

Meeting of the Vestry  
Chapel of the Cross  
March 22, 2017

Present:

Molly Meeks, Senior Warden  
Jon Woodward, Junior Warden  
The Rev. Ben Robertson, Rector  
Oscar Hartman, Treasurer

Vestry Members Present:

Amy Barker  
Amanda Camp  
George Ezell  
Dick Lawrence  
Debbie Lominick  
Brian Martin  
Richard Roberson  
Jim Russell

The meeting was called to order by Ben Robertson, followed by a reflection led by Dick Lawrence.

Minutes

Minutes from the February meeting were reviewed.

**Motion:** Richard Roberson made the motion to accept the minutes as written. Brian Martin seconded the motion which passed unanimously with aye.

Finance Report (Oscar Hartman)

The Diocesan Pledge based on our 2017 income was around \$77,000 (budgeted pledge). He discussed how the diocese wants 1/12 pledge a month. This will be a challenge for Chapel of the Cross (due to a great deal of our money coming in the last quarter). Vestry decided to pay 1/12 on the months we can and make-up the other months if needed.

Oscar went over the financial statements. He called the Vestry's attention to the cash balances as of the end of February. The investments at Merrill Lynch (around \$500,000 was moved to Merrill Lynch). Capital Campaign funds are \$531,000. He pointed out the non-pledge and pledged amounts through February 2014, 2015 and 2016. He informed Vestry that we are 8% ahead from last year.

Pam (new accountant) was unaware of some of our budgeting procedures. Oscar will be sure to correct some of the statements by April (budget numbers are incorrect on some documents sent to Vestry).

Servant Ministry, Altar Guild and Flower Guild have an operating budget and ODR budget (other designated and restricted funds). Oscar explained that the money coming out of ODR funds never really came out of the finance statement. The new accounting rules states that ODR funds must be included on statement (according to audit). We will need to budget what we want each group to spend. We will need to budget annual expenditures for those groups. The Finance Committee will need to meet and make necessary decisions regarding revenue/funds. The Vestry will approve all budgets.

Amy had several questions about how money will be allocated (particularly pertaining to Servant Ministry). She will email Oscar her questions. There is a distinction between 'restricted' funds (Vestry either accepts and honors the restriction or rejects it) and 'designated' funds (Vestry votes on).

**Motion:** Brian made the motion accept the Financial Report. Amanda seconded the motion which passed unanimously with aye.

a. Parochial Report- Ben passed out the 2016 Report of Episcopal Congregations and Missions (known as the Parochial Report)

**Motion:** Amy made the motion accept the Parochial Report. Amanda seconded the motion which passed unanimously with aye.

b. Good Friday Offering: Ben suggested we give non-pledged donations to Diocese of Jerusalem.

**Motion:** Amy made the motion accept Ben's suggestion to give non-pledged donations to the Diocese of Jerusalem on Good Friday (as done traditionally). Jon seconded the motion which passed unanimously with aye.

#### Senior Warden's Report (Molly Meeks)

Molly is having a personal friend/preacher and his wife from Uganda. He will preach at Chapel Wednesday during Holy Week. She would like to designate offering towards his charity (supporting those who are struggling). Chapel could possibly have a reception for those involved.

**Motion:** Amy made the motion to designate loose (non-pledged) plate offerings on Holy Wednesday to the ministry associated with our visitor from Uganda. Richard seconded the motion which passed unanimously with aye.

#### Junior Warden's Report (Jon Woodward)

An engineer looked at the Dewese house. Jon secured 2 quotes (one for 2 year warranty and one with 10 year warranty). We have new flooring in chancel of Chapel. Lights have been fixed and we have a new pest service. Traps will be set for the cats. A cross will be built for Stations of the Cross.

### Building Report (Amy Barker)

She announced that progress has been made since beginning Design and Development. The general choir location will be at the front of the worship space (in the chancel area). She had the opportunity to sit with the architects and audio visual consultant. Discussions are underway with Madison County Planning and Zoning. The building plans will have to be approved by Preservation/Heritage Committee. She will keep Vestry informed of approvals (Amy has links for Vestry if interested).

Amy passed out proposals from Roland, Woolworth and Associates (acoustition and audio visual). Hearing impaired system will be included as well. Microphones, etc will be placed in strategic areas. System would be able to be enhanced later on if necessary. System is designed for future.

