

**Episcopal Church of the Ascension
Vestry Minutes
July 7, 2019**

PRESENT: The Rev. Javier Garcia Ocampo, Junior Warden Zadinga Ogada, Meredith Horan, Susan McLaughlin, Luis Pedron, James Black, Kristen Keating, Wadai Dennis, Bob Waters, Berenice Rodriguez, and Gordon Donnelly. Absent: Senior Warden Betsy Hasegawa. Others in attendance: Ascension Treasurer Avin Lalmansingh.

The meeting opened at 2:05 p.m., with a prayer and presentation by Steven Hasegawa then check in around the table.

WWII PLAQUE PRESENTATION

Stephen Hasegawa presented a plaque housed at Ascension from post WWII commemorating those from the church who fought in that war. He provided a description of the plaque and its current condition. Of concern is the nameplates are made from paper. Some are scratched beyond recognition. The question posed to the Vestry for consideration was what to do with the plaque. Three Courses of Action (COA) were presented.

COA 1: Leave as is. Attempts to restore it would destroy the nameplates.

COA 2: Restoration. Restore the plaque and replace the nameplates with brass. The companies consulted agreed the nameplates would be destroyed in any attempt to restore them.

COA 3: \$380 for restoration of the wood but not remake the nameplates.

The names have been catalogued. Those that could not be read are not included. The question was raised if a new plaque could be created with all of the names of the veterans. The original plaque wasn't comprehensive. This brought up the topic of a previous initiative to review and catalogue the history of Ascension. The history exists to some extent. It was shared during the 125th Anniversary. Berenice has a copy.

CONSENT AGENDA: Kristen moved to accept the Agenda. Berenice seconded the motion and it passed unanimously. Meredith moved that the minutes be accepted. Susan seconded and it passed unanimously.

OLD BUSINESS

Facilities Committee Update. Luis explained that the fridge is the most pressing issue. A quote was sent to Lin. It's a fridge similar to the current fridge. No action has been taken yet. Betsy is researching. Again it was asked if a residential fridge is acceptable. The commercial fridge is \$2300, has an all metal interior and is American made. A residential fridge is \$1700. There's not much difference between the fridges aside from the metal interior. Metal makes it more durable. There's a 5-10 year warranty that comes with a commercial fridge. Consider purchasing an extended warranty for either fridge. There's a \$75 removal fee for the current fridge. An additional issue is that

the freezer barely passed inspection. It is on its last legs and will require a replacement soon.

Kristen moved that the Vestry approve purchasing a commercial fridge with a metal interior at a cost not to exceed \$2500 total, warranty included. Gordon seconded the motion and it passed unanimously.

The elevator will be inspected on 19 July for all repairs to be made. The ceiling leak is also fixed, again. The ceiling tiles need to be replaced at some point. Lin has been in contact with Ted.

Elections Working Group/Bylaws Update. The group held at least 4 meetings; they meet every Wednesday. They've set a timeline to move the Annual meeting to the third weekend of January, which is one week before the diocese convention, and worked backward to schedule the necessary events.

The nominating committee will be adjusted to two Vestry and three parish members. No nominations will be accepted during the annual meeting since everyone needs time to consider if they want to be a Vestry member. The decision on how the selections will be made is pending, eg, number of votes, or pulling names from a hat based on how many votes each individual received. The sense from the Annual meeting was that they didn't get enough of a voice in the process. They are still working on something that will explain what being a Vestry member entails. The group has spoken with members to see how they feel about the possible options.

The group is proposing that the Senior Warden be appointed by the Rector and the Junior Warden be appointed by the Vestry. Candidates must have been on the Vestry for at least two years. Their terms would be staggered and they would be selected before the nominating committee meets. The intent is to give the incoming Warden a chance to shadow the outgoing Warden. Similarly they recommend having a mentor for the new Vestry members. The Treasurer and Clerk are also supposed to have terms.

We want to encourage everyone to attend the Convention. Delegates must attend as should the Alternates. The Delegate terms should also be staggered. The Delegates should also be required to attend the Regional meeting. They act as the liaison with the diocese and report back to the Parish.

Everyone should read the proposed update to the bylaws and respond by Wednesday with their inputs. In September the intent is to get feedback from everyone about the revised process and bylaws. Perhaps there's a way to suggest alternate positions or committee for people who don't get voted onto the Vestry.

