

# Episcopal Church of the Ascension

## Vestry Meeting

### November 4, 2018

Episcopal Church of the Ascension  
Vestry Minutes  
October 7, 2018

**PRESENT:** Rev. Javier Garcia Ocampo, Senior Warden Betsy Hasegawa, Junior Warden Janet King, Rose Buck, Gordon Donnelly, Meredith Horan, Luis Pedron, John Pruessner, Berenice Rodriguez and Bob Waters. **Absent:** Zadinga Ogada and Susan Mclaughlin. **Guests:** Sue Snay for the Giving Tree and Avin Lalmansingh, Treasurer. The meeting opened at 2:05 p.m. with a short prayer and check in around the table.

**CONSENT AGENDA:** Gordon moved that the consent agenda be adopted, Meredith seconded the motion, and it passed.

#### **GUEST PRESENTATION.**

**The Giving Tree recipient.** Every year Ascension chooses a charitable organization to support through donations to our Christmas Giving Tree. Sue Snay and her husband Richard have run this event for many years. At the last vestry meeting, Comfort Cases was suggested as a recipient. Sue went to their business site and brought information to the meeting; she was impressed and highly recommended them. Janet made a motion that Comfort Cases be the designated charity for 2018; Gordon seconded the motion and it passed.

#### **OLD BUSINESS**

**Roof and Chapel repairs.** John and Luis reported in on this. Although the vestry had made a commitment to selecting a roof-repair company at this vestry meeting in order to get the repairs done before bad weather makes it difficult, one of the companies in the mix, Dream Homes, Inc., has offered a 25% discount on materials if we go with them for the entire roof. The facilities committee is waiting for a more information and a final price from them. The vestry authorized a 17-day delay, until October 24, on the decision but agreed that choice *must* be made then.

Parker Pearce has bid \$10,800 to repair the chapel HVAC. Javier told the meeting that the AC in Ascension House also needs repair/replacement. John will have Lin get an estimate from Parker Pearce for that work; we may get a reduced total cost if both the chapel and AH are done at the same time. The vestry will vote on this at the October 24 special meeting after getting final info on the roof costs.

The congregation needs to be reminded that the FRF is still being collected (those who pledged periodic donations). It was suggested that we create a line item for future facility needs.

#### **Contracts review.**

- a. St Barnabas contract. The diocese had sent a contract to be used between Ascension and St Barnabas Deaf Church; Berenice went over it and answered questions from the vestry.

After receiving some final information, the contract will be ready to present to St Barnabas' Rev. Betsy for signature. It was noted that she practices ASL for an hour prior to the 10:00 service, and that anyone interested in learning it is welcome.

- b. **Sandy Ridge Academy (SRA).** Berenice reported on progress with the contract that she and Zadinga has been tasked to create. Among other things, it will include a color-coded floor plan identifying areas exclusive to SRA, shared areas and Ascension-only areas. The vestry addressed the question of the restrooms; there has been some confusion as to who has use of them. After discussion, Berenice moved that we change wording in the contract regarding the boys' and girls' restrooms to reflect that SRA will have exclusive use of them during the school's business hours, and that at all other times, use will be shared with Ascension. Rose seconded and the motion passed. SRA's payment will also cover the cost of pest control, snow removal, insurance, bathroom supplies, and use of the playground.

**Disposition of income from the Car Wash, Yard Sale and Bake Sale.** The money, which amounted to around \$1,250, has been placed in the general fund. Using it for a specific expense discussed by the vestry will be addressed if and when the occasion arises.

### **NEW BUSINESS**

**Our new deacon Eugene Nat Wright.** Eugene will be shared between Ascension and St. Anne's Damascus. Javier said Eugene's first month (October) will be at St Anne's, and he will be at Ascension for November. The two churches will meet after that and decide how best to share his time.

**Janet King, Junior Warden.** Janet life has been a whirlwind and doesn't look like there will be any let-up. She spoke to the Executive committee and Zadinga, who agreed to switch places with her – Zadinga to become the Junior Warden and Janet to revert to being a vestry member (until the end of that term, this coming March.) Janet further said she would not be running for re-election.