**\*\*Vestry will vote via email for approval (once looking at documents).\*\***

Amy passed out design for new building and reviewed it (including fire exits, support building, restrooms, janitor's closet, etc). Family restroom is not in current plan. One can be added for additional cost. The architects can add the family restroom back in if it is a requirement. Estimate of Probable Construction Cost was reviewed. She also provided Vestry with previous proposal, current proposal, impact and future upgrade potential information.

**Motion:** Brian made the motion to move forward with the acoustic contract. Richard seconded the motion which passed unanimously with aye.

**Motion:** Jim moved to approve the audio/visual proposal for consulting. Richard seconded the motion which passed unanimously with aye.

**Motion:** Molly made the motion to approve changes in materials document (except for balcony and roof/ Vestry has some questions about visuals and cost). The motion was seconded by Jim which passed unanimously with aye.

Design: Vestry has several questions/recommendations

1. Strong desire to have a family restroom
2. Strong desire to have a closed connection between 2 buildings
3. Is the balcony necessary (cost saving/design)?
4. Questions concerning roof (visual)
5. Questions concerning dormers

Amy will go back with the Vestry's questions. We want to consider cost and functionality in order to make an informed decision.

***Please Note the following motion sent via email concerning Geotechnical Investigation:***

***Motion:*** Amy made the motion via email on March 8, 2017 stating the following, “Given the industry practice of choosing this specialized type of work based on qualifications, paired with the fact that the bid was less than the amount we had budgeted, I’d like to move that we waive the financial procedures for soliciting multiple bids and accept the bid of Burns Cooley Dennis, Inc. to complete the geotechnical investigation.o on March 8, 2017.” The motion was made by Amy. Bob seconded the motion which passed unanimously with aye (via email).

Rector’s Report (Reverend Ben Robertson)

- a. Holy Week: Services overview (helpful for Vestry to help with Agape meal)
- b. Youth Minister: Courtney will be leaving. Ben has started the process of looking for a replacement. Ben suggested a going away/wedding shower for Courtney.
- c. Housing Allowance Correction- February meeting designated a housing allowance. Ben gave the wrong number.

***Motion:*** Amy moved to correct the amount to \$24,000 towards housing allowance. Dick seconded the motion which passed unanimously with aye.

Curate’s Report (given by Ben in Will’s absence)

- a. Diocesan Worship Leader license: Gene Lockett- application

***Motion:*** Dick moved to accept Gene’s Diocesan Worship Leader License application. Amy seconded the motion which passed unanimously with aye.

Old Business- none

New Business (Reverend Ben Robertson)

- a. Building Committee- Ben would like for Amy to have a Building Committee to help out with the various decisions. A list of possible names was given to Vestry. Vestry would like to add someone with construction experience, if possible.

***Motion:*** Richard moved to accept the Building Committee Slate. Brian seconded the motion which passed unanimously with aye.

Adjourn

***Motion*** was made by Dick Lawrence to adjourn the meeting. Richard Roberson seconded the motion and it passed unanimously with aye.

Respectfully submitted by Grace Simmons, Vestry Clerk

**Addendum completed by Amy Barker and received by Grace Simmons and Ben Robertson via email on April 12, 2017 at 8:12 am: Overview of her April 22, 2017 presentation**

1. *The audiovisual proposal dated 3/10/17 (rev 1.1) and the acoustics investigation proposal dated 2/27/17 have been approved.*
2. *The following recommended material changes have been approved:*
  - a. *Making the walls in the sanctuary from a double layer of gypsum board rather than stone masonry*
  - b. *Using engineered timber for the wooden beams rather than solid wooden beams or steel trusses*
  - c. *Using concrete columns in the sanctuary rather than plaster columns*
  - d. *Having a stained concrete floor in the sanctuary rather than hardwood floors*
  - e. *Using clear glass in the rose window rather than stained glass*
  - f. *Replacing the plaster arch leading to the sanctuary with a wooden arch*
  - g. *Using simple dimmer switches in zones rather than a full, production-quality dimming panel for lighting*
3. *Additional questions were sent to the architects regarding the following two materials changes:*
  - a. *Slate Roof vs. 30 year fiberglass shingles*
    - i. *Do you have any sort of visual imagery that could help us?*
    - ii. *Do you have a ballpark estimate for the cost difference between slate roof vs. fiberglass shingles?*
    - iii. *Is the proposed materials estimate using architectural shingles or plain asphalt shingles?*
    - iv. *Are faux slate shingles an option?*
  - b. *Balcony*
    - i. *Is there a need to include the balcony at all? Would it be more practical (and cost effective) to simply remove the balcony from the plans as opposed to leaving it unfinished?*
    - ii. *If we left the balcony unfinished at the present time and finished it at a later date, would that have an adverse impact to acoustics?*
    - iii. *Do you have a ballpark estimate for how much it would cost to simply finish the balcony?*

