

**Episcopal Church of the Ascension**  
**Vestry Minutes**  
**October 8, 2019**

**PRESENT:** The Rev. Javier Garcia Ocampo, Senior Warden Betsy Hasegawa, Junior Warden Zadinga Ogada, Meredith Horan, Susan McLaughlin, Luis Pedron, James Black, Kristen Keating, Wadai Dennis, Berenice Rodriguez, Gordon Donnelly, and Bob Waters. Others in attendance: Ascension Treasurer Avin Lalmansingh, Facilities Committee Chair Ted Bedell, and Rob from Castle Construction.

The meeting opened at 2:07 with a prayer from Javier.

Gordon moved to strike the end of the sentence regarding Dr. Tina's office from the previous month's minutes under the Contract's Update. Kristen Seconded and it passed unanimously.

**OLD BUSINESS**

**Facilities Committee.** Mold abatement. Discussion about mold in basement closet and on exterior wall to the right of the landing of the door next to the Narthex. Rob explained that although he is not certified for mold abatement, he recommends we gut the closet room and remove insulation to ensure no mold remains, then investigate to find the source of moisture. The area has currently been treated with bleach so that to the eye no mold is present. It appears moisture is coming from a low area on exterior wall. Proposed solution is to use compact fill dirt and topsoil 17-18 inches high in that area, then clean the gutters and ensure the downspout is situated to take water away. Rechecking the closet with an infrared camera after a strong rain will indicate if there is a lot of mold, and therefore, moisture. No quote has been developed yet.

Next steps: For now, the closet door should remain closed and locked with a towel under it to prevent anyone from accessing the room. Regarding the exterior improvements, speak with Fredis about the project, so a date can be set. Rob will contact people for quotes for dirt but we should expect it to cost a few hundred dollars. The project should only take a day to complete.

Plumbing issues. There are water leaks by the kitchen sink and dishwasher from a pipe that's leaking into the wall. Backflow valve needs repair. Faucets that turn the same direction to turn on the water. A toilet makes some noise but functions. One toilet doesn't fully empty the water. The downstairs urinal leaks when flushed. Classroom 8 toilet is clogged and doesn't flush.

\$32k was put into the budget for facilities for the year. A motion was made to approve spending \$2,500 from facilities management fund for plumbing repairs. Motion was made that if funds aren't sufficient in the Facilities Management Fund, cost of repair should be taken out of the Facilities Reserve Fund." Motion was seconded and passed unanimously.

Smoke detectors need replacement. Estimate of \$600 from ARK to replace the smoke detectors. Motion was made for ARK to replace the smoke detectors not exceeding \$700 (from either the Facilities Management Fund or Facilities Reserve Fund), was seconded and passed unanimously.

James sent a tracker that can be populated to help track and prioritize the facilities problems. Lin could maintain it in the office.

**CONSENT AGENDA:** Gordon moved to accept the consent agenda. Kristen seconded. It was approved by all.

**Javier's Eval.** This is a two way discussion about what's important to both the Vestry and Javier. It will take place on 22 Oct.

**Security Committee.** We are waiting to hear back from Gaithersburg Police Officer Dan Lane who was expected to give a report by the end of September. Kristen will call him to follow up. Have been advised to post the church address, phone number and room number in each room in case someone needs to call for help. Signs also need to be put up on in the halls to direct people to rooms. The committee will identify some options for meeting points. Separate plans for fire and other emergencies will be developed.

**Annual Giving Campaign.** Envelopes were stuff the last Monday of September. Susan McLaughlin crafted the letter. 194 envelopes in English and 24 in Spanish with extras for the pews were prepared. The committee will work with Vestry to have people speak at each Service. Also need volunteers to be recorded explaining why they pledge. The intent is to film in the first full week of October. The Pledge Campaign ends after Thanksgiving.

**Vestry Retreat Planning.** Father Robert is unable to lead the 2020 Vestry Retreat. Consider focusing on Evangelism. Jan 31-Feb 1 retreat will consist of returning, departing, and incoming members.

**Letters of Agreement.** Lin prepared the letters for herself and Jessie. Kathleen Hall provided a template. Signing it will be done in conjunction with an evaluation. Kristen will look over the agreements and speak with Rose Buck to discuss the evaluation and will work with Javier for the evaluation. Andrew will also need a letter.

**Building Cleaning Service.** Question arose as to whether to look for a new cleaning crew. We are currently we are paying \$1800 per month. Sandy Ridge provides financial assistance for a portion of the cleaning.

**Junior Warden Election.** Per bylaws, a candidate must serve for two years prior to becoming Junior Warden. Gordon Donnelly and Susan McLaughlin nominated themselves for the position. Vote was conducted by write-in paper ballot during the meeting. The votes were counted by Avin Lalmansingh and certified by Danielle Allen. Susan McLaughlin was elected to the position.

**Bylaws Committee.** The Nominating Committee is accepting feedback on the bylaws by email and in person, holding open forums after the 8am and 10 am services on 13 October. Final bylaws will be published by the 20th for a vote on the 27th. Committee plans to speak with as many parishioners as possible so everyone feels they have been heard. Feedback included concern of how the Nominating Committee is formed and having more people on the nomination than there are available positions.

### **OPEN MIC**

**Kristen** asked that we select an organization for the giving tree. A motion was made to vote on donating to Comfort Cases as the giving tree, was seconded and passed unanimously.

The possibility of providing some financial support or compensation/reimbursement for EFM volunteers was raised because the cost of recertification is substantial.

**Meredith** brought up the demolition of Ascension House. A Gettysburg company was found that proposed a \$600 cost for a structural analysis. Instead, they looked at digital images and said it is not ready for demolition. Can it be donated to a historical society? Jeff Ferdick of Structural Engineering Resources provided the initial review, 717-337-1335.

**ADJOURNMENT:** At 9:29 Berenice moved to close the meeting and Betsy seconded. The motion passed unanimously.

Respectfully submitted,

Danielle Allen  
Clerk of the Vestry