

St. Timothy's Episcopal Church Vestry Meeting
Tuesday, May 15, 2018 at 5:00 P.M.

Attendees: Rev. Rebecca Nickel (Rector), Edith Collins (Rector's Warden), Scott Trauscht (People's Warden), Lou Pierce (Co-Treasurer), Maria Granato (Clerk), George Greene, John Prey, and Mike Sarfaty
Absent: Tim Nickson (Co-Treasurer), Donna Adams, Karsor Dennis, and Tim Kramer
Guest: Audrey Corne (Property Committee)

1. Call to order and opening prayer by Rector Nickel at 4:59 P.M.
2. A motion to accept the April Vestry minutes as written was made by Edith and seconded by John. The motion passed.
3. There was no April finance report, but updates were provided. The Rector's Discretionary Fund has been corrected to reflect a balance, as \$1,300.00 had been reassigned to other categories in error. David Emerson began our 2017 audit. Before it continues, Brendan will be come and do education on what skills we need to know to proceed with the audit. Rector Nickel approved an expense of \$525.00 for purchasing an updated version of Shepherd's Staff, which will include support for one year. We may also add software called Realm, which will allow Brendan to login directly and see our view. The Diocese would pay the majority of the software purchase. It is best to add Realm at the end of the church's fiscal year rather than mid-year. The Diocese is also negotiating a new paycheck service. A motion to accept this verbal finance report was made by John and seconded by Scott. The motion passed.
4. The Vestry will vote on one of two possible taglines in June; the Diocese has recommended a sixty-character tagline. Option 1: *Fed by Jesus * Feasting Together * Feeding our Community.* Option 2: *Jesus Feeds * We Feast * We Feed Others.*
5. Based on the Pathways to Vitality survey results, a motion to change the Sunday worship time from 9:00 A.M. to 10:00 A.M. beginning 6/3/18 was made by Edith and seconded by Mike, and discussion commenced. 9:30 A.M. has been suggested as a compromise between the two times, but this would not facilitate Chaplain Ray's attendance, as he cannot arrive before 10:00 for medical reasons. He has committed to St. Timothy's and is back-up for Rector Nickel. The service time change would be a move for vitality of the parish, as the hope is that attendance would increase. It was suggested that the time change would prevent those with later commitments from staying for Coffee Hour, and it was also suggested we could move Coffee Hour to before the service. A vote was taken, and the motion passed with four in favor and one opposing. The signboard, website, office phone message, and bulletin will all be updated.
6. The property report was shared. Since the last meeting, a leaking faucet in the kitchen has been repaired. The lock on the office door has been replaced at the recommendation of the Church Insurance inspector, as it could not be unlocked from the inside. The fifth furnace/air conditioner has been replaced. Fire extinguishers have been updated by Koosen. The full property report is attached to these minutes.
7. Action Pest Control has provided a bid of \$700.00 for four annual visits to eliminate pests, including cockroaches, mice, ants, etc. There are currently ants in the kitchen and food pantry. Our prior service-providers have retired/are nonresponsive to our inquiries. The service would be for the interior as well as the exterior perimeter. The service would not cover wood-destroying insects (termites). A motion to accept the bid was made by Edith and seconded by John. The motion passed.
8. A motion to accept the property report was made by John and seconded by Scott. The motion passed.

9. All who participate in landscape maintenance, Diane Griner, Patti Hall, Marcelle Randolph, and Chris Kramer, have met to discuss roles and compile a wish list of needed supplies. It was agreed that the Vestry and parishioners should have a master list of the products/types needed to request donations, as landscaping is currently not a budgeted need. It was suggested that it might be easier if we request monetary offerings to ensure uniform supplies are procured. A motion to solicit special offerings for landscaping needs under the theme "Beautify St. Timothy's Grounds" was made by Edith and seconded by Scott. The motion passed. Audrey will draft an announcement for the bulletin, and any offerings will be denoted by writing "Beautify" on the memo line.
10. Rector Nickell will be on vacation beginning Monday, 5/21/18 and returning 6/18/18.
11. The Lord's Prayer was said in closing at 5:47 P. M.

Respectfully submitted by,
Maria Granato, Clerk

Next Vestry Meeting: Tuesday, June 26, 2018 at 6:00 P.M.

Property Report for Vestry Meeting: May 15, 2018

A. Projects completed:

1. Leaking faucet in Kitchen repaired. When asked about potential for garbage disposal, the plumber said that its installation would be complicated and he advised against it.
2. Office door lock replaced (on advice of Church Insurance Inspector). Office occupants can now unlock the door from the inside without a key. No key change.
3. Furnace #5/air conditioner replaced
4. Fire extinguishers updated by Koosen. Insurance inspector recommended additional extinguisher closer to the sanctuary.
5. Non-working GFI plug next to pond in Memorial Garden replaced.
6. Church Insurance annual review done on 05/2-18. Recommendations listed in ongoing projects list.
7. Spring maintenance for furnaces L4/air conditioners done 04-24-18
8. No further notice of water on floor next to location of old refrigerator in kitchen. Must have been related to removal of old refrigerator.

B. Ongoing Projects:

1. Repair of loose letter channels in electric year sign scheduled
2. Black Cherry Tree Service to cut all stumps down to ground level
3. Progressive Lawnscape will reclaim both sides of the creek where foliage was removed. This involved killing of unwanted plants, then clearing before planting grass that will be heat and drought resistance and self spreading. Bid approved by Executive Committee.
4. Water leak from ceiling window door in sanctuary to be explored with Kemna Restoration & Construction.
5. Annual insurance review recommendations: make sure all door locks can be opened from the inside room side without needing a key; put exit sign over west double doors in sanctuary; determine scope of smoke/heat detection alarms to show each area is covered; eliminate electrical cord over west entry way to Williams Hall; make sure that all new appliances only need 120V plugin since no 240V circuits are otherwise available.

C. Need consideration and approval for:

1. Action Pest Control bid for four (4) visits per year to eliminate many type of insects and mice. Prior providers have either retired and have not responded to requests for contact.