

**St. Timothy's Episcopal Church Vestry Meeting**  
**Tuesday, June 28, 2016 at 6:00 P.M.**

Attendees: Rev. Rebecca Nickel (Rector), John Prey (Rector's Warden), Scott Trauscht (People's Warden), Mikki MacDonald (Treasurer), Maria Granato (Clerk), Edith Collins, Margaret Cook, Maima Dahn, Charles Park, Marcelle Randolph, Marge Summers, Carolyn Williams  
Guest: Audrey Corne (Property Manager)

1. Opening prayer offered by Rector Nickel at 6:02 P.M. R.E.S.P.E.C.T guidelines invoked.
2. Vestry education: Chapter 2 of the Vestry Resource Guide was discussed. Vestry members are to be agents and representatives of the congregation in legal matters relating to its property. The parish has insurance that covers property and Vestry members, as long as all members complete Safeguarding certification classes. In the absence of a rector, Vestry members are responsible for continuation of worship, calling a rector, nomination for holy orders. The role of the rector vs. the role of the Vestry was discussed.
3. A motion to accept the April and May Vestry meeting minutes was made by Margaret and seconded by Marge. The motion passed.
4. The May finance report was delivered. We are continuing in collecting more pledges than budgeted and underusing budgeted expenses. We have \$42,000 left with the diocese. A motion to accept the reports was made by Edith and seconded by Margaret. The motion passed.
5. A counterproposal was discussed to have an Eagle scout clear logjams in the creek instead of building a bridge. He would need to fundraise to rent a wood-chipper, and would also need to distribute mulch. There is a regulatory guide for the removal of logjam from the Indiana Department of Natural Resources (IDNR) Over areas less than 1 square mile, which our creek is, IDNR has no jurisdiction. Our insurance will have to cover us in this activity. A motion to accept the counterproposal was made by Margaret and seconded by Marcelle, and discussion ensued. Would Scouts be directly involved with the chipping? It can be a dangerous process, and is normally handled by tree removal professionals. A portion of the logjams is composed of railway ties from the old bridge; these cannot be chipped and may need special removal due to oils and protective resins. It was proposed to use the railway ties on property for the landscaping, but they disintegrate and the oils kill plants. We will need to communicate clearly that only an adult may operate the wood chipping machine. The Scout will need to research the project and come back with a proposal on the cost and processes involved. The motion passed.
6. The Finance Committee has recommend revising the check-signing list. Mikki visited Indiana Members Credit Union and procured new forms for revising what individuals have access to sign checks. This change is partially to eliminate conflict of interest due to the transition of Audrey's role; she is a former check-signer and co-treasurer, so this will protect her from conflict of interest concerns. On the new form, Mikki will replace Audrey as the account owner, along with Joanne as the Finance Chairwoman. Hal is willing to continue as a backup signer; Rebecca will be on list, as will Carolyn for food pantry needs. Mikki will collect the necessary signatures. A motion to update the signers was made by Margaret and seconded by Edith. The motion passed.
7. Hal is retiring as Co-Treasurer with the Vestry's thanks for his service. Remove from contact list for vestry emails, if not already done.
8. The Finance Committee has made a recommendation that we need a private property sign to be in legal compliance if we have to ask someone to leave the property. The sign would need to be placed carefully. A motion to accept was made by Edith and seconded by Marge. Discussion followed. The best location was discussed, with suggestions to place it at the end of the in-bound drive, or at beginning of the drive on the left. Placing the sign on the right side of the

entrance would conflict with the new banners. A private property sign right at the entrance can be a turn-off. Black and white might be less forbidding than red. John Prey will research the cost and height. We might need one in one of the windows as well. The Vestry will vote in September.

