

**Episcopal Church of the Ascension**  
**Vestry Minutes**  
**June 2, 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, and Bob Waters. Absent: Berenice Rodriguez (joined briefly by phone), and Gordon Donnelly.

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

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

**OLD BUSINESS**

**Facilities Committee Update.** The last facilities meeting was held several months ago. A cracked hose to an A/C unit caused a leak in the ceiling outside the church office, and Precision HVAC fixed the leak. The elevator is still out of service due to a problem with the fire alarms in the elevator. The alarms must either be fixed or removed. ARK will provide a recommendation after a June 21<sup>st</sup> inspection. For now, it is ok to use the elevator to transport goods but not people. The refrigerator is no longer working. The repair company estimates it will cost ~\$2,800 to fix it or to replace it. Discussion followed as to whether the county has specific requirements for a fridge in such a space as ours. The Facilities Committee will research the requirements along with what refrigerator options and costs.

**Elections Working Group/Bylaws Update.** The Bylaws subcommittee has surveyed the bylaws of other parishes in the EDOW and across the country. It is creating a list of updates relating to nominations as well as general topics that should be added. The committee will meet on an upcoming Wednesday at 7:00pm to discuss further actions.

**Contracts Update.** Ascension met with St. Barnabas. To recap, they agreed to donate \$2,500 per year for use of the Chapel on Sunday mornings. They recently requested additional use of the church facilities, so another meeting is planned to further discuss the facilities use agreement. Sandy Ridge has started paying for their own supplies related to cleaning, bathrooms, etc. as agreed in their new facilities use agreement.

**Rice Bowl/Meal Packing Event.** Zadinga reported that 61 people were registered for the Rice Bowl meal packing event. Additional donations put the event over the top financially. Setup starts at 3:30pm with the event beginning at 4:30pm. The event should end by 6:30pm and packing should be complete by 7:00pm. The Youth Group will help setup.

**NEW BUSINESS**

**Recap of Parish Administrator's Meeting - Regarding Insurance.** . The majority of insurance claims arise from roofs, sidewalks, and employment disputes (i.e. wrongful termination). Members are covered while doing outreach. Insurance does not cover tenants like St. Barnabas or the 7th Day Adventist church. Vestry is covered against suit by Parish members.

We need to regularly check extinguishers, emergency equipment, etc. and should ask people to sign up for training. The current insurance rate is ~\$15,000 per year. We can have a 15 point inspection by the insurance company to help us review for possible issues. This wouldn't affect the insurance rate and could help find deficiencies

**New 7th Day Adventist Church Rental Proposal.** A new 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. Father Javier will be in touch with the church.

**Formation of Emergency Preparedness Committee.** Officer Dan Lane, Community Services Officer with the Gaithersburg Police, visited last year to provide a Run, Fight, and Hide training for Ascension. The committee will reach out to Officer Lane for advice. July 7th or 14th has been proposed for Officer Lane to return for a repeat training session. The county does free evaluations and determinations of evacuation routes and meeting points. Zadinga, Kristen, and Bob will discuss how to proceed. Maybe we can seek grants for security improvements.

**What to do with Yard Sale Money.** Current consideration is to buy a new fridge or security cameras. The Yard Sale brought in \$2,028.30. Perhaps security cameras can be included in a grant.

#### **OPEN MIC**

**Zadinga** shared that fried chicken will be the main entree provided for the 1A potluck. This is to stay in the picnic theme. Parishioners will need to sign up for side dishes, desserts, or other main dishes.

**Kristen** asked that we begin planning for the backpack drive for 19 August. The drive is for Linkages to Learning at Summit Hall Elementary School.

**Meredith** pointed out that the doors to the Chapel cellar look like they need a coat of paint. From North 355 look near the Chapel sign to see the faded doors.

**ADJOURNMENT:** At 4:24 p.m., Kristen 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