

Christ Church Vestry Minutes

Jan. 23, 2020

Dinner

Thank you for dinner, Christine!

Present: Rev. Emily Williams Guffey, C. Galli, R. Basse, D. Faust, J. Powell, D. Jones, L. Jones, J. Treece

Absent/Excused: P. Brown, C. Atwater, B. Warner

Written reports received: Buildings & Grounds (multiple documents); Rector; Staff (Operations, Communications & Stewardship, Music, Facilities, Christian Education & Community Engagement); Outreach

6:30 pm **Prayer**

Minutes (Dec. 19, 2019) **Approved.**

Buildings & Grounds

Desmond Jones

A week ago, Detroit Steeplejack was here to clean gutters and ended up doing a complete analysis of the roof, including the bell tower. Roofing is his real expertise, not gutters.

We asked him to remove the items in the analysis that are already in the works (e.g., bell tower), which turned it from a nine-page document to three pages. Jones shared a PowerPoint, including photos, showing areas of need as found in the report:

1. Prime and paint end of wooden rafters, which were never painted.
2. Plexiglass flexing outside the stained-glass windows. Galli: We have two kinds of protection on our stained glass: Plexane (sp?), and something more recent of automotive materials.
3. Roof tiles. Slate tiles on the church were nailed with copper nails. Those are intact. Those over the rest of the structure were nailed with steel nails; those have rotted and the tiles need to be replaced.
4. Bird droppings inside louvres/vents on the roof.
5. Spots where water is falling onto the inside of the walls. Note: Anything related to gutters/water are being dealt with via the stormwater-runoff project.

D. Jones: The two urgent ones are tiles and exposed boards on rafters. The B&G committee needs to get a competing bid/second opinion re costs. Jones believes that what the guy showed as problems are real issues.

For the next portion, on other projects, see D. Jones' PowerPoint document.

A. Bell Tower and Outer Walls: Repairs and tuck pointing

The tower has 4 louvre windows: 2 stone (North, East sides) and 2 wood (West, South).

Phase 1: N & E elevations, \$275,000. Starts in April.

Phase 2: W, \$180,000.

Phase 3: S, \$185,000.

Deposit has been paid, but we need to review the contract and sign it.

B. East/West walls subfloor repair

Estimated cost from Quinn Evans: \$68K - \$70K. (We have an initial gift of \$5K towards this.)

First bid from Christman Constructors Inc.: \$68K.

Possible additional costs: if additional deterioration found and/or if jacking up the radiators is required. No work is to be done on the outer wall—regrading is part of the storm water project—and this does not include fixing the uneven church flooring between the pews.

Possible project duration: 3 weeks/2 weekends.

Vestry consensus was to get additional bids. We discussed when we want this to start. Initially, we favored after Easter (April 12), but settled on June, which takes advantage of a quieter time at church.

C. Camera security upgrade

Discussion about two quoting vendors. Phase 1 work awarded; Phase 2 to be awarded. B&G will circulate to the vestry info from the second vendor when available; we can approve then.

D. AED repair and CPR training. Done!

E. Storm water project

A rolling target for the start. This is not the fault of GiffelsWebster, but due to issues of E/W walls. The new timeline calls for complete draft design on 2/21/20, and construction 5/15/20 to 6/15/20. Cost so far is estimated at \$100K, but it will definitely grow. We have received \$45K in grants, and this will reduce expenses going forward.

F. Microphones. In progress.

Except for microphones and perhaps security cameras, all of these major projects (such as storm water, bell tower, roof, and floors) are outside of the regular budget. They are not covered by the amount budgeted for “Major Repairs” in 2020. These additional expenses will be part of a capital campaign.

Galli: We need to be crystal clear about the amounts and the times that will be required over the next three years. Yet if you ask the congregation what’s needed, they’ll first say the kitchen, because they’re aware of the problems there. We need to raise these three at the annual meeting, and set aside a Sunday or two for additional explanations to the congregation. The three major projects total >\$500,000. She also suggested we hold a new church tour that highlights the building issues we need to address.

