. This meeting will be conducted during the scheduled working session, which begins at 7:00 p.m.

Call to Order: Larry Watson called the meeting to order at 8:11 p.m.

Board Members Present: Wayne Dorsey, Alice Frazier, Ann Royalty, Hope Pierson, Star Staubach, Leslie Sharp, Larry Watson, Angie Woerner

Board Members Absent: None

HVAC Upgrade

Wayne Dorsey presented the final bid from Applied Mechanical Systems, Inc. (*see attached*) and summarized the four items in the bid as follows:

- Item #1 is for air conditioning work, which will be done later.
- Items #2, 3, 4 are all supplements to the small boiler. They will also allow us to heat only offices and classrooms without heating the sanctuary. Specifically,
 - Item 2 is for classrooms A & B and office space in the lower hallway.
 - Items 3 & 4 are for the upper hallway rooms and offices.

Wayne also referenced the LOC & HVAC Breakdown sheet that he emailed to the Board on 12/13/11 (*see attached*).

Motion: Wayne Dorsey moved that the Board release \$22,670 to cover Items # 2, 3, 4 on Applied Mechanical System's bid sheet (referenced as Phase 1 on the LOC & HVAC Breakdown sheet) plus \$2,070 for associated electrical work and permit.

The motion was seconded and passed.

The meeting was adjourned at 8:26 p.m.

Submitted,

Ann P. Royalty
Secretary, Board of Trustees
New Thought Unity Center