

**Minutes of the Regular Meeting of the St. David's Vestry  
February 28, 2023**

*Members present:* Senior Warden Ann Jenkins; Junior Warden Jennifer Scariano; Clerk Jim Norman; Sandi Boone; Peni Ellis; Gay Gillen; Allison Marshall; Rick Patrick; Allison Riemersma; Joe Sanchez; George Zwicker

*Participating via Zoom:* Treasurer Merrell Anne Shearer; Bess Carsner; Phillip Owen

*Clergy and staff present:* Rev. Angela Cortiñas (Associate Rector); Rev. Kristin Braun (Curate); and Parish Administrator Jim Lamm. Rev. Dr. Chuck Treadwell (Rector) was absent due to illness.

Meeting began at 6:30 PM.

Pastor Angela led the group in the first half of Compline.

The vestry approved the minutes of the Jan 24, 2023, and Jan 29, 2023 meetings without objection.

**The Junior Warden's Report** – presented by Jennifer Scariano

- **Front Door locking system** – We are still waiting for Cothron's to receive the control board so they can install the front door locking system. Michael checks with them at least weekly.
- **Main Lobby Furniture** – We are still waiting for the two main pieces of furniture to arrive for the main lobby. Once those have arrived, we will ask Candace Volz to stage the area per the committee's recommendations.
- **Garage elevators interiors** – We have received two flooring options from ThyssenKrupp Elevator. Both are rubber. Once a color/style is chosen they can schedule to redo the interiors. The sides and ceiling will be stainless steel with LED lighting, and the control panels will be vandal resistant.
- **Garage East Stairs Replacement** – We have delayed the replacement of the east garage stairs for now. With the cost of the interior elevator work, and the stair repairs being twice what the west stairs cost in 2018, there was not enough money to replace the stairs from the garage repair fund the Vestry set up with the "overage" money from Metropolis. Hopefully we can move forward with the work after we receive the 2023 check in October.
- **Hospitality/Drain lines** – The week of Feb. 8, the drain line coming from the Sumners kitchen became clogged. It took two days to unclog, working from top floor down, using a water jet, or so we thought. On Sunday, 2/12, the kitchen drain in Trinity Center overflowed. The plumbers came on Monday and had to unclog the pipe after the "Y" where the kitchen and Trinity Center meet and proceeds out to the grease trap in the loading dock. Seems to have been caused by the screen being removed from the dishwasher in Sumners by a volunteer as well as use of the garbage disposal instead of composting vegetation. We are waiting on bids to move forward on removing the garbage disposal from the kitchen and installing a different system that is health department compliant. We are also looking at having the lines that run to the grease trap jetted out annually. We have not done it since 2020 since kitchen was closed or partially closed during COVID.

- **2023 Ice Storm** – We suffered no significant damage to trees and no building damage during the ice storm. There was one tree that was half leaning over a surface lot spot next to the garage prior, and the ice brought it almost completely down. It was previously slated to be removed and has now been removed.
- **New Camera system in building** – We have received two quotes to install cameras throughout the church building, including more exterior cameras. Michael and Marty Newkirk have reviewed the proposed placement, etc. The quotes are between \$80-\$115K. Jim Lamm will be presenting the suggested option and funding option for getting this system installed ASAP. Trinity has already agreed to pay for the cameras in their area which is about a \$20K reduction from the total that the church would pay. Once the system is approved it will only take two weeks to install. The temporary camera system for Trinity may not be necessary – we are having trouble finding someone to install it.
- **Sexton Staffing** – Jim Lamm gave this update. We currently only have two full time sextons plus Michael, with two FT positions open. We also currently have two part time sextons, one for the outside duties in the AM and one in the afternoon to clean the Day School. Michael is having trouble finding qualified candidates due to pay and just not many looking. He is working with the agency we have used in the past and had several interviews last week. With Lent coming up and lots of activities in the building, sextons are stretched thin. Maril White has returned to the staff.

**Financial report** – Jim Lamm explained that there had been no finance committee meeting since the last Vestry meeting. He added that staff is in process of putting finances in Shelby software.

**Historic Church renovation update** – presented by Jim Lamm

- No extra room in schedule to complete renovation on time due to delays in getting a full bay mockup completed.
- Doing faux granite mockup this week.
- Still working with architects for paint details such as wainscoting.
- The arches are now pointed and will have an architrave painted above them with a shadow effect on the east side of the architrave.

**Rector's Report** – Pastor Angela reported on the recent Diocesan Council. No big decisions were made. Attendees were very pleased about the reunification of the former Diocese of North Texas with the Diocese of Texas.

