

Christ Episcopal Church
Minutes of Vestry Meeting

July 24, 2018

In attendance were The Rev. Cindy Simpson, Assistant Rector; and Vestry members: Christie Carrico, Senior Warden; Mary Barnstead, Rob Follit, Adebayo Laniyonu, Meghan Matulka, Delia McCormack, Steve McNeil, Katherine Schexneider, and Audra Snider.

Opening Devotion & Prayer – Rev. Cindy Simpson

Christie Carrico convened the meeting at 7:03 PM, and the Rev. Simpson led the vestry in an opening devotion and the singing of Amazing Grace.

Review and Approval of the Minutes of June 26, 2018 meeting

There was a motion to approve the June 2018 minutes as amended. The motion was seconded and passed.

Search Committee Report – Janice Musselman

Christie said Janice was unable to attend but she will email her report to the Vestry. Initial interviews are in progress, via Skype. The first visit is to be scheduled. Canon Clarke will provide another list of candidates in Sept; the 2nd submission deadline was last Friday, Christie said, and she doesn't know how many candidates may have submitted applications.

Special Recognition

Christie thanked all for the dinner earlier this year, and for the continuing support. Father McDuffie has been retired for just about 6 months, and Christie said the Vestry will present a special financial thank you for her support and hard work to Cindy Simpson.

Interim Rector Report – Christie Carrico

Christie reported that the Rev. Kissinger and her husband John Oakes arrived on July 2nd. Thanks to help from friends and angels, they got their furniture assembled. Mother Debra, as she prefers to be called, starts a week from tomorrow. She and John are settling in, sampling local cuisine, and learning the area.

Update on the Capital Campaign: “Firm Foundation, Bright Future” – Christie Carrico

Christie reported on the capital campaign, saying the Murdock Room is being painted, and the work on the ceiling and floor are in progress.

The campaign focus going forward will be targeting influential school alumni and parents. The campaign committee is planning a series of events by class, to bring all up to date on the designs and the plans for the school. The campaign has received pledges of over \$2.7 million, over half way to the goal. George Wolohojian is a co-chair and is handling most of the work.

Jefferson Building Update – Christie Carrico

Christie reported Mark Rittenhouse, the realtor, will send an updated report. The building is being prepared for sale, and a sign will be posted on Rt. 28. Also, the school will add a sign, indicating the school is “moving around the corner” along with a “future site” of the new building sign to be posted in Foley Park.

There will be a pre-approval meeting with the City next Wednesday, in the church, for the neighborhood and anyone interested in attending. Mary noted she had not yet seen a notice in West End newsletter.

Finance Report – Steve McNeil

Steve reported there was a surplus in June. This year (so far), compared to 2017, we are doing about \$2,500 better. We’ve had lower expenses in the year, and received pledges are up for the month of June - we are in better financial shape than we were in last year. Of note, Steve reported the Hillstrom House line item has gone from received rental income last year to nothing as the house was vacant in June.

Expenses are down, year-to-date, by about \$20,000. July will be ok, and should still be down in August. We may need, in the near future, to look at how to cut expenses; if we hire a less expensive Rector, this could help finances in the future.

Steve reviewed the Balance sheet; the Endowment Fund had a modest loss last month, but we are still ok year-to-date. The swap on the Jefferson Building property continues to drop. The annual audit is still in progress; the auditor is currently on vacation.

Bayo asked about the savings on a “less experienced” Rector. Steve said the salary for a priest with ten years’ experience versus thirty years can be a cost savings. Bayo said we don’t want to skimp, that we do want to get the top candidate. Katherine said that salary savings is a part of the total equation. Christie added that if we want to keep a Rector for a while, we will need a less experienced person, in order to get a Rector for ‘long haul’.

ACTION: Request Funds from Endowment for work on Hillstrom House – 2nd request

There was a motion to approve \$30,000 for expenses related to the Hillstrom House renovation. The motion was seconded and passed.

Committee Reports

Adult Christian Formation – Mary reported the committee has “a full slate” for the fall.

Communications – Christie said the committee is working on signage throughout the church, including the location of the defibrillator, the handicapped (chapel) entrance to church, etc.

Environmental Stewardship – Rob reported that Janice has a recycling effort ongoing, to show the parish's commitment to recycling. Additionally, Rob is working on the flowing water feature in the garden area.

Fellowship – Christie reported the Fellowship committee is planning a welcome reception on August 5th for Mother Debra, to be held in the dining room.

Welcome back Sunday will be September 9th – the dedication of Murdock Room will be held on that day, after the main service.

Outreach – Katherine reported the committee has some concerns about the financial management and administration of the Loaves and Fishes program. The committee feels the organization is still in consideration, as they do serve a large need, yet some members are concerned about whether things are being handled in the best way possible. The main concern is that there is an expectation that, as parishioners contribute their money, the money will be spent in a responsible ministry.