**Office computer upgrade.** Avin asked the vestry to consider upgrading the two office workstations, since they're quite old and new software will be less and less able to be run on them. The vestry asked him to do some research on what's needed, and the cost. He will do so and get an estimate of the cost. The funds would come from the general office line item.

**Shortened bulletin.** The Worship committee had been tasked with shortening the bulletin from its current 16 pages. A 12-page bulletin was developed, approved by the committee, reviewed and modified by Father Javier, and presented to the vestry for approval. John moved that the 12-page bulletin be accepted, Bob seconded the motion and it passed unanimously.

### **OPEN MIC**

**Rose re Epiphany pageant.** Rose suggested adding the Epiphany pageant to the Events Calendar. Sari said she would do so. Javier mentioned that the event and date are in the new *Together We Shine* booklet. Rose was concerned at the lack of children at the 10:00 service to participate in the pageant. Gordon said there were a number of children at the 12:00 service who would participate, and that he's already chosen the script and started thinking about casting.

**Berenice re kitchen.** After a lot of cleaning and reorganizing the kitchen, Berenice was unhappy to find things not put away after last week's 1A service. Janet mentioned that many Parish Life members were called away near the end of the meal to meet with the bishop, and that the remaining "cleaners" after the luncheon may not have known where to put things. It was suggested that drawers and cupboards be labeled.

**ADJOURNMENT:** At 4:48 Meredith moved that the meeting be adjourned. Berenice seconded the motion and it passed unanimously.

Respectfully submitted,

Sari Stoddard  
Clerk of the Vestry

**Episcopal Church of the Ascension  
Vestry Minutes, Special Meeting  
October 24, 2018**

**PRESENT:** Rev. Javier Garcia Ocampo, Senior Warden Betsy Hasegawa, Rose Buck, Gordon Donnelly, Susan McLaughlin, Luis Pedron, John Pruessner, Berenice Rodriguez and Bob Waters. Absent: Junior Warden Janet King, Meredith Horan and Zadinga Ogada. Guest: Ted Bedell, Facilities Committee Chair. The meeting opened at 7:05 p.m. with a short prayer.

**OLD BUSINESS**

This special meeting was called to make a final decision on the roof repairs, and to discuss two other urgent facilities matters – the chapel HVAC and the non-working VAV, or dampers, that control movement of the heat and AC throughout the church education wing.

First item of business – the roof. Ted Bedell of the Facilities Committee briefly addressed recent history and the current status. The revised quote from Dream Homes that had sounded so good turned out to be too high for our budget. The favored contractor is now Home Fix Custom Remodeling with a quote of \$31,515 for the main part of the flat roof. Their warranty is 2 years for labor and 20 years for material. Gordon made a motion that the vestry accept the recommendation of the Facilities Committee to hire Home Fix Custom Remodeling to fix the main part of the flat roof using funds from the Facilities Reserve Fund (FRF) of no more than \$34,000. Luis seconded the motion and it passed unanimously.

Next addressed was the VAV/dampers problem in the lower level. The Facilities Committee recommended Parker Pearce, with a quote of \$13,500. The company has a good reputation and has been used by several churches in the area. Gordon moved that the vestry accept the recommendation of the Facilities Committee to hire Parker Pearce to repair the dampers in the educational wing at a cost of \$13,500, using funds from the FRF. The motion was seconded by Rose and passed unanimously.

The chapel HVAC issues were deferred to the January 2019 meeting, when the new year's budget will be addressed. The quoted amount for the work is \$10,850.

The need for more money to cover the chapel HVAC and any new but unforeseen facilities costs was discussed. The congregation will be reminded that we have another year of payments of pledged money to the FRF. A special call for roof donations is also under consideration.

**ADJOURNMENT:** At 8:20 Bob moved that the meeting be adjourned. Rose seconded the motion and it passed unanimously.

Respectfully submitted,

Sari Stoddard  
Clerk of the Vestry