

**The Church of the Ascension
Minutes of the Vestry
May 21, 2019**

Present: Rev. Stewart Tabb, Susan Motley, Tim Westfall, Mel Phillips, Robert Baird, Anji Harris, Ann McMellin, Lana Butler and Kristan Huddle

I. Welcome: Susan Motley called the meeting to order at 7:00 p.m. Mel Phillips led the opening devotion.

II. Register: The minutes of the previous month's meeting (April 9th) were approved as amended.

III. Staff Reports - See Mark Hattler's and Patti Glowatsky's reports in Attachment #1 (email from Susan Motley dated 5/21/19).

IV. Building and Grounds Report: Tim Westfall present. See his written report included in Attachment #1 (email from Susan Motley dated 5/21/19). Tim also initiated a discussion on the columbarium. Anji Harris to head up making a plan and educating congregation re available spaces and proposal to add additional spaces.

V. Pastoral Care Report: George Maihafer has agreed to chair the Pastoral Care Committee; Mel Phillips has agreed to be the Vestry liaison for Pastoral Care. Betty Deutsch will serve as liaison for receptions following funerals.

VI. Food Pantry: Lana Butler present. Nothing new to report.

VII. Outreach and Fellowship Report: Ann McMellin present. Nothing new to report.

VIII. Treasurer's/Finance Report : Chuck Beers not present. See his written report in Attachment #2 (email from Chuck Beers dated 5/20/19).

IX. Clergy Report: Stewart Tabb present.

1. Vestry Retreat 6/1/19 10am-4pm.
2. Motion made to approve Katie Hughes serving as President of the Day School Board, seconded and unanimously approved.
3. Motion made to approve Susan Meredith serving on Day School Board, seconded and unanimously approved.

4. Safe Church update:
 - a. Credit checks will be required for anyone who writes checks.
 - b. Background checks are \$16/per person.
 - c. Safe Church training at Ascension 6/6/19.
 - d. Motion made to adopt the Diocesan Safe Church Policy, seconded and unanimously approved.
 - e. Safe Church Policy will be posted in EYC Room, Vestry board, and in the Nursery.
5. Need to update WIFI: Stewart called Dave “the tech guy” (Wilkinson) and said that he stated new equipment cost of \$2577 and then an increase of \$10/mo on Cox bill. Referred to Building and Grounds for additional bids.
6. Critical need to update the sound system in the Sanctuary. Original report by sound Engineer was done 9 years ago and never addressed. Referred to Building and Grounds.
7. Ascension Day is 5/30/19 at 5:30pm. Potluck at 6:15pm. Pentecost is 6/9/19. Beginning 6/16/19 Sunday services will be at 8am and 10am.
8. Next Vestry Meeting will be 7/16/19 (No meeting 6/18/19).
9. Motion made to approve Courtney Wheeler and Susan Motley as Lay Alternates, seconded and unanimously approved.
10. Sacred Ground curriculum begins 7/1/19.
11. Fresh Expressions Vision Day in Williamsburg on 7/27/19.

X. Schedule/Devotions: Mel Phillips led the closing devotion. The next Vestry meeting will be held on Tuesday, July 16, 2019 at 7:00 p.m. Robert Baird will lead devotions for this meeting.

Respectfully submitted,
Kristan Huddle

Dayschool report

- Budget:
 - o We budget on the school year (September through August).
 - o Through March 2019, we are \$50 off our projected budget numbers. We had predicted a \$97 surplus at this point and we are \$147 in the black. We have collected \$352,070 and spent \$351,923. Our budget is level-funded through August 2019, and we will very likely meet or slightly exceed our targeted numbers—minus expenditures for the new classroom which will leave us significantly in the red.
 - o Coming Year: We are currently working on the budget for next year. I anticipate a slight increase in tuition and a modest raise for staff (2-3%). The budget is anticipated to be similar to this year in terms of profit/loss—level funded for the year minus expenditures for the new classroom which will leave us in the red.
- State Inspection: New State regulations require yearly unannounced inspections for religiously exempt schools. We had our first such inspection this month and passed with no violations!
- New Classroom:

- o Phase I:
 - Replace carpeting with wood vinyl flooring—currently receiving bids for review by end of May.
 - Install new cabinets similar in design to other classrooms—including cabinets in Patti’s Office for Christian Education—currently receiving bids for review by end of May.
 - Purchase furniture and materials for new classroom—currently generating a list and budget by end of May—purchase after floors are installed.
 - Generate a draft plan for wall removal to connect classrooms (for review by Vestry and B&G)—currently working with local contractor on the draft plan—should be ready to present to church in June/July.
- Donor Wall:
 - o Need a volunteer to take over this project!
 - o Double-check names/spellings against database.
 - o Complete painting of pickets—May/June.
 - o Paint mural on playground walls—church/school community day TBD.
 - o Install pickets along walls—Emily Dale.
 - o Organize a celebration of donor wall—TBD.
- Family Festival:
 - o Our annual Family Festival was held on May 18th. About 120 people attended.
 - o Currently tallying amount raised—approximately \$1,200-\$1,500.

Buildings and Grounds / Tim Westfall

1. Electrical Items –
 - a. Sanctuary HVAC duct in fan room to be relined. TBD Tim W.
 - b. DO Fire inspection (BEPE) ourselves? investigating
 - c. DO Preventative maintenance (ala Professional) ourselves? investigating
 - d. Nativity scene light power ?
 - e. Per Chuck Spence, the speaker up in the Choir Loft is no longer working,
 - f. Security Lighting up at full power. CB.
 - g. Rose Hall thermostat turns ac off. (batteries changed to no avail) investigate.
 - e. Professional replaced outside AC fan capacitor as the fan did not rotate.
2. Painting (ETC)
 - a. Lounge wall under windows needs attention. Keith Martin
 - b. Outside wall above windows to right of Rose hall hallway entrance. KM
 - c. NEW. Sacristy ceiling old leak. cover up , repaint KM
 - d. ROSE HALL new window. Get tinting Chuck B. With dayschool effort later.
 - e. Cable to entrance way for nametags Larry B? String working well
 - f. Alter shelf refinishing, supports tightened? Larry B.
 - g. Parking Lot stripping improved. (Seal coated..) CB
3. Plumbing
 - a, Handicap restroom Sloan flush valve minor leak . to tighten TW

- b. Roto router from street to church MD Deemed not necessary .
 - c. A Travelers Insurance Rep inspected the boilers The relief valve changed two years ago worked fine. The other one failed and was replaced. Informing ins rep. MD
- 4.. Grounds. –
- a. Drainage: Underground piping around church to be reconnected / cleaned out. Digless method perhaps. TBD (sketch of tubing available)
 - b. Near Labyrinth: water seepage needs addressing.
5. Structure:
- 1 Front door pivot hinge replacement to be done (maybe two). TW
 - b. Columbarium brief received by Chuck B and Tim W. (Discuss.) no action now.
 - c. Newport Avenue side brick wall may need repointing. to discuss..

Admin:

- a. BUDGET: R&M well below budget. / Annual meeting brief well received. b. Vision Ahead. Larry B gathering info. Old 2010 blueprint exists.