

Meeting of the Vestry
Chapel of the Cross
September 20, 2017

Present:

Molly Meeks, Senior Warden
Jon Woodward, Junior Warden
The Rev. Ben Robertson, Rector
The Rev. Will Compton, Associate Rector
Oscar Hartman, Treasurer (via conference call)
Grayson Guillory, Youth Representative

Vestry Members Present:

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

Guests: Chuck Barlow and Brian Cavunac

The meeting was called to order by Ben Robertson. Debbie shared a reflection.

Minutes

Minutes from the August meeting were reviewed and accepted with the noted correction. The following is a revised motion from the August minutes. The revised correction passed unanimously with aye:

Motion corrected from August meeting: *Bob Williams made the motion to allow Shirley Abney's friend to be buried at Chapel of the Cross. Amy Barker seconded the motion which passed by majority (paper ballot).*

Motion: Richard Roberson made the motion to accept the minutes as corrected. Bob seconded the motion which passed unanimously with aye.

Finance Report (Oscar Hartman, via phone conference)

a. Reorganization of ODR funds- Oscar informed Vestry that pledges were up during August. Oscar concentrated on the top funds. He wants Vestry to establish a budget for these funds to be completed during the 2018 Budget Meeting. Based on the actual expenses for Day in the Country (DITC) from the last two years, the budget should be \$35,000-\$37,000. Oscar recommends putting an annual budget of \$38,000 for DITC. DITC funds should go to restricted funds and then Vestry can approved additional budget for Servant Ministry, if needed. Any unspent money remaining from committees at end of budget year (ex. Servant Ministry) will remain in designated funds.

Motion: Bob Williams made the motion to include the budget for Servant Ministry to \$35,151. Jon seconded the motion which passed unanimously with aye.

b. Thoughts on Debt for the New Worship Space- Vestry needs to decide how much debt they are willing to incur. Based on current estimated building costs, furnishings, organ, etc., the total would be

about \$5.6 million dollars (the pledges are going out 5-6 years, therefore there will be more debt initially). Oscar gave the following numbers: \$3.5 million at 5%/180 months (\$28,000 a month), \$2.5 million/\$20,000 payment. Oscar requested that we need to stop spending fees until we have determined extra costs. Ben suggested we need to get a group together to go out and get some additional estimates to validate furnishing costs. Due to the pledges we have, a mortgage would have to be 4.5 million dollars. He noted that our debt could possibly be at 1.2%-1.3% (based on historical numbers). He suggested to begin with 1.2 million and go from there. We have received \$800,000 to date from Capital Campaign. There are pledges of around \$250,000 that are anticipated to come by the end of the year. The anticipated numbers are: \$600,000 in 2018, \$600,000 in 2019 and \$500,000 in 2020-2021 (although he believes members will pay their pledges faster). The numbers he is citing is on 100% collection, which is doubtful. This adds to about \$3.0- \$3.1 million that has been pledged (a donor in September pledged \$70,000 that is included in the projected numbers).

Vestry feels we will be able to bring in more that was pledged, rather than less. Vestry believes new members will pledge. It was decided that the Vestry will come back at the October meeting and set a ceiling for the total project budget.

c. Gift for AC Repair- Chapel was given a gift of \$25,000 for the air conditioning repairs. Given that the fund had already been set up and the expenses had been approved, there is no need for Vestry to approve the acceptance of this monetary gift.

Senior Warden's Report (Molly Meeks)

No Report

Junior Warden's Report (Jon Woodward)

a. Chapel now has air conditioning and new flooring in sanctuary. Return vents were not put under pews. The wood in sanctuary will not be carpeted. Lights were placed underneath.

b. DeWeese House: There is a faux ceiling that is creating condensation thus creating mold. Penicillin level is elevated and the suggestion was given to get a mold remediation company to look at it. Jon is going to call to get an estimated cost.

c. Cleaning Crew Estimate: The cost would be \$1,500 for a deep clean and then the cost would be \$800.00 a month (Tri County Ultra Clean). They would also supply the equipment. Certain tasks may have additional cost (waxing floor/cleaning carpet, etc). They need a 30 day notice to cancel service.

Motion: Richard Roberson made the motion to accept use the Tri County Ultra Clean Company. Amanda seconded the motion which passed unanimously with aye.

Construction Update (Guests: Chuck Barlow and Brian Cavunac) They made recommendations of a select group of contractors they think are capable of doing the job. The level of detail of this project is very high. They have 3 bidders who they feel would be appropriate:

1. Fountain Construction (chapel at St. Dominic/superb ethic and good personnel)
2. Probity
3. England Enterprise (Museum of Natural Science, husband/wife team)

They will ask each company to provide appropriate statements and documents for Vestry. All three proposed contractors are respected.

