

Vestry Meeting Minutes

Thursday, Feb. 27, 2020

Highlights

*After opening with Bible study and prayer, Vestry approved several Buildings & Grounds contracts for: Ram Construction to begin repair work (tuckpointing) of the bell tower; Quinn Evans to be the bell tower's structural engineer, essentially overseeing Ram's work; and an upgrade to our security cameras.

*Vestry approved an Outreach Committee proposal to place a Blessing Box on our property. It will be similar to a Little Free Library, but with daily essentials like toiletries, socks, and easy-to-open shelf-stable food supplied by parishioners and others. The church will pay nothing for its construction.

*Vestry also discussed preliminary plans for our 175th anniversary celebrations, and ways to raise funds for several major projects, including the bell tower, repairing the sanctuary foundation along the east and west walls, the stormwater runoff project, and potentially improvements to Ledyard Hall and the kitchen.

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Celebrations

- January 26: Annual Meeting / development of the Annual Report
- February 1: Partners for Sacred Places, Workshop 2
- February 1-8, Shelter Week!
- February 8, Consecration -- so much involvement from CCD!
- February 21 & 22: Opera MODO performs Dialogue of the Carmelites in CCD
- February 22: Vestry Day at the Cathedral
- February 25: J2A Shrove Tuesday Pancake Supper, Burning of the Palms
- February 26: Ash Wednesday, three services

Present: Emily Williams Guffey, Lisa Jones, Betty Warner, Phil Brown, Desmond Jones, Denise Crenshaw, Chuck Atwater, Christine Galli, Carolyn Maher, Jim Treece.

Absent/Excused: George Port, Howard Matthew, Roger Basse.

Written reports received: Finance, Buildings & Grounds, Green Team, Fishing the River, Staff and Rector.

6:30pm Opened with **Dinner** (Thank you, Denise and Jim!), **Bible Study** (Matthew 4:1-11) & **Prayer**.

Minutes (Jan. 23 and Feb. 9, 2020). **Approved**.

Buildings & Grounds

Desmond Jones

After praising the work done by KaClarence and his growth as Facilities Manager, Jones led the vestry through a PowerPoint, with photos, on the status of various projects. For a list of projects completed in the past month, see Facilities Manager's Staff Report, as well as the Open Issues spreadsheet.

*We had approved replacing the wireless microphones. Some problems with the supplier in getting it done, but it's on the way.

*After discovering we were using a lot more water in the boiler room than usual, we called in Purvis & Foster, and discovered leaks in the pipes. First stage will cost \$3,012, to replace 30' of pipe. Then we found an internal leak in the left-hand boiler. Need to do a hydrostatic test on it. Test is set for April, at a cost of \$2,360. Also identified another pipe that is corroded.

C. Maher: This highlights the need and value of tours for the congregation to see what the needs are.

*Sub-floor/foundation work. Floors along the east and west walls are sinking. Quinn Evans' test identified the problem. They originally indicated repairs would cost about \$4,500+. The tiles cannot be salvaged, but QE has identified replacement tiles. Open bids being prepared, coming from at least three contractors. First one received: \$68,800. We need to tell them when we prefer that they start. Project expected to take 3 weeks. Earliest realistic start date: Second week after Easter.

Next week, B&G is arranging a visit to look at the center tiles/pews.

There was a short discussion about using Quinn Evans, concluding that they know our church and don't have to be brought up to speed as another consultant might.

*Last Monday, we received a draft design from GiffelsWebster for the storm water project (which will pay for itself over time). Need to arrange a meeting sometime early next week, to allow them to explain what they're doing and what the next step is. [*Note: During the meeting, B&G Chair Patrick Warner emailed to say that the design included the Sperry Park, even though we had told GW that we don't own that land. The plan will have to be redrafted.*]

*We had a scare a week or two ago, when KaClarence discovered the rear balcony's rails were pulling away from the wall. An expert's inspection revealed that the current damage is not as serious as originally thought. Expected to cost <\$800, to replace some attaching screws. This should be resolved shortly.

o Review & Motion: RAM contract for bell tower repair, Phase 1. \$275,000 for North & East Elevation. **Approved.**

o Review & Motion: Quinn Evans construction administration proposal for Phase 1 of bell tower repair (\$12,000, April 2020 - Jan 2021). This is the structural engineer, or "owner's engineer," representing CCD to the contractor. **Approved.**

o Review & Motion: Camera security upgrade contract. Phase 1 quotes: Conti \$9,200 vs. Computer Guy \$8,185. Phase 2: Conti: \$39,230 vs Computer Guy \$7,741. The difference was the camera: Chinese-made vs. US-made.

Vestry has approved a budget for the two phases of <\$17K. Conti's total bid: \$48K, Computer Guy: \$15,926. Vestry now needs to approve the contract. **Approved.**

D. Jones showed a preliminary B&G cash flow spreadsheet for 2020-21. Grouped into three categories: 1) covered by the current 2020 budget (approximately \$50K); 2) work to be done in 2020 that will need special funding (approx. \$528K); 3) work to be done in 2021 and beyond that will need special funding (approx. \$238K). These figures are very preliminary, because we don't know, for example, how we want to use the classrooms downstairs, so we don't know what we'll be spending there. But this helps to give us a sense of what a capital campaign needs to accomplish.

