

**VESTRY MEETING MINUTES
ASCENSION EPISCOPAL CHURCH**

August 16, 2016

Present: Mike Black, Cindy Breton (via phone), Cheryl Coppock, Carol Goulet, Miranda Griesbaum, Matt Murphy, Lee Nirider, Tom Sutton, Jeri Platt, Clerk

Absent: Jim Anderson, Clement Falayi, Doug Meyers, Dick Stabell, Rev. Todd Bryant

Guest: Deacon Mary Reddick

Opening Prayer/Call to Order – Mike Black called the meeting to order at 7:04 p.m. Deacon Mary offered an opening prayer and Mike asked for blessings regarding special requests.

Consent Agenda – Mike Black asked if any items needed to be removed from the Consent Agenda and there were no motions to that end. **Motion #1: Carol Goulet made a motion to accept the Consent Agenda, Cheryl Coppock seconded the motion, there was no discussion, the motion carried.**

Finance Committee – Matt Murphy reported the Finance Committee met and the Church financials are in good order. He also reported that Miranda Griesbaum attended the committee meeting to report on needed repairs regarding the leaking pipe for the chiller unit. Matt reported the committee came to the conclusion there would need to be a capital campaign in order to pay for much needed repairs and updates to the facility. (See discussion below along with attached Jr. Warden Report)

Property – Jr. Warden Report: Miranda Griesbaum reported on the Property Committee meeting and findings with the leaking pipes. Apparently there are more leaks than previously found and they are not in water pipes but the HVAC chiller pipes. These will need to be replaced. There is a three week lead time with Facilities Mechanical to perform the work which will entail approximately one week of excavation (this must be done during the week) and two days for removal/replacement of chiller pipes (this can be done on Saturday/Sunday). She also discussed the need to update the HVAC system controls in the PLB and replacement of bulbs in the Sanctuary with LED bulbs (Last fall some of the bulbs were replaced which cost around \$2000 due to cost of bulbs and rental of scissor lift and many more will need to be replaced before Christmas this year at an additional \$2000 cost. The new bulbs have a guarantee life of 5 years). Miranda did mention that churches who have updated their HVAC system with the new controls have noticed a drop in electricity usage due to ability to program specific times and temperatures. She also mentioned updating the controls for the HVAC in the Sanctuary will be an additional \$12,000. **Motion #2: Tom Sutton made a motion to authorize the repair and/or replacement of the chiller lines not to exceed \$50,000. Matt Murphy proposed an amendment to add the HVAC chiller pipe work be performed by Facilities Mechanical according to the agreement signed by Mike Gutierrez on June 28, 2016 along with the excavation work being performed by Palomo Services according to their verbal quote. Carol Goulet seconded the motion. Discussion followed which included Miranda stating she will be talking with Facilities Mechanical and Palomo Services regarding a payment schedule for the repairs. After discussion a vote was taken and the motion carried.** Mike Black will craft an announcement to be made to the congregation regarding the need and beginning of a capital campaign to fund these much needed improvements.

Old Business

- a. **Open Table eVote results:** Miranda Griesbaum made a motion that Ascension participate in the Diocese sponsored Open Table program with funding as follows: \$500 License Fee, \$90 Candidate Assessment, \$60 Candidate Background Check for a total of \$650. Mike

Black proposed an amendment to include \$480 (4 x \$120 Member Fee) for 4 scholarships in the event a parishioner would like to participate but can't cover the \$120 Member Fee. This would bring the total participation fee to \$1,130. Tom Sutton seconded the motion. Mike Black reported the results of the eVote as follows: 9 Ayes, 1 Nay and 2 Not voting. The motion carried.

New Business –

- a. **Outreach Opportunities:** Deacon Mary Reddick reported on Outreach Opportunities. This week we will be going to The Beacon. Right now this is a one time opportunity and we will see how things go and determine if this should be an addition to our Outreach. We will continue to assist WHAM one Saturday a month along with collecting items for their food pantry. Mary is working with Ashley Dana from Making It Better in coordination with the principal of Walnut Bend Elementary. We will continue assisting in the mentoring program but Mary is working on developing more one time opportunities. She is also working on incorporating our volunteers in events for Making It Better including the possibility of helping a family in true need with presents for their children and food at Christmas time and possibly Easter. Other opportunities may be working with Lord of The Streets in a gently used shoe and coat drive, anonymous Christmas baskets for those in need and without family at Tremont Retirement Center, Mission of Yehweh, among others.
- b. **Outreach T-Shirts:** Deacon Mary reported she is working with Janice Edel on a t-shirt design. Currently Janice is revamping the design as it was necessary to change from four colors to three. The printer is a company Deacon Mary has worked with many times and will make one shirt for all to see. These shirts would be worn by participants in our Outreach activities. The will have Ascension Episcopal Church on the front and Janice's design on the back. Initially the 75 shirt order will be all adult sizes S-XL. Average price per shirt is \$10 for adult sizes, \$11-12 for child sizes and 2XL & up sizes. **Motion #3: Carol Goulet made a motion that Outreach t-Shirts be offered at \$11 each. Tom Sutton seconded the motion. Discussion followed and it was determined there is enough money in the Outreach fund for the initial purchase and any money collected from the sale of the shirts will be put back into this fund. A vote was taken and the motion carried.**
- c. **Sudanese Church:** Mike Black reported there have been a good number of complaints regarding damage/disruption of supplies following use/services by the Sudanese church. Some damage noted as follows: EXIT sign leading from Parish Hall to classroom hall was broken from its holder and dangling from the wires this past Sunday. Other damage/disruptions include but are not limited to complete disruption of the children's activity bags for use during the service, gouges on top of the piano, coloring on organ and piano keys. Mike Black will speak with the head of the Sudanese Church regarding respecting our property and how this type of behavior is not acceptable and will not be tolerated.

Adjourn – Motion #4: Tom Sutton made a motion to adjourn, Matt Murphy seconded the motion, there was no discussion and the motion carried. The meeting was adjourned at 8:58 p.m.

Closing Prayer – Mike Black lead the Vestry in the recitation of The Lord's Prayer.

Respectfully submitted,

Jeri Platt
Clerk

Junior Warden Report: August 2016

Property Committee Recommendations

The Property Committee met August 3rd and it is the Committee's recommendation that the following projects be completed this year.

1. As soon as feasible, contract Facilities Mechanical to replace both pipes running from the chiller tower to the Parish Life Building. Facilities Mechanical will also install a chemical pot feeder to allow us to add rust inhibitor to the water that runs through the newly replaced pipes.
Total cost = \$44,017.95
2. Contract Facilities Mechanical to upgrade the HVAC controls in the Parish Life Building. Upgraded controls will allow the HVAC to run on a schedule and to be controlled from the Internet as well as the control panel. A security code will prevent unauthorized individuals from turning the system on or off. Total cost = \$11,758.33
3. Contract Highlights Electrical to re-lamp the Church lights with LED lights. LED lights have an average life of 20,000 hours and are guaranteed by Highlights to last a minimum of 5 years. One LED light was installed when we replaced dead bulbs before Easter and the color of the LED light is very similar to the existing incandescent lights.
Total cost = \$6,990

Completed Work

During the month of August, electrical work was completed on the 2nd floor of the Parish Life Building. There were electrical outlets in multiple classrooms that did not work. The duct work of AES's 300 building was also repaired - the air returns in all 5 classrooms were allowing attic air to be sucked into the return duct work. There were also 4 cool air leaks in the attic.