Vestry is encouraged to let Chuck and Brian know if they have anyone else in mind so they can provide the finishing documents to them as well. We are looking for contractors for \$2-\$5 million dollar range (some contractors have a 10 million dollar limit). Vestry will have the opportunity to look over the Superintendent's resume.

Chuck talked to Vestry about forming a small committee that would be able to make quick decisions, because you may have to pay several thousand dollars if contractors do not get a rapid response. It would be a good idea to have three people on the small committee familiar with contractual procedures. They will have about 2 weeks to review. Vestry needs to make a decision. Where do we go from here? Mandatory for contractors to come to Chapel to give them insight to what the area looks like. They are told nothing is binding unless Chuck and Brian approve. They are our representatives. Vestry and members need to be aware that there will be restricted areas on grounds (concrete trucks, etc). They need to know exactly where Vestry would like for them to store material, etc.

Three Chapel members will be delegated to make decisions. They will need to be present at initial meeting with bidders. It will be an ongoing activity. Team has to know for 15-16 months they will be involved with this project. Once construction begins, it is their domain (do not go in area once construction fence is in place). An announcement needs to be made to parishioners. No one can go on site unless escorted by contractors (although tours may be arranged). Chuck and Brian reminded Vestry that they are here to help us.

Motion: Dick Lawrence made the motion to approve the three bidders (Fountain Construction, Probity and England Enterprise) and to send them SOQ (statement of qualifications). Bob seconded the motion which passed unanimously with aye.

Building Report (Amy Barker)

a. Amy passed out the updated Building Report. She will email list of prices. She is encouraged by the work the committee has done. There were no real concerns with the GPS radar scans on the grounds. She feels that was a great investment and well worth it.

b. The organ planning meeting was very productive, but they are not ready to make a final decision. They have a list of action items. The cost for the organ could be \$800,000- 1 million dollars.

Upcoming: We need to submit the Mannsdale Livingston Heritage Preservation documents. Amy feels Vestry needs to communicate plans of the Building Committee to the Chapel members. The architects will be providing their proposed suggestions for timber beams. No decision needed at this time. Vestry questioned if dormers could be an add-on. Amy will get more information on dormers. She will find out if they can come up with alternatives to dormers (they are about \$2,500 each- total \$35,000). The dormers are currently in the cost estimate.

c. Organ 'campaign'- Ben enjoyed meeting with organ consultant. A small targeted second campaign will be allocated for organ. Michael Beattie (Director of Music) will help with this project. Suggestions were made to contact new members who have been at Chapel for over a year.

Motion: Brian Martin made the recommendation for Ben and Michael to move forward with a small, targeted organ campaign (donations for new organ). Dick seconded the motion which passed unanimously with aye.

Motion: Jon Woodward made the motion to accept the building recommendations as given with the provision that an inquiry would be made for dormers to be an add-alternate. Richard seconded the motion which passed unanimously with aye.

DITC Report (Reverend Ben Robertson)

a. Beer Tasting: Chapel received a proposal for a Craft Beer Tasting to be held at DITC. It will be \$14 for a flight of beers (20 ounces at most). It does fit with our current Alcohol Policy. You could only purchase 1 flight. It would be held in the courtyard by the Parish Hall. Vestry concluded that any beer not used would be returned (not sold). Vestry also wants to make sure Chapel will not have any costs related to event. Ben will follow up with questions and send an email to Vestry. It was also suggested to contact our Insurance Company.

***Motion via email on September 27, 2017:** A motion was made to accept the Beer Tasting at Day in the Country on October 7, 2017. This will be effective for this one event. The 2018 Vestry will revisit this policy, if necessary. The motion passed via email.*

b. Vestry is encouraged to help with bread making and set-up on Wednesday, October 4 at 6:00

Rector's Ramblings (Reverend Ben Robertson)

- a. Chapel raises about \$2,000 for Hurricane Harvey Relief
- b. Vestry Retreat will be held February 16-17, 2018 (it would serve as the February Vestry Meeting).

Associate's Associations (Reverend Will Compton, Associate Rector)

- Young Adults Group: 17 people (and three new families)
- Will is enjoying watching families active at Chapel. He feels the formation piece is coming together.
- They raised about \$2000 from Chapel Grill (money was given to various groups).
- The Chili Cook-Off will take place at the end of October.
- Worship Volunteers- great interest with new acolytes, etc.

Old Business- none

New Business- none

Adjourn

Motion was made by Brian Martin to adjourn the meeting. Bob Williams seconded the motion which passed unanimously with aye.

Respectfully submitted by Grace Simmons, Vestry Clerk