**Other staff updates** – presented by Jim Lamm

- Amy Moenke's last day was today
- Community engagement position still open; many candidates have applied
- Newcomer's ministry is still looking for candidates

**Bethell Hall update** – Pastor Angela explained that we are still working through the service schedule for after the historic church opens.

## Old/New Business

- Vestry letter of appreciation – Pastor Angela asked everyone to sign the letter of appreciation, discussed at the January 24 Vestry meeting, for Michael Holder and his facilities team for all the hard work they’ve been doing during the COVID-19 Pandemic.
- 175<sup>th</sup> Anniversary Celebration plan – Sandi gave the update. Meeting tomorrow.
  - Picnic on April 23 at the Zilker Park Sunshine Camps lodge starting with a 10 am worship service.
  - St David’s will have presence at the Austin Kite Festival on April 1.
  - A “Holy Hikes” hike will take place Saturday, March 25, to visit the places the early St David’s community worshiped before settling at the present site.
  - The Anniversary Committee is working on a “birthday celebration” open to the public after we reopen the historic church.
  - Gay noted that the August-September 175<sup>th</sup> Anniversary trip to Wales has been a big success; almost full.

**Committee assignments** – Ann passed around a list of committee assignments for vestry members to check for accuracy and for members to volunteer:

- Warm Heart Int’l – need a volunteer still
- Racial Justice – Peni and Joe volunteered
- Communications – Rick volunteered
- Stewardship – Ann volunteered
- Newcomers & Discipleship – George volunteered

**Landscaping Committee motion** – presented by Gay. The purpose of the motion was to create a landscaping committee to be responsible for maintaining the vegetation on the exterior church grounds.

*Motion to form a landscape committee, to be responsible for all areas of outdoor vegetation at the property at 301 E. 8th Street except for the labyrinth and the vegetation surrounding the labyrinth. The committee will have the authority to take all actions necessary for the improvement and maintenance of the vegetation in its area of responsibility, including removing, planting, watering, pruning, weeding, and attending to the health of the vegetation, and to spend money from the amount budgeted for the landscape in the parish budget.*

*The committee will have the authority to pay for contractors as necessary to carry out its functions.*

*The committee will have the authority to interact with the City of Austin as necessary to carry out its functions.*

*The committee will not have the authority on its own to commit the parish to agreements with the City of Austin.*

*The committee will not have the authority to make improvements to the irrigation systems on the church grounds.*

*In August of each year, the Vestry will appoint enough members to the committee to maintain the committee's membership between three and six members at all times. Committee members will serve for two-year terms, with no limit on how many years a member may serve on the committee.*

The motion was seconded. Discussion followed.

A motion to amend the motion to the following was made and seconded.

*Motion to form a landscape committee, to be responsible for all areas of outdoor vegetation at the property at 301 E. 8th Street except for the labyrinth and the vegetation surrounding the labyrinth. The committee will have the authority to take all actions necessary for the improvement and maintenance of the vegetation in its area of responsibility, including removing, planting, watering, pruning, weeding, and attending to the health of the vegetation, and to spend money from the amount budgeted for the landscape in the parish budget.*

*The committee will have the authority to pay for contractors as necessary to carry out its functions.*

*The committee will have the authority to interact with the City of Austin as necessary to carry out its functions.*

*The committee will not have the authority on its own to commit the parish to agreements with the City of Austin.*

*The committee will have the authority to propose to the Vestry any improvements to the irrigation systems on the church grounds.*

*In August of each year, the Vestry will appoint enough members to the committee to maintain the committee's membership between three and six members at all times. Committee members will serve a maximum of two consecutive three-year terms.*

This amendment passed, and the Vestry passed the amended motion.

**New camera system proposal** – Jim Lamm explained the recent bids for new cameras to address the recent rise in security incidents. The bids are explained in the materials for the meeting; they are for only the church's portion of the new system. Trinity Center will pay for its portion. There are many blind spots in the current camera coverage. The nine current cameras are old and not capable of software updates. There are blanks in the video recordings due to equipment issues. The camera on Trinity Street by the loading dock was not working during a recent assault. These bids would provide more extensive coverage; they would cover the entire building. One issue is to decide whether to store the data (50 motion-sensor cameras) on-site or off-site. Cloud-based storage is more expensive, but the cameras are of higher quality and data can be kept longer. Live monitoring is not included except through the cloud. Jim and Marty Newkirk prefer the Dyezz cloud-based solution. Jim suggested using \$100,000 from the Employee Retention Credit. Dyezz provides a warranty. The following motion was made and seconded. The motion carried.

*Motion to spend \$100,000 from the Employee Retention Credit on the church's portion of the Dyezz cloud-based solution described in the meeting materials.*

Pastor Angela led the group in Compline's closing prayers, and the meeting adjourned at 8:03 PM.

Respectfully submitted,

Jim Norman

Clerk