

Episcopal Church of the Ascension
Vestry Minutes_
June 27, 2021

PRESENT; Padre Javier, 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). Absent: Senior Warden Zadinga Ogada

Meeting opened at 2:03pm following prayer by Javier.

CONSENT AGENDA: Kristen said the agenda does not include one more bid to repair the elevator which will be coming in on Tuesday June 29th. She asked everyone to pray so the elevator inspection will pass otherwise we will need to move faster in replacing the elevator.

The wrong date was listed on the agenda. It will be held on August 1st and not August 7th. Danielle moved to accept the agenda with the changes. Kristen seconded and it passed unanimously.

OLD BUSINESS; Gary said that in the month of May, we had an operating income of \$2,100. He is hoping it is our minimum. If we keep this level, we will be in good shape. The non-operating expense was \$9,000 which we spent toward the fire panel repairs from the facilities fund. The net of that was a loss of \$2,000. The PPP we received over a year ago, about \$44,500 has been forgiven by the SBA (Small Business Administration). We received \$5,000 from the county towards our expenses to re-open so we received a total of about \$50,000. Gary is a bit worried about our financial situation because if something happens and we need to spend \$6,000, for example, we will be in trouble for a few months before we can catch up again. We cannot have any expenditures unless they are absolutely necessary.

HVAC: Randall stated that everything with the fire alarm panel was finished on Friday. Tomorrow there will be some miscellaneous testing that will be done before the inspection. Everything is working fine. There were some hiccups which caused a change in the order but that was all taken care of. The elevator is a small part of the annual inspection. All 50 smoke detectors, bells, strobes, pull stations, and the detectors at the top and bottom of the elevator shaft and car recalls. We hope everything will pass. ARK has not approached the Fire Marshall yet on his inspection of the system. Randall is hoping we can finish the inspection as scheduled then submit a report to the Fire Marshall for his approval and if he wants to make an onsite visit, he can and then sign off on the report. Randall will send a report to Monty, Kristen and Padre on Monday or Tuesday after the inspection.

In order to solve or circumvent some of the issues with recording and documenting the equipment, Randall has developed a spreadsheet and he will document every device, their

location; which rooms have which device or pulls. A hardcopy spreadsheet that is ours that will be 99% complete and a database of this information.

Randall has been in touch with Precision HVAC and given them a couple of dates. He is also trying to work around his vacation time so the two dates are July 19th or the week of July 26th. This should be a three or four day job. There will be some down time but we should be fine by Sunday. He asked the vestry to talk about the elevator at the next meeting which Kristen confirmed it will be held on August 1st. He will have the third proposal so he will discuss it with Kristen prior to his vacation. Lauren mentioned the leak and tile damage in the closet in the choir room. Randall said he is aware of it and it may be from older leaks. His plan is to have a master list of these types of repairs in the fall or winter. We can decide which ones to fix. He hopes the float sensors on the air handlers on the roof top will shut off before we have an overflow. Kristen mentioned that the change order for the last two duct detectors was sent on Friday. These are in addition to the two that were noted in the emergency meeting on the June 17th. It was originally over \$2,500 but Randall and Lin negotiated to \$2,000.

Randall covered the cost of the control circuit wiring of the air handlers. He donated \$800 to the church. Kristen explained that we had to approve the additional cost to complete the job. Monty stated that Randall did warn us about some overrun charges for unknown situations. Randall said that the project was difficult to manage because when he came on board, there were many issues that were not documented, locations that were not correct, a lot of code violations and a lot of things that were construction errors from 2016 and from prior to that in 2008. By combing around, getting into crawl spaces and the attic and checking everything, he found a lot of things that the inspection list from ARK in the past is missing. When he found those things, they had to be corrected. He is going around with a database trying to update it so we know where every device is now. Gary stated that he wants Randall to know that we appreciate what he is doing for the church and his donation should be documented. We should document all donations of this type. Gary thanked Randall for all he is doing for the church. Randall stated that he enjoys volunteering.

Kristen asked Randall to confirm his suggestion to hire a sexton and that the person can do the required job in 35 hours. He said yes. A decision has to be made today about the janitorial service since Stratus has been released and they will work until August 19th, at which point we will need to have someone to clean the building. After discussion, a decision was made to hire a sexton. Kristen sent the information she gathered; the cost per month is lower than hiring any of the other two vendors. She suggested we not go back to Stratus since they are not performing a good job now. When we are up to capacity which may include the 12-Step programs, the job may increase and it doesn't appear they will do any better even though their price is lower. With a sexton, they will be part of the staff meetings so they can get feedback on a regular basis. Arturo thought that Kristen laid out the comparison well and he supports hiring a sexton. He asked if one person can do the job as listed in the job description in 35 hours. It is vague but Kristen will have Randall help to expand it. Randall said one person can do it and since he is the expert, Kristen trusts him. In terms of cleaning, the classrooms and the floors in the undercroft need to be cleaned every day. The children take a nap on the floor so it needs to be cleaned well daily. Wadai thinks detailed cleaning needs to be done. Padre said that the good thing about