Finance

Emily Williams Guffey

1. Addressing the B&G projects.

Finance Chair Jane Forbes wants to have a meeting with Vestry and Finance committee and others, to discuss what may be needed in terms of a capital campaign.

The vision is to work with Partners for Sacred Places to identify outside partners for the projects to keep the physical plant healthy, while our internal requests will focus on some of the items that pull on people’s heartstrings, such as the kitchen. We will be talking with PSP about campaign feasibility and planning.

Suggestions: *Set up a sheet showing project, required funding, and start time, etc. For example, “Come June, we need \$X, and where will we get it from?” *Have a slide projector set up in Ledyard showing, on a loop, photos and explanations of what needs to be done. *Continue to explore possible loans/grants from the diocese – and stay tuned in case the new bishop takes a different approach to grants from certain diocesan funds.

Next steps:

- a. Get a great printer to show all of this. Desmond to draft something showing projects, costs, timelines, etc.
- b. Schedule a meeting with Finance Committee next month.
- c. Schedule church tours showing the structural issues
- d. Get second opinions/bids via Quinn Evans re E/W walls. We will get other opinions about the roof ourselves.
- e. Think about how to bring this into our Lenten study.

2. Budget for 2020

At Tuesday’s finance meeting, there were still several line items that weren’t in place, for both the 2020 budget and the 2019 actuals. Note that almost no large corporation would be able to close its books on 2019 by the third week of January, so it’s understandable if sorting out 2019 actuals takes more time. Also, the draft budget we were provided tonight doesn’t include the 5% salary increase for the Music Director that the vestry approved last month, and sets aside \$6K for advertising/promotional/marketing, vs. the “suggested” \$3,453 from Beth Ann.

With the goal of having vestry approve a budget to present to the congregation at the annual meeting, we agreed that by the end of Friday, Jan. 24, the staff will prepare a complete 2020 budget, and circulate it to the vestry, which then will vote via email.

Vestry recruitment

C. Galli, R. Basse

We have a slate of four for the class of 2023: Denise Crenshaw; George Port (treasurer); Howard Matthew; Carolyn Maher.

Annual Meeting plans

Rev. Emily, others

Agenda similar to previous years’. But this time, the ministry reports will be in one packet, and materials specific to the meeting (financials, agenda, last year’s minutes, vestry candidates’ bios and photos, and diocesan delegate candidates) in another. Remarks from Emily, Christine Galli, Jane Forbes, others. Vestry asked Treece to email Patrick Warner asking him to give a quick summary of the three big projects on the horizon.

Basse reported that Shepherds are on their first call – calling the congregation about the annual meeting. Carolyn Maher suggested including some of the kids who've gone on, in the shepherd's work. Emily: Mary Wilbert interested in that, too.

Partners for Sacred Places

Rev. Emily

The next meeting is Sat., Feb. 1, which coincides with the start of Shelter Week. We haven't done our homework, but the annual report process prepares us for some of that. We considered meeting at Trinity, but Rev. Anthony has been just as consumed with the bishop transition as Emily, so that hasn't been finalized yet.

New business

- D. Faust has had several queries as to when the directory will be released. We have written permission from those whose photos we took to give out their contact info, but not from those who didn't have photos taken. We will make hard copies available, but not electronic versions, but whether that can be done by our busy staff by the annual meeting remains to be seen.

-C. Galli reported that Jon Miller requested that the annual picnic alternatively be held in the city of Detroit, perhaps at Belle Isle. He's investigating that, or perhaps another city park. Among his other requests were to add the three-volume Hebrew Bible to our library. Galli has done so.

-Green Team and Altar Guild have been discussing using sustainably grown palm fronds for Palm Sunday, but questions remain and it's unlikely this will happen in 2020. After the next Green Team meeting (Feb. 16), the two groups need to meet. In addition, Green Team expects to ask parishioners to consider a "plastic fast" for Lent; details to come.

-J. Powell said the Altar Guild is investigating Michigan-made communion wine. Cathedral gets St. Julian wine from the same distributor (Fuchs) that we currently use. But not red.

Adjourned at 8:58 p.m.

Respectfully submitted,

Jim Treece, secretary