

Vestry Minutes
June 6, 2021

PRESENT; (Senior Warden) Zadinga Ogada, (Junior Warden) Kristen Keating, Danielle Allen, Wadai Dennis, Arturo Rodriguez, Monty Peterson, Lauren Kingsland, Ruth Anna Skowronski, Ed Armstrong, Gary McLaughlin (Treasurer), **Absent:** Wendy Quijada, Adoma Baffoe

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

HVAC: Randall reported that it has been intense around the church office for a week or two working on negotiations and gleaning information from contractors and vendors. The fire alarm restoration is about 60% completed. The main technician had a family emergency and hasn't been around for a few days. He will resume work on Monday. Hopefully the work will be completed before the annual inspection which is due on June 29.

Randall found four duct detectors instead of the listed two. Two more were found in the education wing across the hall from Javier's office. He is trying to find out how they were missed and therefore not included on the original proposal. If there are any additional cost, he hopes they are minor. To be up to code, the other two need to be added to the scope of work to be done. This is minor and we hope ARK may absorb the cost. ARK will let us know.

The HVAC estimate from Densel is \$16,000 which is \$3,000 more than Precision's estimate but they couldn't provide a written estimate because of computer issues. Monty and Kristen reiterated that we need written estimates. Kristen and Monty asked that a separate line item be included on the estimate from Precision for the fresh air dampers. To bring the fresh air dampers back up to code, we will need the \$13,600 worth of work to be done. The proposal on hand is correct. Kristen asked which parts of this do we need to bring heat in the sanctuary and Randall confirmed that the \$11,785 portion. The dampers need to be reconnected (motorized) so that it can work in tandem with the air handlers and air conditioners to bring in fresh air when they are turned on. At this time, Randall has opened the dampers mechanically so that they are opened constantly. Ed asked if there is a standard warranty on parts and labor. Randall stated that we do not have a contract with Precision yet. It is only a proposal. When a decision is made, then a warranty comes with a contract. Arturo said that there are disqualifications in the proposal. He asked if there are routine things to expect? Randall said that there won't be any issues with those listed on the proposal since all the work is in the mechanical room only and that they are moot.

The custodial issues is a result of this contractor not getting the job done. Randall's recommendation is to go with an in-house custodian. There are two people who are very interested in the job. Stratus' contract ends on August 18, 2021 so we need to give them notice by June 18, 2021 then they will be obligated to end the contract on August 18, 2021. Gary said that the cost of hiring an employee is high. Lauren said that we need to provide workman's compensation insurance and benefits for a sexton. Gary also suggested tax like unemployment tax and health insurance. We do not pay for health insurance for Lin so we may not pay for health insurance for a sexton. Lauren asked if one person can do the job. Randall said yes because they can do it during the day.

When Randall brought up the subject of elevator, Kristen suggested that he holds off until all the vestry members have been informed of the potential repairs. Gary said that because of the amount involved, he thinks it will be best to mention it and then have a discussion the next time. Randall has had meetings with two elevator companies and from Thyssen Krupp the initial cost is about \$100,000. Kristen asked if the repair work can be put off until later, maybe the end of the vestry term in January. The elevator is working now and he is hoping it will pass inspection at the end of June. We will know how to proceed in the year before the next inspection. Zadinga thanked Randall for his work. Zadinga reminded the vestry that the HVAC proposal and terminating the janitorial will be voted on today.

CONSENT AGENDA: Kristen made a motion to accept the consent agenda as written and Lauren seconded. It passed unanimously.

OLD BUSINESS; Gary reported that April was down in all directions; 26% down in income. Expenses were also down by 10%; \$3,000 less for the month. Not alarming since we have been on the plus side. We had an increase in our investment income, but we cannot touch it; it means our net worth has increased. Monty said he noted the shortfall in the plate income which is unusual. The increase last month was due to the \$5,000 donated by a parishioner. Gary said that without members in the church, the plate income will always be less.

Gary stated that a parishioner wants to donate stock to the church but we don't have a brokerage account. The last time we were in this situation, the diocese took the stocks and converted it into cash and it is a one-time deal. We need a brokerage account. Gary is working with Bank of America to get a brokerage account. A 10 page application will go out on Monday so we can have an account set up at no cost to us. The bank is hoping that they will have the opportunity to make a speech to the parishioners on how to give stocks to the church. It is an opportunity to remind the congregation that, if you have a will, you can leave all or some of your money to the church.