Stewardship Committee (New Business). Avin attended to provide an update from the Stewardship Committee. The committee was tasked with finding an auditor as the Parish hasn't had an audit in years. The auditor will be expected to also help clean up the books. The diocese

provided three recommendations for auditors. The first two face to face interviews were conducted. One wanted the financials first before providing a quote. Patrick Summer quoted \$4200, which is significantly more affordable than the other, who quoted \$15k-\$20k.. \$4500 was about what was expected. The hope is to start by the end of Summer. The audit should last 6-8 weeks. The auditor will be on site with Lin getting the necessary information. The auditor will need the bylaws. Following the in person information gathering, the auditor will go back to the office and review to complete the audit. Avin asked that the Vestry vote on contracting Patrick Summer to conduct the audit. Patrick's resume was received verbally and his references haven't been checked since he was recommended by the diocese.

It was pointed out that the diocese has a 121 page document of how an audit should be conducted. The Stewardship Committee will look into that document. While Patrick is not a CPA, one will be on the project at no additional cost

Internal audits will be conducted between regular audits. Previously audits were held each year. To save money it was cut. The diocese requires audits every three years or thereabouts. Regarding where the funding for the audit will come from, the committee will review the budget and respond with a recommended place.

Berenice moved to accept Avin's recommendation to use Patrick Summer for the audit pending an appropriate place for money to come from is available. Kristen seconded the motion and it passed unanimously.

Expect the audit to be complete before the pledge campaign starts.

Contracts Update. The planned meeting with St. Barnabas was cancelled at the last minute. They would like more storage, usage time in the Chapel, et. but don't want to provide additional financial compensation or those provisions. They would like a place to meet outside of services and storage for their records. Preferably an office space. A new meeting will be scheduled.

Dr. Tina has a new lease created. Zadinga met with her before sharing the proposed lease with her. She's not signed anything since accepting a space at Ascension in 2012. She agreed a lease is a good idea. Some of the terms were discussed at the meeting. She provides a monthly donation. She does want to know what role we expect her to play at Ascension and how we see her participating in church life. She has preached in the past.

Things are fine with Sandy Ridge. A meeting will happen soon.

Dr. Tina recommended another person who wants to use a space for meeting clients in a similar capacity as Dr. Tina. She would provide a donation of \$5-\$10 on a per session basis. In the future she would intend to provide a donation of up to \$600 per month. In this case, two different professionals will see clients in the requested office. The proposal was received in April.

Emergency Preparedness Committee. Officer Lane (Community Resource Officer) met with the group. He was given our particular concerns. During their talk he conducted a walk-through and will provide a report of his recommendations, at no cost. His initial comments included

labeling each room both inside and outside for ease of identification and stating where each hallway leads. Placing 3M tape inside the glass by the front door and interior doors that make the glass shatterproof. Fire extinguishers should be in more locations. Exit plans should be created for various natural and manmade hazards. Find common "household" ways to secure the doors that doesn't raise suspicion among parishioners. Step stool for the undercroft to be used to exit through the windows. Perhaps another Eagle Scout project could assist in enhancing security

NEW BUSINESS

Upcoming IA. One Ascension Sunday is being moved to 22 September for the Bishop's visit..

New 7th Day Adventist Church Rental Proposal. A different 7th Day Adventist group from Washington Grove wants to use the main Ascension building. They've requested the facility on Saturday and Monday. This would mean having all facilities regularly in use on Saturday. The Vestry consensus was that we could not have all facilities permanently booked on Saturday so we can't give them Saturday.

Building Rekeying. The front door was left unlocked while Javier was on vacation. For now, only three people will have keys; Nan, Javier, and Lin. Everyone else will use the side door's keypad.

OPEN MIC

Bob shared that Javier's written announcement concerned Parishioners over his status and if he was leaving. Also wanted to verify if Lin received a raise and if Nan is now being compensated for her services.

Berenice has scheduled an insurance inspection for August.

Gordon announced that the Columbarium would be opened on Monday for a funeral. More maintenance will be done there.

Zadinga suggested another yard clean-up day should be scheduled. The head of the Health and Wellness Committee will contact Fredy to make plans for it.

Meredith provided the Worship survey results.

ADJOURNMENT: At 4:56 p.m., Berenice motioned for the meeting to end. Luis seconded it and it passed unanimously. The meeting ended with a closing prayer.

Respectfully submitted,

Danielle Allen
Clerk of the Vestry