



Vestry Meeting 07/23/2024

Attendance

Deena Akinrinsola	X	Julie Gill	X	Ken Santoro	X
Elizabeth Burks	X	Jodie Leach	X	Jerry Schattle	X
Carol Cooper (absent)		Michael McElroy	X		
David Flores	X	Arden Renze	X	Fr Roman Roldan	X
Jennifer Foudy (absent)		Flint Risien	X	Laurie Riggs	X

Meeting agenda



Vestry Agenda-July
2024 .pdf

Notes

1. Opened with prayer.
2. Tabled approval of June Vestry meeting minutes until August meeting.
3. Financial Review by Laurie Riggs; June receipts were less than expenses by ~21k\$. YTD income at 50% of budget, with expenses matching income.
 - Discussed that some of budget is an annual disbursement from a trust, and we are awaiting its receipt this year.
4. Congratulations offered for Jerry Schattle completing his doctoral studies and degree.
5. Sr Warden's report: Things are happening at St Dunstan's.
 - Flint Risien to serve on [Bishop's Committee](#) for LOTS ([Lord of the Streets](#), analogous to vestry). St Dunstan's has a history of support for LOTS, and Flint is replacing another parishioner Andy Johnson.
 - Medical Mission to Dominican Republic.
6. Master Plan update
 - Received additional references recommending Horizons as capital campaign consultants. Discussed if prior questions and concerns had been addressed.
 - Decision: Approved engaging Horizons to negotiate a contract; Jerry Schattle and Flint Risien appointed to progress.
7. Hurricane Beryl update. One parishioner's house damaged by tree; helped by some parishioners with housing before transition to insurance-supported interim housing.
8. Jr Warden presented on health and repair need of flat-roofs on campus, eg over the covered walkways. Discussed history of repairs, their times and costs. Estimation of next repair of 15 k sqft at ~80 k\$ (includes 25% contingency).
 - With all the church property, need a facilities strategy that maps out expected repair/retirement times for the campus and costs so can be anticipated / budgeted.
 - Also: Big trees fell on parts of back-40 fence.



Repair Description	Repaired	Age	Cost	Sq Ft	Unit Cost	Units
music, Mace office, walkway in front of office to church	2001	23	27,892	5900	4.73	\$/sq ft
welcome center/ old kitchen	2002	22	4,415	1000	4.42	\$/sq ft
parlor/chapel, walkway from parking lot to parish hall and walkway in front of	2005	19	14,825	4200	3.53	\$/sq ft
Repaired and re-caulked	2023	1	5,234	4200	1.25	\$/lin ft
			47,132	11,100		
			57%	72%		

*estimated square and linear feet per Google maps.

Potential Flat Roof Replacement	
Average unit cost	4.22 \$/sq ft
Contingency	25%
Estimated unit cost	5.30 \$/sq ft
Estimated sq ft	15,400 sq ft
Estimated cost	82,000 \$

avg
→ estimate, Arden guess

9. Discussion of maintenance repairs and vendor policies.

- Poor performance from vendors in bids on recent AC repair. High ball bids proposing expensive replacements while missing the unrelated source of the problem (lack of electricity vs broken AC unit).
- Add'l bids requested beyond the Lee Thompson Co. Two cancelled the service call (no bid). Called out electrician for troubleshoot and repair quote.
- Some vendors have a service fee – so recommend ask for quote not service call and often the fee is waived.
- Discussed need for decision rules for approving repairs. To weigh this issue, ...
- Decision: Create a subcommittee on "Maintenance Approval Policy" and "Contingency Planning". Led by Junior Warden, and recommended inclusion of 2 vestry, a representative from the Finance Committee, and the Church Treasurer. [For example, Arden, Flint, John Bergeron, and Manette]

10. Rector's Report. Steve Ferguson to assist with 1-2 Sundays a month. Sandy Jones accepted role as Youth Ministries Coordinator (previously serving as interim).

11. Discussion around the staffing needs of the church for building upkeep, cleaning, maintenance, and operations. Concerns were expressed over unmet expectations from the Director of Operations and the Sexton.

Discussion of whether current staff roles were the right structure for the future. Is it possible to have a superintendent of facilities? Do we need three layers of staff reporting hierarchy or two: eg rector → director of operations → sexton versus all staff report directly to rector.

- Roman proposed that he can manage the staff but desires help with budgeting and finances. Alternate models exist for supply of facilities support and financial support.
- Decision: Vestry directs Rector to redefine expectations of church operations and maintenance: our needs and the roles to meet those needs. Rector to make necessary changes, including seeking new staffing support.
- Roman is engaging the diocese on next steps. Roman also to discuss with Manette and Finance committee on next steps as appropriate.
- Plan also to celebrate past service and to provide appreciation.

12. Closed with Communion and prayer.