

Episcopal Church of the Ascension
Vestry Minutes
February 4, 2023

PRESENT: Rector The Rev. Javier Garcia Ocampo, Senior Warden Kristen Keating, Junior Warden Danielle Allen, Lauren Kingsland, Ed Armstrong, Ruth Anna Skowronski, Randall Adams, Shirley Allen, Betsy Hasegawa, Marcia Noble, Fredis Diaz, Henry Musikar, Avin Lalmansingh (Treasurer).

Meeting was opened at 2:40pm following the retreat.

CONSENT AGENDA: Kristen modified the agenda to remove check in and added Andrew's presentation to New Business. Kristen moved to accept the Consent Agenda with the modifications and Danielle seconded. It passed unanimously.

OLD BUSINESS:

Treasurer: Avin introduced himself as the new treasurer. He is trying to reorient himself to the role. He would like to start the Finance committee and have a mid-monthly meeting and present the financials at the vestry meeting. He would also like to have our financials on the website for greater transparency. Typically, that will be two months behind so that in March, we will have January's reports. Avin said he is open to suggestions on how the vestry would like him to move forward.

Facilities: Randall stated that he started getting estimates for the chapel door months ago. He has two estimates. Andersen Windows sent an estimate as presented in the vestry packet; it is 42"x80". Berens' estimate was 36"x80" and it is \$5,000 with no add ons. Andersen's came to \$8,300. Gary & Terry Hand's estimate is \$3,260 for the door. It is made from poplar wood; for red oak an additional \$225 and for mahogany, an additional \$825. We don't need to go to the city for permission to change the door. After discussion, Randall made a motion to accept the estimate from Gary and Terry Hand. Danielle seconded and it passed unanimously.

Jesse called at 10pm last night because there was no hot water in the chapel. The next morning, Randall crawled under the chapel and there were no frozen pipes. There is no hot water heater in the chapel, the three sinks in the chapel have hot water bottles underneath. One has been unplugged and that needs to be plugged in again. He will ask the plumber to replace one of the hot water bottles. It may cost less than \$1,000.

The atrium of the main church used to have a heating system but it is no longer operational and the system has open vent holes letting air in and out. There is no damper in the kitchen so the cold air comes in through the damper and up through the atrium and through the roof. It means we are wasting so much energy. If a foam board and sheet metal are placed on the hole, it can be plugged. The damper needs to be repaired or replaced to keep the air from escaping. Randall will

have estimates in March. The squeal in the HVAC system in the Parish Hall is getting worse. It is probably the valves not opening and closing correctly. He is trying to wait until April for the required inspection to diagnose it.

Randall made reference to the Immediate and Long Range Capital Projection sheet he shared with the vestry. Some items have been completed (highlighted in green). The door to the chapel has been moved up on the list as an emergency.

He also made reference to his email with the estimates for the roof. Randall is suggesting that we make the roof issues a priority. The atrium skylight is deteriorating. It is condensing and dripping water down. If we go with S. Albert Glass, it is \$64,000; S.K. Roofing \$145,712. We can also buff and seal the skylight with silicone to buy some time. He will do more research but these are estimates we have to consider. A suggestion was made to present the capital campaign to the vestry in a way that does not appear the vestry is imposing the campaign on the Parish. Kristen said that the vestry needs to figure out how to relay the message to the congregation because these are things that need to be done. They all need to be put in the same budget to be presented. It is good to do it big at once. If we apply for a congregational growth fund, we can apply it towards all of these needs.

It was suggested that the vestry should advise the congregation of our financial status. It will be good to let the members know what they can contribute. If we need to give Andrew the permission to start the fundraising, it also means that he will engage the vendor in having a written contract. It was also suggested that Andrew should tell the congregation what difference it will make to them and the music program. We also need to itemize all the things we need to do to save money. Randall asked if we can borrow from our endowment fund and pay it back in installments. Kristen said we could in dire emergency. Borrowing from the endowment has been done in the past 10-15 years and the fund was replenished. Kristen made a motion that we combine the fundraising for the roof in the FRF with the organ expansion as one effort. Randall seconded and it passed unanimously. Betsy was not present.

NEW BUSINESS:

Rice Bowl:

The charities presented for consideration were Identity, Scitech 2U, and Gaithersburg Meals on Wheels. The Rice Bowl was donated to Identity in 2021. After discussion, Lauren made a motion to split the proceeds evenly between SciTech 2U and Gaithersburg Meals on Wheels. Henry seconded and it passed unanimously.

Minutes:

Randall said that the portion of the roof with the leaks is the pitched roof sections L and M portions. Danielle moved to accept the minutes with the amendments and Ruth Anna seconded. Henry, Marcia and Fredis voted Present.

Committee Liaison Assignments: Kristen asked the members to send them the preferred assignments by email.

2022-2023 Meeting Schedule: It was decided that the dates for the July and September vestry meetings will be held on July 9th and August 27th respectively because the first Sunday of those months fall on holiday weekends.

OPEN MIC: Questions were asked about the rental of Ascension House and what transpires in Executive Committee meetings. Kristen explained that the rental of the property was not presented to the vestry until concrete details were available to the executive committee. Minutes are not taken in those meetings; they are closed.

ADJOURNMENT: Danielle moved for the meeting to be adjourned and Shirley seconded. It passed unanimously. Kristen provided closing prayer.

The meeting ended at 4:08pm.

Respectfully submitted,
Ophelia Yalley-Ogunro
Secretary of the Vestry