working during the day is that, the sexton can be supervised. Monty's concern is that even though it is cost effective, we will have too much of a friendly relationship so that we may not be hard on the sexton. Adoma suggested we add some flexibility so that if we identify additional cleaning needs, we are able to add those. Ruth Anna asked if there is potential for overtime especially around Holy Week when we have several services. Will that be expected to be included or is it overtime if it goes over the 35 hours? Arturo asked if Stratus is the same company that will do the spraying so the sexton will take that on. The one-time cost for supplies includes a sprayer so the sexton will do it. Lauren asked about side work when we have weddings and funerals in the future. Gary does not support hiring another employee. Does that person automatically get health insurance? If the person is working 35 hours and has to attend staff meetings, then we will not get 35 hours' worth of work from them. After further discussion Lauren made a motion to hire a sexton instead of a company and Adoma seconded. Two members voted no one abstained. The seven remaining vestry members voted in favor of the motion. The motion passed.

NEW BUSINESS:

Copier and Telephone: Kristen sent written information to everyone. She recommended we go with DCA and the Sharp MX5071 for \$427 per month. It is the cheapest and there is no reason to spend more money. Kristen based the information on our usage in 2019. After discussion, Danielle moved that we lease the SharpMX5071 copier for \$427 per month and Ed seconded. It passed unanimously.

Change in cost for the phone is from \$194 to \$99. We have eight telephones and we only use five. We will get new phone units that are limited to our needs. Kristen motioned to accept Avaya's contract for \$99.12 per month for the telephones. Ruth Anna seconded. Monty asked if this will affect the fire panel and the answer was, no. Arturo asked if there is a charge associated with a change in the system especially if we have to add another service. Kristen did not have an answer but Padre will have Lin check with the vendor about charges for potential changes. After discussion, a final motion was made to accept the new Avaya contract the rate of \$99.12 per month for phones provided that the cost of making a change or adding a phone in the future is not cost prohibitive. Kristen, motioned again and Lauren seconded. It passed unanimously.

Yard Sale: Ruth Anna and Wadai came up with a tentative date of August 21, 2021. Wadai said we will need a lot of volunteers because there are a lot of stuff that has not been checked and organized. She has been in the back room and tried to organize it. Kristen has ideas on how to organize it but would like to discuss it with Wadai first. Wadai's concern is getting volunteers to help. Arturo offered his help. Ruth Anna asked either Arturo or Padre to make an announcement on Sunday at the Latino service. Ruth Anna and Adoma also volunteered. Kristen will have Jesse add it to both headliners.

Nominating Committee: Kristen, Adoma, Wadai and Arturo will be cycling off the vestry. Padre wants to know if anyone of the four would like to be considered as the Junior Warden. Send an email to him. The remaining members will be the nominating committee.

Regathering: Padre wants to invite the congregation to regather at the church. We can also gather for fellowship after the service. We will start passing the offering plate. Gary stated that there was no one present from the welcome team and he feels someone has to take charge and make calls. Padre said that Sari is the one who makes the calls and he thinks she is in contact with the members.

Ways to promote Ascension: One of the check-ins will be to bring ideas on how to reach out to people. Padre thinks we need to focus on how to do mission work as a church. We have spent a lot of time talking about fire panels and all that is broken at the church and we have to spend equal time talking about ideas to promote Ascension. Some members of the vestry feel the meetings focus on money and fixing the facilities and nothing else. Padre would like the vestry members to bring ideas up to him or send an email or discuss them in the meetings. He also reminded the vestry to keep up with the call list. The members are missing the connection with the vestry. Wadai asked that the generation of the call list should be rotated. Padre proposed that Wadai will do it this month and Wendy volunteered to do it next month. Ed asked if there is a specific location to send any feedback and Padre said to send those to him. We need to make notes on wrong numbers or left messages with no call backs. Danielle proposed that we can have an open office document so that everyone can edit their comments and that way it is shared among the vestry.

Padre is working on a new brochure and Ruth Anna asked him to share it. The idea is to post it on the notice boards in shops like Mega Mart, the library and different places. We also need to advertise that we rent our facilities for weddings, parties, funerals, etc. Danielle said she had suggested to Sari that she will coordinate the 8am service so that it mimics the Latino service. People volunteer when they show up in the morning. She is not sure how altar guild will work. She is talking to the Worship committee liaison to ask the Worship committee to volunteer to do the scheduling. Padre wants the vestry liaison to let the committee chairs know that we will have a parish council meeting; no date has been set.

OPEN MIC;

Arturo suggested that the times allowed for discussion during the meeting be extended if necessary. After some discussion, we agreed to extend the time, if necessary, so that we do not rush into making important decisions, especially those related to money.

ADJOURNMENT: Arturo moved for the meeting to be adjourned and Danielle seconded. It passed unanimously.

Wadai provided the closing prayer. The meeting ended at 4:03pm.

Respectfully submitted,
Ophelia Yalley-Ogunro
Secretary of the Vestry