

Vestry Minutes

March 7, 2021

PRESENT; Senior Warden Zadinga Ogada, Junior Warden Kristen Keating, Danielle Allen, Adoma Baffoe, Wadai Dennis, Arturo Rodriguez, Monty Peterson, Lauren Kingsland, Ruth Anna Skowronski, Ed Armstrong, Wendy Quijada, Gary McLaughlin (Treasurer), Randall Adams (Facilities Co-chair).

Meeting opened at 2:05pm following prayer by Gary McLaughlin.

HVAC Unit Repairs. Randall explained that the necessary repairs are repairing the air handler in unit A before we begin using the air conditioner. Heat pumps are not designed to operate efficiently below 36 degrees. He also suggested we place a metering device on our circuit breaker to assess our load. That means all lights, HVAC system, computers and anything electrical will be measured to determine if the system is overloaded. Another fuse box can be added to the circuit breaker if it is determined that the current system is overloaded.

Randall also discussed the proposals for fire panel replacement from BFPE, ARK and Protegis. Both ARK and BFPE have the same recommendation; our current pulls are not compatible with the BFPE system. All alarms will be removed and replaced with digital alarms. ARK is our current provider and they know our alarm system well. Randall confirmed that our wiring is good. Gary asked how immediate the need is to get the work done and Randall suggested within the next 60 days. The church usually gets inspected in June or July. Kristen suggested we have the repairs done before then so that we only have to pay for one inspection. Kristen was also concerned about the repairs disrupting the school downstairs. It is possible to do the repair work with minimal disruption.

Gary and Kristen shared their sentiments and thanked Randall for his willingness to provide his expertise. Ed asked if there was a deadline and if we are out of compliance. The panels are out of date (over 20 years old) and often set off false alarms, sometimes 2-3 times a week. Randall suggested we check with our insurance company for any input in the scope of the work to be done. A new fire panel may result in a reduction in premiums. Zadinga thanked Randall at the conclusion of his presentation.

CONSENT AGENDA: Adoma would like the spelling of her name corrected on the Committee Chairs and Liaison list. However, Kristen could not open the document for the correction in a timely manner and the document was not corrected before the meeting. Kristen moved to accept the consent agenda with the proposed corrections; Lauren seconded, and it passed unanimously.

OLD BUSINESS; Gary described his job as a Treasurer as one who keeps the books and reports to the Rector and vestry. He is not a vestry member but attends meetings to give the monthly financial report. In January, our income was \$44,000 and our expenses were \$42,000. He is willing to provide clarification if necessary. The church did not qualify for the second round of the PPP loans since our income did not drop by more than 25%. We received \$5,000 from the county. A member also donated \$5,000. The plate donation is very low. Generally, we are doing well financially. Gary also mentioned that there is no money in the budget for the fire

panel. He suggested that we use funds set aside in a checking account. It is better than borrowing. Ruth Anna stated that there are new tax laws that could result in refunds from the previous year. Gary will look into the new laws.

We are due for an audit. Andrew Walter from the diocese suggested that since Patrick Summers who conducts our audits is not a CPA, we should bring in a team of CPAs to perform an audit every three years. We can continue using Patrick's services and he can continue to consult with the CPA on his staff. The audit will cost \$4,000. Lauren moved to have the audit and pay the \$4,000 and Kristen seconded. All approved except Danielle who abstained from voting.

CALL LIST: Zadinga will meet with Wadai to come up with a call list. Javier reminded the callers to forward him the names and phone numbers of members who may be sick or in need.

HVAC Repair Update: Kristen stated that the cost of the TVX valve to make the air conditioner work is \$2,205 and the cost to place the monitoring meter on the electric panel is \$400. Monty motioned that we purchase both pieces of equipment and Danielle seconded. The motion passed unanimously.

NEW BUSINESS:

Rice Bowl: Kristen stated that Michelle Wood suggested Identity Inc. as the recipient of this year's Rice Bowl. Identity Inc. works with youth and families in Montgomery County who are at risk for life outcomes. Health and academic programs are offered for the kids to help with a good start at life. Lauren stated that it seems to be a natural continuation to the G-Sharp program which we supported for many years. There were no other suggestions presented. After discussion, Danielle motioned, and Monty seconded the motion for Identity Inc. to be the recipient for this year's Rice Bowl and it passed unanimously. Ruth Anna will write a summary for the Sunday Headliner on the website.

Katie Beth's Ordination: Javier stated that Katie Beth needs a letter from Ascension by April 2, 2021 before she can be ordained. All members of the vestry have to sign the letter. It was decided that the letter will be placed in the office and everyone will have to stop by and sign it.

Parochial Report: Episcopalians have to submit a report to the diocese which contains data on the church's attendance for the prior year. Last year the report showed 877 members which appears to be incorrect. Gary has prepared a new one, but he stated that moving forward he will reduce the membership until we reach the correct number of our membership. Gary requested endorsement by the vestry after review of the document.

OPEN MIC:

Audio: Danielle informed the vestry that the hosting computer is old and has audio issues. Jesse has priced one he will rebuild. This will cost between \$1,000 - \$1,200. The funds will be taken from the sound system fund. Kristen motioned for the funds to be taken from the sound system fund and Monty seconded. It passed unanimously.

ADJOURNMENT: Kristen motioned for the meeting to end and Lauren seconded the motion.
Closing prayer provided by Zadinga.

The meeting ended at 4:10pm

Respectfully submitted,
Ophelia Yalley-Ogunro
Secretary of the Vestry