Gary also spoke to Thyssen Krupp (elevator services) and if we need funds, the Episcopal Building Fund is willing to lend us the money. He can start the application process and we can accept the money or not use it at all but we need to apply for it so that we can have it. Gary also has a program in process with the Episcopal Church Foundation. He doesn't want to go to a bank. He is also looking at all options especially from the county (grant) so that we don't borrow all the money we need. Zadinga told Gary that the HVAC and custodial issues will involve money so she will have those discussions with him.

HVAC Proposal: Kristen thinks we should go with Precision HVAC whose proposal is lower. We have been working with them for a few years. We can go with them for both issues or separate them. Monty said it is a reasonable expense to do the whole thing. Lauren stated that fresh air will minimize viral invasions. Zadinga asked Gary how we are going to pay for it. Kristen said that the Facilities Reserve Fund had sufficient funds. After discussion she motioned to accept the entire proposal of \$13,600 from HVAC Precision and take the money from the Facilities Reserve Fund. Lauren seconded and it passed unanimously. Kristen will inform Lin and Randall.

NEW BUSINESS:

New Janitorial Contract: Zadinga suggested that more information on the complete package is needed before a decision is made on hiring a sexton or a contractor. Kristen said that a decision to cancel the contract with Stratus needs to be made which will give about two months to get someone in place. Wadai asked if the sexton will also clean the school and Kristen said yes. The sexton we had previously only had to be at the church on Sunday and on as needed basis. Ruth Anna said that a new sexton's job description must include those church related duties that a contractor usually doesn't do. Arturo asked if there is a personnel committee. Kristen said that the committee is made up of her Betsy Hasagawa, Monty Peterson and James Black. They will be doing the interview and deciding who to hire. Zadinga asked to deal with the Stratus issue separately. Ed moved to terminate Stratus' contract prior to June 19th and Danielle seconded. The motion passed unanimously.

RESJ Exercise: The idea is for people to build a sense of community. It is an exercise to have a discussion across our differences. It is really a listening exercise and not intended for participants to agree or disagree or make personal connections. You may ask clarifying questions but not interject when someone is speaking. The questions to focus on are:

- What do you love/What do you value?
- What have you lost/What keeps you up at night?
- Where does it hurt/How have you been wounded by life?
- What do you dream/What gives you hope for the future for yourself, family, community and nation?

The vestry was sent to break out rooms into groups of two for 20 minutes. After the exercise, everyone agreed it is worth sharing with the congregation. Ed felt we will have a logistical problem since we couldn't stop the service for example and do this. Ruth Anna thinks it will be a good activity at a retreat. Ophelia suggested inviting people to a zoom meeting and do the breakout rooms for the exercise. It can be done in groups based on interest. Maybe a sign-up sheet for those interested and then the people who join can be placed in break out rooms. The committees can be invited to participate first. We can partner with other churches as well. Wadai wondered if the congregation is still invited to vestry meeting. They are but those interested will have to ask for the link for the meeting.

OPEN MIC:

Padre asked that the vestry start thinking about nominations since the kick-off is in September. The outgoing members, Wadai, Kristen and Arturo may be the nominating committee members. Padre will be nominating a Junior Warden as well. Curt Lindsay asked about the Ascension Expo which is formerly the Ministries Fair. Ruth is working with Together We Shine. Padre would love to have the Worship Committee to begin meeting. The committee needs to think about opening fully in September. Arturo feels the executives should look at how we are doing with the re-opening so far and if it is necessary to register anymore. Padre said that registering is necessary so that he can prepare the communion kits. When all restrictions are lifted then it wouldn't matter.

Ophelia asked for clarification on the date for the next vestry meeting. After discussion it was

decided to move the July meeting to June 27th instead of July 11th.

ADJOURNMENT: Arturo motioned to adjourn the meeting and Monty seconded. It passed unanimously. Kristen provided closing prayer

The meeting ended at 4:10pm.

Respectfully submitted,
Ophelia Yalley-Ogunro
Secretary of the Vestry