

Episcopal Church of the Ascension
Vestry Minutes
October 2, 2022

PRESENT: Senior Warden Kristen Keating, Monty Petersen, Ed Armstrong, Susan McLaughlin, Roger LeCompte, Lisa Blanc, Shirley Allen, Randall Adams, Gary McLaughlin (Treasurer). **ABSENT:** Danielle Allen, Lauren Kingsland..

Meeting started at 2:02pm following prayer by Padre.

CONSENT AGENDA: Roger moved to accept the consent agenda and Susan seconded. It passed unanimously.

OLD BUSINESS; Gary said the numbers for the month of August are not complete but he is hoping to get it completed soon. The month came in about \$3,000 in the negative. Julie is learning with help from Clay. The statements are not finalized but Gary is open for questions. Gary meets with Clay at the church on Wednesday to work on the statements. We are low on funds but it is because of the extraordinary expenses we have now. We have the cash to fix the roof but we have to think about our overall financial situation. Roger asked about our current assets which are about \$130,000 in cash. What does that number have to look like for us to be comfortable? Gary said about \$150,000 for general operations so we have a buffer. After discussion, it was decided that Clay will continue to teach Julie QuickBooks.

Pledge Campaign: Roger made reference to his report and said that we are ahead of last year. We have 32 pledges now at \$103,000. The thank you notes are almost done for the first and second weeks. Janet is responsible for the banner that hangs in the church. She also did a lot with the display at the Expo. Betsy did the letter for last week's bulletin and Ed did today's. Padre asked why we do not have the FRF and Roger said it was decided to be postponed until January. Padre's concern is that we are spending a lot of money on the building and we do not have much left in the fund.

Facilities: Randall said that ARK will replace the gauges on the sprinkler system and a mechanic will check the drain deficiencies. He has interviewed two snow removal companies and one has submitted an estimate. He is waiting for a third estimate from Mike's American Lawn, our previous snow removal company. One estimate for the choir room restoration is for \$1,100. Randall is looking at two other companies for the restoration. He called the director of the Bridge Program and he said that their garden shed was vandalized and they can't get the equipment out of the shed. As soon as it is fixed, they will be out to mow our lawn. The tree removal went well and the owner of the company donated \$500 to the church by reducing the fee to \$8,000.

Randall has worked with three companies and he has solid estimates for the roofing. S & K Roofing proposal at \$23,500. They are not responsible for leaks and defects and so that has a

few issues. They offer a three year warranty even though they are using Firestone material instead of Mule-Hide roofing material. The things that are not included are the substrate plyboard on the fascia and they are rotted out. That will be about \$85 per sheet. They are not responsible for the skylights, which is also an extra cost. Randall asked for a revision but they did not do it so he does not recommend considering them.

Randall knows Corley Roofing very well and their estimate is complete. They have itemized everything and they will not remove the plyboard but will nail a new one over it. If they need new plyboards, it is \$6 a linear foot; \$12 a foot for the rafters. They have a 5 year workmanship warranty and a 15 year manufacturer's warranty on the Mule-Hide roofing material. They were also concerned about the old shingles on the education wing and they will have to work around to get the flat roof replaced around the wells. They suggested a crane for \$8,000; if we do not use a crane and they take out some of the other options we can repair any damaged shingles on some of the fascia and front facing shingles on the education wing (and they are in bad shape), it will be \$3,000. Their estimate was \$33,000 plus \$3,000 for the valleys. That is where the leaks are coming from and seeping through the flat roof section. Their total is \$36,000.

Randall recommends Brax Roofing based on their estimate that is itemized and pages long. He worked hours with them to come up with it and he recommends we use them. They have a 20 year warranty on the roof and a 10 year warranty on the workmanship. As part of their installation and tear-off, they have a Mule-Hide inspector who will inspect the roof prior to the removal, inspect during the installation and after it is completed. There is also a part that is not included in the proposal but after the roof is done and we pay a \$500 annual fee, they will inspect the roof every year and that will extend the warranty to 30 years. It is a premium of \$5,000 over a 10 year period.

Brax is \$1,900 more than S&K but their warranty is better. The initial estimate was \$30,600 but he reduced it to \$25,581. If they remove the plyboards, there is no extra cost. Around the skylights, there isn't much to be done except run the flashing under the plyboards; they don't have to remove it. They will re-caulk to ensure there will be no leaks. Randall said there is no way to know what is under the flat roof until it is removed. Ed asked if there are any historical drawings or records to find out what is under the flat roof and Randall said no. Ed suggested we document these repairs well for future vestries. Kristen asked when each vendor could start the job. Corley and S&K said, two to three weeks. Corley also said October 9th depending on the weather and other contracts they may have. The material has to be installed by October and November. Padre asked Gary if we have the money to pay for this and he said yes. The terms of the contract is, one third at signing, another third at halfway and the final third once it is completed. It should be about a two week project.

Susan said that, clearly, the Brax contract is most likely the best one at the \$25,581 cost. Roger moved to accept the proposal by Brax and recommended by Randall and Randall seconded. It passed unanimously. Randall will contact the vendor and have the contract signed. Ruth Anna thanked Randall for all the work he had done on this project.

NEW BUSINESS;

Festival of lights: The lights at Seneca Park has a grant program; the City of Gaithersburg gets a portion of money (\$500 to \$3,000) for use in the community. We have to apply and send a history of the church and an audited financial report and board of directors which is the vestry. At the last Outreach committee meeting, they decided to use what we receive as a discretionary Fund. This money could also go towards Rosa's discretionary Fund. Let Kristen know by Tuesday night if there are better ideas. Roger asked if the city provided any guidelines that are more specific and Kristen said the guidelines are very general.

Liaison Responsibilities: Padre wanted to know if the vestry members have been meeting with their committees. Everyone mentioned the committees to which they are assigned. Kristen suggested to the Inventory committee that the sound equipment should be included in the insurance policy. Ruth Anna will contact the insurance agent. The next Parish Council meeting will be held in November.

OPEN MIC;

Randall has said he has noticed a number of new people come into the church on Sundays and he is wondering if we have information to give to newcomers. Susan said that we do and the welcome teams know to share them.

ADJOURNMENT; Kristen moved to adjourn the meeting and Roger seconded. It passed unanimously. Shirley provided closing prayer and the meeting ended at 3:20pm.

Respectfully submitted,
Ophelia Yalley-Ogunro
Secretary of the Vestry