

Vestry Meeting Minutes

July 23, 2020

Highlights:

*Vestry reviewed numerous Buildings & Grounds projects that are either under way or pending, in an effort to get as many done as possible while we're out of the building.

*We discussed plans for outdoor morning and evening prayer services, as recommended by the Property Use in Pandemic task force. These would be our first open-to-all worship services since the pandemic closed the building.

*Vestry approved revised protocols for the use of the buildings and grounds.

Present: Lisa Jones, Rev. Emily Williams Guffey, Christine Galli, Howard Matthew, Betty Warner, Rev. Anthony Estes, Denise Crenshaw, Desmond Jones, Roger Basse, and Jim Treece.

Absent/Excused: Chuck Atwater, Phil Brown, George Port, Carolyn Maher.

Action items underlined.

Reports Submitted: Finance, Green Team, Outreach, Staff, Rector, Buildings & Grounds (2), Re-entry plan (latest revised version)

We opened with prayer by Emily, remembering Harold Cherry, who died earlier today.

After a Bible Study of Matthew 13:31-33, 44-52, Roger Basse led our reflection, part of our continuing discussion of racism. He, and then others, shared examples which indicate, as he said, "As much as I'd like to believe we've made great strides and come a long way, I'm aware that we have a long way to go."

The minutes of the July 9, 2020, check-in meeting were approved, with one correction.

The **Buildings & Grounds** report covered several projects under way.

*Bell Tower Repair/Tuck-pointing. Desmond: "I can see where we're getting the value" of the fee that Quinn Evans charges us for overseeing the work. Angela Wyrembelski "has rejected some things that I wouldn't have even seen." For example, she rejected all of the limestone samples as inappropriate or a bad match for what we have. "Angela has our back," he said.

*Sanctuary Floor Repair & Waterproofing. Bids are due July 27. In one basement room, water runs in and stays there for a month before it dries up. The accumulated water affects the basement floor and walls, and is probably why the stone benches along the courtyard wall collapsed.

*Security Camera Upgrade. We aim to start this by the end of this month, with one or two people on site at any given time. This won't interfere with the other projects.

*Stormwater Drainage. The new plan looks good, but we need a Q&A session with Giffels Webster. Before, we had planned to present this to the congregation at a lunch-and-learn session, but that won't work now. Instead, we will either review the plan in person, with 10 CCD folks there from various ministries, or if online, possibly more attendees, at a date and time TBD.

*Roofing Repairs. If we don't get a third bid within a week's time, we'll move on with the two quotes we have.

*KaClarence removed some shrubs and downed tree limbs by the parking lot on the other side of Woodbridge, in anticipation of possibly using that lot for outdoor services.

*Other matters. Desmond shared photos of the boiler tubes, which are leaking. There's a lot of corrosion, which led to inadequate flow for heat return. We need to replace all 58 tubes on the left side of the boiler. Don't know the cost, but it's easy to do, just time consuming. One plus: We have time before we need to heat the building, so it's not urgent. They'll give us a bid, but since they did the preliminary work and inspection, Desmond said he's a little reluctant to give the job to anybody else. In response to questions, he affirmed that the repair should last for a long time, and a new boiler would cost considerably more. Parts to repair the old water heater are no longer available. We're getting a new, 75-gallon one to replace the current 100-gallon water heater. KaClarence is replacing fire-exit sign light bulbs as required, for safety and insurance purposes. A Master-Plan Facilities Assessment, at a cost of \$38K, will be done later this year to guide us and prioritize future building repairs and projects. It will build on what was done before.

The **Finance Committee** is addressing the review and payment of B&G invoices. Finance Committee Chair Jane Forbes is a little concerned about the cost of the floor, in light of an initial quote of \$70K. She doesn't want us to bite off more than we can handle. Christine said Jane and she are working on the cash flow for all of these projects to track how much is going to be due when. Jane suggests the vestry authorize the bids, but not yet authorize construction. She also advised that the Finance Committee will ensure that invoices, bills, and grants/loans for each project are kept distinct. We will spend gifts and grants first, then loans. Grants typically entail more paperwork and documentation, hence the advantage of clearing those first, rather than having that paperwork drag out. We might not tap the diocesan loan until September or October, to avoid paying interest as long as possible.

Sarah and Christine are still keeping up with the checks and deposits; Jane and Christine are working together on gifts, restricted and non-restricted funds. The committee also is cleaning up the chart of accounts so we can migrate over to our new accounting software.

The **Property Use in Pandemic** task force meets weekly, and may need to grow as we gradually resume on-site events. PUP has developed a screening questionnaire, based on Wayne State University's (thanks to Howard for sharing that as a possible template). People would have to fill it out before they entered the building. For the first events, we're using Google Signup Genius and an online health-screening questionnaire, but we are also exploring using outside apps, or an app that comes with our Breeze, our new database software. Howard will continue to explore potential apps.

Our survey of parishioners' view on reopened services closes Sunday, July 26. The PUP group is reviewing the preliminary data from about 90 responses so far.

We've scheduled a couple of trial events next week. Emily is working with Betty Warner and Donna Gloff for a morning prayer service on Tuesday, and with Carl Pfadt and Anna VanToai for an evening one on Wednesday. These won't be weekly, but may be monthly or biweekly later. Emily's planning for a simplified morning/evening prayer service, aims to keep it as simple and brief as possible. We will gather purposefully and then leave, rather than hanging around.

Reviewing the lessons learned from the first activities in our reopening – an interment and a Rite 13 ceremony – showed that while all attendees for the Rite 13 event finished the questionnaire, some did so just before the event, and we were perhaps not as good as we might have been on reviewing the data. Capacity in the Woodbridge lawn area is 15-25 people, depending on number of households representing. We were satisfied with our efforts on masks, social distancing, and the use and placement of a sound system outside. We offered limited access to restrooms, and that seemed acceptable.

The columbarium interment showed that the space safely holds five or six people, with two or three officiants. Fans don't do much to increase ventilation and are very loud. We opened the exterior door to the choir room to get a cross breeze, but doing so requires having someone standing there to make sure uninvited guests don't wander in. As a result, Emily would like to reserve the columbarium space for brief services of committal.

She also doesn't want to over-use the sanctuary, in part because that might lead to a positive Covid-19 case, which would necessitate another deep cleaning. While the sanctuary is spacious, we're really limited in its use because of the lack of ventilation and air flow. The air stays stagnant, regardless of the temperature – the heat is just a symptom of how stagnant the air is. Therefore, the sanctuary space will be reserved for interment ceremonies and perhaps for very small pastoral services – and for the repairs that are needed urgently.

We then discussed the revised official Re-Entry Plan, i.e., our protocols for use of the building during this stage of the pandemic. The first version was accepted by the diocese. As we start to have increased use, we'll submit addendums for approval. The PUP group has already discussed this latest version. One reason this needed urgent action: Emily needs to get back to a couple about their request for a wedding on our grounds (outside, not inside). In a voice vote, the revised protocols were **approved**.

Emily expressed her delight at the surprise she received this week: A montage of parishioners' photos posted on the windows lining the ramp into Sibley House from the church atrium. The Shepherds, under the Member Development ministry, helped to spread the request for photos.

In other business, ministry teams were urged to use the e-newsletters as a way to get the word out about their activities and to get new people involved, and to put in the newsletter when the team meets and who to contact to get involved.

We adjourned at 7:45 p.m.

Respectfully submitted,

Jim Treece, secretary