

## **GRACE EPISCOPAL CHURCH**

### **Vestry Minutes - April 17, 2018**

**Present:** Khacki Berry, William Campbell, Anne Caputo, Jonathan Doelp, Jenni Faires, Mother Fanny, Rich Kelly, Chris Kupczyk Jennifer Long, Stephen Lovell, Ashley Mather, Jennifer Pease, Jean Reed, Chris Rugaber, Mary Stewart, Laura Weidenfeld and Jan Wolff.

### **Call to Order**

Mother Fanny opened the meeting at 7:15 with a prayer. The March 13, 2018 vestry minutes were approved as written.

### **Old Business**

#### **HVAC Report**

Rich Kelly explained the reasons for deferring the start of the HVAC project until May 2019. The process will begin on May 11, 2019, after the Altar Guild Tea is held. Rich's written report is attached. Rich will be meeting with six contractors, who all will be given the same information, and invited to bid on the project. Four of the contractors are local and two are from DC. We will be asking for another distribution from the trust. A discussion was held on how to fund the project. Jean Reed requested that there be clarity with the general contractor for this project. He mentioned that we have lived with the St. Luke room (#7) not fully operational for a year and does not want to offset room usage for another year. It is not presenting a good picture for people walking through the church when there is no air conditioning. Rich made a motion that we go forward with asking the trustees for our distribution for this year to use against the \$47,000 bill for drawings. The school will pay half of this cost. Khacki Berry second the motion which passed unanimously.

### **New Business**

#### **Pastoral Care Report**

Cindy Diehl provided a Pastoral Care Report which was given by Anne Caputo. Cindy thanked Nancy Robinson for all the work required to send the cards at Christmas, Easter and from Shrine Mont. She also thanked those who recognize birthdays and family events with cards. The COHI group is going strong. They make approximately 6 - 8 visits per month. Seven of the 11 members will be attending a retreat at the Monastery in Bristow, VA at the end of April.

#### **Easter**

All felt that the Easter services had been wonderful. The vestry thanked Father Malm and Mother Fanny for all the preparation involved in so many services. Giving was good. Laura Weidenfeld wanted to thank the office staff for integrating the bulletins. Rich Kelly felt that the fellowship was wonderful as were the flowers and music.

## **Treasurer**

Pledges for March were \$66,370. Giving is on target. We are ahead with some total expenses. Jean Reed mentioned that the music fund line includes the Christmas musicians. The \$50,000 from Michael Heintz is now shown on the statement. IDA account was closed in April and the money put with the diocese. \$50,000 has been changed from operating fund to STAMP. Excess cash of \$60,000 has been put in CDs with a return of 1-2%. From the Malm loan \$10,000 will go into the trust and \$39,000 in clergy reserve. On May 1 we will move to TITHELY for on line giving. It is a user easy app for visitors or people who enjoy giving on their phone.

## **Jr. Warden**

There was an unexpected flood on Saturday. Thanks to Chris, Rich, Pedro and Amy for their help. The lack of cold water in the kitchen was due to a bad pump. The outside drinking fountain burst and the school is fixing. Chris K. is looking for a mason. The broken kneelers were repaired. There will be a stained glass window presentation in May. The gutter has been repaired. There are new lockup instructions in the Jr. Warden's box.

Jonathan Doelp asked if we are adequately insured for the valuables owned by the church? He will look into the value of vestments, silver, etc. Julia Ziegler could photograph the items of value.

## **ROUNDTABLE**

Jonathan - May 6 will be William Campbell's last Sunday.

Jenni - May 6 there will be a coffee hour on the bells. A youth dinner also on the 6th. There is no forum schedule for Mother's Day on May 13.

Chris K. = His 8 year old son is worried about the attendance at 11:15 services.

Jean - Attendance is down 30 people at 9 and 20 at 11:15.

Anne - Altar Guild Tea attendance is down. There are 63 reservations now and the max is 96.

Ashley Mather - Asked for prayers as she travels for her grandmother's funeral.

William Campbell - Last vestry meeting. Appreciates our lay driven leadership model. Wonderful group from whom to learn.

Jean - There will be a Spring Ministry Fair on May 13th. A reception for newcomers will be held on April 29th at 5:45 in the St. Mark room.

Mother Fanny - There is a great need within the Spanish congregation on how to welcome newcomers. We have a new seminarian for the summer. He arrives June 1st and needs a place to stay. We need to think of ways to integrate him.

Jennifer P. - Haiti Micah is coming up May 20th.

Rich - Thanked the vestry and thinks our youth program is great.

Jonathan - Asked the vestry to keep Cindy Diehl in our prayers this week as she undergoes heart surgery.

Rich - There is a fundraiser on Sunday at the Birchmere for Carpenter's Shelter from 12 - 3.

The meeting ended at 9:10 P.M. with a prayer.

## Grace HVAC Renewal Vestry Report April 17, 2018

The good news is we have completed the approval drawings and submitted them for review to the city today. As of the last meeting we determined that we would not make the May 1 construction start. We considered moving the Merrow Hall and third floor work to the back end of the project and start the school and office portion on June 16, 2018.

The start of the school year is a hard deadline we cannot miss. We have decided to move the project to next year, starting in May and ending by August 24<sup>th</sup>. This will give us time to get strong bids, pre order equipment and have it staged on site at the beginning of construction.

The drawing based construction cost estimate is \$1,228,055.

Church and school will each pay half.

This includes the alternative estimates for;

Removing all acoustic ceiling & piping, 5,427

Remove Drywall ceiling and ductwork, 15,616

Replace acoustical ceilings @ classrooms 48,295

The numbers also include a design contingency of 147,710

Professional fees for preliminaries, contract / bid / approval documents are and additional \$88,588. We have spent 40,773 to date and have approved the 47,815 for the finished contract documents. We are waiting for the construction administration professional fee estimate.

This number should become more accurate with competitive bidding and is expected it to go down. Our professional fees to date are investments in good documents that should reflect good bids. We will know more when the bids come in. We have rescheduled our contractor bid meeting until we have comments back from the City. Contractors will have the opportunity to walk the space, review the work and know what is required by the City in advance of completing their bids.

Our current HVAC system will make it through another year with some necessary repairs.

The AHU-1 unit sprung another leak that will be fixed this week.

The AHU-4 air handler in the closet of I -95 will be replaced and the exterior unit as well since it is 25 years old. This is being done outside of the HVAC replacement project since it is an equipment swap out. The proposal for replacement totals \$15,280 and the equipment has been ordered.

I would like to request another distribution from the Trust for 2018 to cover professional fees for the HVAC project

### Issues

Height of HRU (heat recovery unit) on roof and need for screening?

Third Floor closed, need location for La Gracia, School functions a, AA etc.

Summer gives 8 weeks to complete first and second floor.

Demolition and removal of all old pipes and systems vs abandon in place.

Replacement versus repair of ceilings. Will decide based on the bids. In areas where the demolition will result in additional space for school and church we are completing the demolition and removal. Closets on the school floors currently occupied by old HVAC equipment will become storage needed by the school.

The Tower on the roof may remain.

More to come.

Thanks  
Rich Kelly