4. *The revised design was returned to the architects with the following feedback:*

a. *The team feels that a family restroom is an important component in the overall design. While changing tables and chairs are a part of the reason, there are any number of reasons that a person might feel more comfortable in a single, private restroom. If there is any way to accommodate this in the plans, we really feel that it's an important feature.*

b. *The team feels strongly that the walkway/hallway between the sanctuary and the support building should be enclosed and climate controlled, even understanding the potential impacts to budget.*

#### *Decisions Made*

- *General organ and choir location – Placement will be at the front of the sanctuary, consistent with our current configuration. The Executive Committee, with input from Michael Beattie, approved this since it affects the acoustical consultant's early work.*

- *The geotechnical investigation proposal from Burns, Cooley, Dennis was approved.*

- *Altar/Sanctuary Configuration – The below sanctuary and alter configuration was determined (again, as it impacts acoustics.)*

#### *Work In Progress*

- *I met with the audiovisual consultant to describe the general needs and activities of the church. A formal RFI is in progress and will be completed, but he has provided a consulting proposal for the planned work.*

- *Discussions are underway with the Director of Madison County Planning and Zoning and the Mannsdale-Livingston Heritage Preservation District for approvals.*

#### *Decisions Needed*

- *Approval of the Audiovisual and Acoustic consulting proposals (attached.) These do not need to be individually voted on, nor do they need to be treated as a separate expense. These are services contracted between Barlow Eddy Jenkins and Roland, Woolworth & Associates under two separate agreements. They are a part of the overall \$3.8M target budget but are called out since they are for a specific scope outside of construction costs . The total cost for these consulting services combined is \$18,113.*

- *Review/Approval of the revised design (attached). In response to our approved scope, BEJ and Jonathan Alston have created a revised design for the “add alternate” option with the support building.*

*This plan includes a few key components worth calling out:*

- o *The support building to the south of the new sanctuary has been extended to accommodate the children's church, sacristy, a small storage closet and janitor's closet, and all restrooms required by code\**

- o *The children's church/meeting room has been repositioned to the west side of the building so it faces the courtyard.*

- o Three ladies' stalls, one men's stall, and two urinals have been added to the support building.*
- o A small vestibule has been added to the sanctuary to address the problem of light infiltrating the main sanctuary when the door is opened to go outside.*
- Review/Approval of recommended material changes.*

*Two probable cost estimates have been provided: the first for the base bid of the new sanctuary, conversion of the current flower guild room to additional toilets as required by code, and sufficient sidewalks, parking lots, and road capacity as necessary for access to the buildings. The second estimate is for an add-alternate option that includes the additional structure to include space for a children's chapel, sacristy, and all toilets necessary as required by (and omitting the toilet renovation in the current flower guild room.)*

*Important Note: The estimate for the support building is based on a square footage estimate of \$175-\$200/square foot. This number could change as we get further along the DD process. If we request that the walkway between the support building and sanctuary be fully enclosed and air-conditioned, it's likely to add another \$50-\$75K to the cost as opposed to a covered, open-air breezeway which is included in the attached cost estimate. That's a decision that should be made early in the design process, though, as it's not as practical to upgrade later.*

*Both estimates will bring the total anticipated cost above our \$3.8M budget: the first by just \$47K and the second by \$231K. In order to reach these cost estimates, there are several recommended material changes we need to approve. These material changes are attached.*

*We need to:*

- a. Review and approve the recommended material changes or document questions as needed*
- b. Discuss the budget. It would be appropriate to revise the budget now, if we wish, or we could wait to make that decision until the end of DD to determine more precise costs for the support building.*

*\*Note: Technically, code would require 4 women's restroom facilities based purely on space calculations; however, the Director of Madison County Planning and Zoning has approved 3 facilities given that we will never have the narthex and sanctuary filled to standing room only capacity.*