

**Episcopal Church of the Ascension**  
**Vestry Minutes**  
**February 13, 2021**

**PRESENT:** Senior Warden Zadinga Ogada, Junior Warden Kristen Keating, Danielle Allen, Adoma Baffoe, Wadai Dennis, Arturo Rodriguez, Monty Petersen, Lauren Kingsland, Ruth Anna Skowronski, Ed Armstrong  
**Not in Attendance:** Wendy Quijada, Gary McLaughlin (Treasurer)

Meeting was opened at 1:00 pm following the lunch break of the 2021 Vestry Retreat.

**CONSENT AGENDA:** The Consent Agenda was passed unanimously.

**OLD BUSINESS**

**Treasurer.** There was no Treasurer's Report. Gary did not attend the meeting.

**HVAC Repair Update.** Kristen explained that the heat pumps that service the sanctuary were not working properly. Randall Adams is working closely with the maintenance company, HVAC Precision, to remedy the issues. Kristen stated that she thought the units had been installed by Parker Peirce, but it may have been the company before them. It was suggested that someone look at the contracts and determine who installed the heat pumps. We need to make sure they are the correct type of unit. We also need to determine whether the company that installed them bears any responsibility for the current issue. Zadinga will work with Lin to get the information we need.

**NEW BUSINESS**

**New Vestry Clerk.** Everyone was reminded that this position is now called, "Secretary of the Vestry". Vestry members were asked to ask people who they thought might be interested in the position. The names of those who were willing to serve should be sent to Padre. Danielle explained that the job requires 6 to 8 hours per month. Padre stated that he would record the meetings if someone reminded him. It was decided that currently, the duties of the Secretary of the Vestry would be limited to taking the minutes for the Vestry meetings and preparing the Vestry packet.

**Sound System.** Jesse Velasquez requested funds to purchase a digital mixer, digital interface card and digital stage box. The description of this equipment is in the vestry packet for this meeting. This equipment will improve the sound quality of our virtual church experience. The equipment also gives us room to grow. It can be used for musical performances. It can also be used to livestream the service to other parts of the church building. Lauren made a motion that we purchase all three pieces of equipment. Arturo seconded the motion. Danielle amended the motion to include up to \$1,500 for Jesse to do the installation and to take all funds from the

sound system fund. Adoma seconded the amendment. The revised motion passed unanimously. We will offer to pay Jesse to install the equipment instead of having him install it for free.

**Fire Panel Monitoring Contract.** The church's current contract with ARK to inspect and monitor the fire panel and related equipment expired in early February. Kristen explained that we had received bids from three companies who perform this type of monitoring and inspections. The three companies were ARK, Castle, and Protegis. ARK and Protegis were close in price; however, the Protegis bid mentioned that if the current Digital Alarm Communicator Transmitter (DACT) did not work with their system it would need to be replaced. The cost of replacement was not included in the bid. The bid for Castle was for a 5-year period. Kristen stated that she was not comfortable making a long-term commitment with a company we had not worked with before. It was decided that we would remain with ARK for two reasons, they had the lowest price and Randall thinks they are good company to work with. Kristen agreed to send everyone the bids for review. Adoma made a motion that we renew the contract to monitor the fire panel and conduct inspections of the related equipment with ARK. Arturo seconded the motion and it passed unanimously.

**Creation of a Memorial Fund.** The Vestry discussed the creation of a memorial fund to provide assistance to the families who are left behind. After some discussion, it was decided that we would ask the Parish Life Committee to discuss how we might do this during their next meeting.

### **OPEN MIC**

**Zadinga** worked with the group to make committee assignments. Each Vestry member was asked to serve as liaison for two committees. She will provide the final list of committee liaisons to Danielle for inclusion in the packet.

**Kristen** pointed out that three Vestry meetings fell on holiday weekends. The new meeting schedule is April 11, July 11, and August 29. We decided not to have the meeting on September 12 as that may conflict with the Ministries Fair which is typically held on this weekend.

**ADJOURNMENT:** Danielle made a motion to adjourn the meeting Adoma seconded the motion and it passed unanimously. Kristen provided a closing prayer.

The meeting ended at 2:40 PM

Respectfully submitted,

Kristen Keating

Junior Warden, Church of the Ascension Vestry