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**Minutes of the Regular Meeting of the VestrY**

August 15, 2023 at 7:00 p.m.

**Present:** Brad Linboom (Rector), Jenni Garnett (Warden ’24), Carol Park (Warden ’25),Matt Wissman (’24), Olga Frias-Basta (’24), Tom Mendoza (’25), Jesse Wood (’26), Jim Massie (Treasurer), Alisha McCloud (Clerk)

**Not Present:** Jeanne Widing (’26), Julie Bossert (’25)

**Others Present:** Deacons Rose Cicero and Sandy Siegel-Miller

B. Linboom called the August 15th regular meeting to order at 7:01 p.m. and began with a prayer and a brief check-in of members.

**Committee Reports:** Reports were presented by the following Committees:

*Green Team* (Matt W.)—There is no report from the committee at this time. C. Park suggested that announcements about the Styrofoam collection be changed to clarify the dates for parishioners. Two ideas were suggested: 1. Put an announcement at top of the e-newsletter the Friday before that says “This is the Styrofoam week—Bring your Styrofoam THIS SUNDAY or NEXT SATURDAY at 9:30 am.” 2. Post a sign on the table at the entrance that announces the Styrofoam collection date for the month.

*Christian Education* (Jesse W.)—The committee wanted to let Vestry know that they felt Vacation Bible School was a great success and were very pleased with Rachel Snavely’s leadership. We have also had a new family join the parish after participating in VBS. The committee is getting ready for the program year and would like to have the classrooms cleaned more thoroughly prior to classes beginning. It was suggested that the committee reach out to Christine Zeman to communicate with the Building Manager, Ryan Jared/Jarett (?) to address their needs. The Rector and Wardens will come up with a plan to clean out the tower closet, which currently is holding many materials that used to be stored in the attic. The committee would like guidance on how to extend invitations to parish members who are interested in volunteering with the committee and it was suggested that committee members come up with specific details about what type of help they are seeking.

*Treasurer’s Report* (J. Massie)—In the month of July we were above budget by $1,231. Our funds are healthy and the mortgage balance will come due 8/25/2024, which the Vestry will have to discuss at a future date.

*Rector’s Report* (B. Linboom)—The Rector is preparing for his sabbatical and feels the parish is ready for his time away. The Wardens met with representatives from the Diocese to discuss the supports are in place during the Rector’s leave, which will begin on Monday, August 28th. C. Park and Mary Drobny will host the coffee hour for the first week of the supply priest’s time here at CHN. B. Linboom discussed the process for electing delegates for the Diocesan Convention.

**Other Updates:**

*Technology Committee* (M. Wissman & J. Wood)—The committee will meet later this month.

*Parking Lot* (B. Linboom)—The parking lot has been finished and came in under budget. It will have to be budgeted for and seal coated again 2-3 years from now.

*Electrical* (B. Linboom)—The electrical outlets in the Bethelehem Room have all been fixed and now function.

*Endowment Distribution Request*—The committee would like to use a portion of their funds to support our PADS ministry. PADS has incurred some extra costs due to the changes in format (year round and traveling to the location) and increase in the number of people served. Our PADS program is not over budget currently, but will likely end the year slightly above their budget and these funds would offset the increase.

***Motion:***(Warden C. Park/M. Wissman) Approve the Endowment Committee’s request for $3716 from fiscal year 2022’s distribution to support PADS ministry through CHN and to direct the Endowment Committee and its administrators to request distribution.

6 in favor/0 opposed/0 abstentions-Motion carries unanimously

J. Massie will communicate with the necessary individuals to distribute the money.

**Building & Grounds Action/Discussion Items**

**Windows at Rectory**—We have received three quotes to replace 7 windows at the Vestry: two quotes were in the range of $13,000 and one quote around $8,500. The Building and Grounds Committee recommends using Dillworth, which submitted the lower quote.

**HVAC (Basement Units and Rectory)**—There are two 30+ year old AC units that either have failed or are beginning to fail. For the units in the church, it will cost $300/lb to refill them with freon and the unit at the Rectory is still working (though it is likely to fail soon), but was installed 22 years ago. Six companies submitted quotes and the Rector and Bob Capulli narrowed it to three possibilities based on their ability to meet our needs (commercial equipment for the church and residential for the rectory). Two companies recommended Carrier equipment (which is more readily available and slightly more efficient) and one recommended Trane equipment. The quotes range from $26,290 (from Berwyn Western) to $34,500 (from Fire and Ice) to replace everything (2 church units—boiler room and outside, furnace and AC at the rectory). Berwyn Western will actually replace all of the line sets into the church while the other quotes only accounted for flushing the current lines. The Building & Grounds committee recommends going with the Berwyn Western quote ($26, 290) which also comes with the best warranty. There are significant savings in undertaking all of this work at once.

The Vestry discussed how these projects (approximately $36,000) might be financed. There are about $12,000 in reserves, $66,000 in retained earnings, and $43,000 in net income year to date. J. Massie suggested always keeping $30,000 in retained earnings for cash flow (the average cost per month for the parish is $27,000), but to move forward with replacing the 7 windows and all 3 HVAC units. The Vestry could spend $36,000 from retained earnings or pull $5,000-$10,000 from the reserves.

***Motion:*** (Warden J. Garnett/M. Wissman) Pay for the replacement of 7 windows in the Rectory from the property reserves not to exceed $10,000 without further approval from the Vestry and pay for the replacement of all three HVAC units not to exceed $30,000 without further approval from the Vestry out of net equity.

6 in favor/0 opposed/0 abstentions-Motion carries unanimously

The Rector will begin scheduling the work on the windows and the HVAC units. It was suggested that at year’s end, Vestry move funds from the net equity into restricted accounts for specific purposes and carry a lower total balance. Vestry discussed possible uses for the money that might be moved. It was suggested that Vestry share this decision with the parish as an update and a precursor of the Stewardship campaign. J. Massie and M. Wissman will work on creating this communication.

**Rector Sabbatical**

Vestry discussed how the Stewardship campaign will be handled since it will occur while the Rector is on Sabbatical.

**Other Discussion**—There will be another Food Truck event on Thursday, September 7th from 5:30-7:30 pm with a small band. It will feature the same food truck as the previous event. The Rector asked that J. Garnett reach out to Rachel Snavely or Christine Zeman to share that information with the Chamber of Commerce to be announced to the community.

**Consent Approvals:** Upon hearing no objections, B. Linboom declared both the minutes of the May 16th and July 7th Vestry meetings approved and the report of the Treasurer for July accepted into the record.

**· Minutes:** The May 16th and July 7, 2023, meeting minutes were previously provided prior to the meeting for review by the Vestry.

**· Financial Reports:** The July 7th, 2023 report was previously provided prior to the meeting for review by the Vestry.

**· Committee Reports:** The written reports of the Buildings & Grounds and Outreach Committees were submitted for review and acceptance.

The Rector declared the meeting adjourned at 8:36 p.m. after a closing prayer.

**Next Regular Vestry Meeting:** September 19th, 2023 at 7pm (with fellowship at 6:30)

Respectfully submitted,

Alisha McCloud, Vestry Clerk