9. Audrey has collected 3 bids for the needed brickwork. Dukate: \$2,570.02 for the northwest and northeast pillar, but they weren't expert enough to know our brick type on sight. Bone Dry Masonry: recommended a new limestone cap on pillars, and recognized the need to make sure the mortar is right color. Their bid would cover the northwest corner for \$1,514.00. This would leave \$702.00 of the insurance money, so Audrey will ask about including the northeast corner. The insurance company said we can repair 80 square feet, but did not specify where. Sivells Masonry Inc. gave an estimate for other exterior building repairs totaling \$4,500 and northwest corner repairs totaling \$1,200. They did not mention caps. The Vestry determined more information is needed from need from Bone Dry to make a decision. Edith moves that we get more information from Bone Dry to inquire about repairing the northwest and northeast corners with limestone caps and to authorize Audrey to spend up to \$2,216 (the amount of the insurance check). Our deductible is \$1,000. Hal informally suggested limit of \$3,000, as we are under budget on repairs for the year. Marge seconded the motion, including Hal's suggestion. The motion passed.
10. Audrey has received one bid for HVAC maintenance from Bassett Services, Inc. The estimate describes various issues with our 5 furnaces (There are 3 in the Sexton's room; furnace 4 is in the northeast furnace room behind the food pantry, and furnace five is on the southeast corner behind food pantry. The A/C unit for furnace five is outside, as is the A/C unit for furnace 4. The others are just outside the Sexton's office. There are 7 total units. It is not legal for the units to be short of Freon. Some findings are not up to current code. The bid is for maintenance twice a year: one for heating in the fall and one for A/C in the spring for each of the 5 systems. The bid is \$1,310 for the year. This does not include Freon, because that level has to be checked. We've been charged \$400.00 for the service call/diagnostic evaluation. The 2 air conditioners on the roof are old and full of copper. Margaret moved to find out from Bassett how much it would cost to make repairs that were itemized but not included in estimate. There was a reminder from Mikki that we always need 3 bids for each repair before a decision is made. Audrey will present two more estimates, so no vote was taken.
11. The roof is leaking over the Sexton's office, which is covered by our insurance. We need to hear from the insurance company. Audrey has contact with someone who can remove the old air conditioners and pay us for them/the copper. The units are already completely disconnected. Audrey will inquire with Trash to Cash hauling.
12. Disposal of unwanted items: there are several in the garage, and inside the building. The couch in the library needs to be removed. Rebecca would like to coordinate with taking property from one of The Vestry members and giving the Parks the settee in Williams Hall. The Vestry would also like to remove the bar sanitizer in kitchen, but a plumber will need to disconnect the water and electricity. Audrey will remove the sanitizer if the cost is less than \$500. St. Vincent de Paul may take the sofa. A motion to let Rebecca and Audrey coordinate trash removal including the two copper air conditioners, sanitizer, and removal of a sofa from the Park's residence was made by Edith and seconded by Carolyn. The motion passed.
13. Godly play expansion: Scott will have the wall removed by July 20<sup>th</sup>. There is no paint sample yet from David. We have had no Ikea bookshelves donated yet. Mikki will research an estimate on what is needed and get back to Rebecca. The Betts family will paint once the wall is removed.
14. A paint sample is needed for the women's restroom.

15. Indiana Landmarks update: Chris Kramer will work with Edith. Thirty-eight photographs of the building have been taken, and we are working on the request for eligibility. If the building is ruled likely to be considered, we would need to hire a professional nominator. Indiana Landmarks has a list and grant for that. Ratio Architects is an approved nominator and has a former associate of Evans Woolen working with them. Edith will have a draft request by the September meeting. The Vestry and diocese will need to approve before the request for eligibility is sent.
16. We have permission from the bishop to request 50 free copies of *Lift Every Voice and Sing*.
17. Audrey paid for sound system, and will be reimbursed by any donations that come in.
18. No grants are available for property unless the building is on some kind of registry.
19. The meeting adjourned to the Memorial Garden to see improvements and the two couches that need to be donated. The two couches are in the quiet room and the library. The table and chairs in the Memorial Garden were donated by Patti Hall and Julia Frazier. Chris Kramer repaired the fountain.
20. The Lord's Prayer was said in closing 7:47 P.M.

Respectfully submitted by,  
Maria Granato, Clerk

Next Vestry Meeting: Tuesday, August 23<sup>rd</sup> at 6:00 P.M.