If we want a master plan that guides us in 2021, we'll need to start it in the second half of 2020. There are a number of projects for 2021 forward, with estimated costs TBD.

The vestry applauded the very informative, helpful presentation – with pictures! – that showed the needs and the expected timing and price tags. One suggestion: Treat this as a silent auction/wedding registry, where members are shown what they could “buy” for the church.

Finance

Christine Galli

In the past, Finance Committee Chair Jane Forbes has come to the February Vestry meeting to walk the new Vestry members through the financial spreadsheet, but that has been put off for a month.

C. Galli said that in six months, we’re going to a new accounting program, and she will challenge the vestry to help determine how they want the financials presented. E.g., “Does this grouping make sense?” as we rethink how we want to be able to use the budget to make better decisions as to how we spend money. In response to a few questions, she then walked the Vestry through the spreadsheet, explaining what various line items represent.

We will need to raise funds and finance three major projects in 2020: Bell tower, Foundation, and Stormwater. For the Bell Tower project, we currently have about \$120K in hand. Looking for loans and grants to help with that, and a capital campaign for other needs. As the Vestry starts to talk about the money and how it’s going to come in, she expects we will start with the known, larger donors, then go to educating our congregation about the building’s needs before moving to a specific ask to parishioners for specific projects.

It was requested that the spreadsheet be put on the screen, so that by pointing to it, everyone can see which line item is being referred to.

175th Anniversary Planning

Emily Williams Guffey

Recruitment for Planning Team is beginning.

-Special Events, Music, and Services so far:

- o May 31, 2020: Day of Pentecost and Actual 175th Birthday
- o September/October 2020: Festival Evensong, Reception, Dinner
- o Nov. 1, 2020 evening: Verdi Requiem

- Communications:

- o Reaching out to former or lapsed members, choir members
- o Daughter, granddaughter, and other related congregations
- o City and civic relationships (Partners for Sacred Places)

- Fundraising for Capital Projects (Bell tower, Foundation, Stormwater, Kitchen, Ledyard, Lower Level Ceilings, etc.):

o Anniversary Campaign a kick-off for Capital Campaign?

o Capital Campaign feasibility & planning begins. A steering committee will form in the next month or so. We don’t want to have a cascade of asks. For which projects/needs are we asking for this year, and which ones later? That’s where a master plan will help, and our work with Partners for Sacred Places will help us identify who from outside we want to bring in, to ask what they would like our interior to support. We want a master plan that’s informative and inclusive but not off-putting.

Outreach

Emily Williams Guffey

Motion: To approve the placement of a Blessing Box (similar to a Little Free Library, but with daily essentials like toiletries, socks, and easy-to-open shelf-stable food) on CCD property. **Approved.**

- o Construction of box at no cost to CCD (supported by grant funds)
 - o Could be moved or removed if we desire. The base will be rooted into the ground.
 - o Proposed location: on corner of lawn at Woodbridge and our side parking lot (on church side, not Sperry Park); across from the guard box. Benefits of that location: good lighting; attracts neighbors to church property. There was some discussion about the need for surveillance via our exterior cameras, but it was noted that the first local one, by Wayne State University, was largely patronized at night, when people using it could do so without shame. An “under surveillance” sign might detract from that.
 - o Would be stocked not only by parishioners but also other neighbors (e.g., UDM law students, RenGen employees who take the parking shuttle down Woodbridge, residents of local apartments/condos) We would do direct outreach to get to know our neighbors and invite participation
 - o Upon approval, the Outreach Committee, Associate for Education & Community Engagement, and Rector would take next steps: ▪ finalizing suitable location ▪ contacting the manufacturer and placing an order (~3 weeks to complete the box) ▪ discussing different paint options for the box ▪ scheduling a time for delivery and installation ▪ continuing to communicate with Blessing Box organization leaders
- D. Crenshaw suggested we have a service to bless the blessing box. Strong support for that.

New Business

Phil Brown presented a Fishing Ministry written proposal for review, with action requested next month after dates are checked and confirmed.

9:00 p.m. **Adjourned.**

Upcoming Events:

- March 1: British vocal ensemble Apollo5 performs at CCD
- March 7: Partners for Sacred Places, Workshop 3
- April 5-11: Holy Week / ● April 12: Easter Day
- May 31: Day of Pentecost & actual 175th anniversary

Future Vestry Meetings:

- Wednesday, March 25 (in order to avoid conflicting with Lenten program on Thursday, March 26); dinner to be provided by Howard Matthew
- Thursday, April 23; dinner to be provided by ?? – nobody has signed up yet
- Thursday, May 28; dinner to be provided by ?? – nobody has signed up yet
- Thursday, June 25; dinner to be provided by Carolyn Maher

Respectfully submitted,

Jim Treece, secretary