Pastoral Care – Audra said the committee met in July. The committee is also asking for prayers for Wayne & Kerry.

Property – Geof had submitted a written report on property, as he is away:

- Tyco alarm system – We have received repeated “system” alarms, from the church and the Parish House. Tyco technicians have been to the campus several times to investigate and found an issue with rodents gnawing wiring in the attic and basement of the PH. We continue to work to resolve the Tyco system issues.
- Parish House rodents – Senate Pest Control found squirrels (and feces and urine) in the attic. We contracted with Senate to set traps and do follow-up removal of rodents for one year, for about \$1,200.00. We received two bids to remove attic insulation, block entry of rodents and replace the insulation with rodent retardant insulation. The bid from Senate was \$12,600.00; the bid from JWHI (the company that did the Hillstrom House renovations noted below) was \$10,728.00. It is recommended that the Parish use Senate even though its price is about 17% higher and it is in the rodent control business and its follow-up to further infestation is addressed in the original removal contract with the firm.
- Parish House foundation – The Tyco technicians found a hole in the foundation through which water is running during storms (rodents are also probably entering the basement via this hole). JWHI was asked to bid on this work and its price is \$1,117.00. It's recommended that we accept this bid and proceed with the work.
- Parish House air conditioning system – The system failed; Jim Chelini diagnosed the problem and made repairs. Cost was about \$1,500. 00.
- Sacristy camera – For an estimated, \$1,050, a security camera can be installed near the entrance to the sacristy. It is recommended to proceed with this installation but this should probably be done in conjunction with a camera system server replacement (see below).

- Camera system server replacement – the server is on its last legs; the price to replace it is \$2,275.00. It is recommended we proceed with this in conjunction with the additional sacristy camera.
- Roof repairs (some related to 3/2/18 windstorm) – There may be some confusion about which repairs are covered by insurance and which are not. CES had two repairs that were needed regardless of the wind damage (Preschool flat roof and the CES portion of the church building). See below for details.
 - Preschool ridge caps – covered by insurance and repairs are complete.
 - Preschool flat roof – not covered by insurance and repairs are complete (CES responsibility).
 - Hillstrom House – covered by insurance and repairs not complete (but there should not be any leaks).
 - Church roof (i.e the huge slate roof) – covered by insurance and repairs are underway as of this writing.
 - CES portion of the church building – repairs complete and not covered by insurance (CES responsibility).
 - PH – covered by insurance and repairs are complete.
 - Jefferson Building roof – covered by insurance and repairs are complete.
 - Jefferson Building fire escape caulking – not covered by insurance and repairs are pending (this is not an expensive item).
- Hillstrom House renovations for new tenant – Initial renovations are complete but additional work is needed. Mother Debra provided an excellent list, which is much appreciated.
- CES-responsible items:
 - Jefferson Building chiller – Trees pruned in the vicinity of the chiller for more efficient operation.
 - Preschool flat roof repairs – Completed as discussed above.
 - CES portion of church roof repairs – Completed as discussed above.
- Church pews – Twelve pews have cracked seats. We have a bid from JWHI to repairs these for \$3,051.00. No recommendation, as the bid was just received.
- Church floor – Two bids were solicited to replace cracked asbestos tiles. One company (Noah's properties) did not bid due to the nature of the work. JWHI's bid provided two options – one to selectively replace cracked tiles for \$5,360.00 and the other to replace all tiles in the narthex and worship space for \$18,680.00. No recommendation, as the bid was just received.

It was agreed to defer on squirrel-proofing until Geof returns for further discussion; Steve noted we are “OK” on expenses as noted. There was consensus to proceed with the work on the Parish House foundation and on the server replacement & sacristy camera.

St Francis Flock – Meghan reminded all of the upcoming tour of Poplar Spring this Saturday.

Stewardship – Rob said he'll need to sit with Wayne & George, to discuss strategies.

Welcoming – Delia said she met with Cindy today; the committee will meet in September, and she said the committee will try to energize our Greeters. Bayo commented on assisting new members on getting information on pledging.

Old Business:

Signature of revised By-Laws

Throughout the meeting, Vestry members signed the revised (approved at the annual meeting) by-laws.

Report from Two Service Committee - Mary

Mary reported the surveys were distributed last week, the survey will continue until August 5th. About one third of those who were emailed about the survey have responded so far. Audra said that Jeremy will send out reminder; about 100 surveys were received so far. Cindy asked what the plan will be for following up the survey. It was agreed the issue will need involvement of Mother Debra. It was suggested to possibly have a trial run of two services, possibly from September until Advent.

New Business:

Status of Emergency Operations Plan

A group has been assembled to form an emergency operations plan, and one meeting of the group has been held so far. The hope is to have a plan for Vestry by January.

Date of Next Meeting: August 28, 2018 (*tentative*)

Prayer and Adjournment

The closing prayer was offered by Christie, and the meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Dotty Reitwiesner