

Vestry Meeting Minutes: June 23, 2022 4:30 p.m.

Attendance: Rev. Kelly Steele, Kathy Field, Sally Robinson, Dave Neises, Chris Goode, Phil Snyder, Aubrey Browner, Kathryn McLearn, Trevor Walker, Pete Kastner, Susan Homar. Hal Evans represented HR. Zoom: Rev. David Wantland, Suzanne Thomas. Absent: Doug Eberle

Kelly started with the Opening Prayer.

Phil read the Covenant.

Consent Agenda's: Kathy moved to approve the read ahead reports. Kathryn seconded the motion. All in favor.

Swap Prayer Cards: There are 8 prayer cards which were swapped among the vestry in attendance. The idea is to pray for each person in the directory during the course of the month.

VPOC Document: New copies of the VPOC were distributed. The VPOC reports should go into the Google Drive. If you respond to Kelly in an e-mail she will cut and paste the report into the Google Drive. Kelly will resend the link for Google Drive. The big issue this month is to get committee chairs to plan for 2023. Kathy suggests a form to focus thinking on 2023. Doug should send the form to committee chairs. Kelly will create form for Doug to distribute.

Strategic Plan Update: Kelly placed paper on the walls with the six pillars in the strategic plan. They include: Internal Relationships, External Relationships, Space Utilization, Families & Youth, Governance and Elderhood. The vestry in attendance placed sticky pad notes on the pages indicating what we have accomplished in each area and what needs to be accomplished in each area. These sheets will be reviewed and used for the Stewardship campaign. Staff will be asked to comment on each area as well.

Financial Updates: Pete presented the financials for May. Doug had sent out the May financials and YTD Financial reports earlier. May pledge income remains steady. May Non-Pledge income was 10% over budget. YTD pledge and non-pledge income remain under budget due to February and March under budget results. YTD Expenses are slightly under budget as well. All congregation members will be getting reminders of their pledges from Pete and Regina. While behind it is believed pledges will come in. There will be a mid-year review in July.

❖ Motion:

The Finance Committee recommends Vestry approval for the revised name, purpose, conditions expenditure approval, etc. for Temporary Restricted Account fund #27. The specifics are stated in the attached "Request for Temporary Restricted Account Update" form.

Music Program Fund Temporary Restricted Account (TRA)

A Temporary Restricted Account (TRA) was established in November 2018 to receive donations to St. Peter's in memory of Robert Wheaton. The fund was initially named the Robert Wheaton Memorial Fund. In recent discussions with Carol Wheaton, she expressed her desire to identify the purpose of the fund more clearly. Her intention was always for the fund to be dedicated to the St. Peter's music program, rather than simply a fund in memory of her

husband. The updated TRA form, attached, for fund # 027 changes the name of the fund to a simpler 'Music Program Fund' and reflects the current understanding of the purposes, conditions, expenditure approval, etc. for the fund. The form has been approved by Carol Wheaton.

Susan Homan moved to accept this motion. Kathryn McLearn seconded. All approved.

HVAC:

1. Already Approved: June 9, Special Vestry Meeting on HVAC

A. The Vestry approves the HVAC emergency plan (Phase 1) as amended in (1) above and directs: a. Select an architect/engineering firm to replace Greenline, and negotiate a contract subject to HTF and Finance approval. An initial budgetary estimate is \$35,000. Up to \$5,000 is authorized in time and material charges may be expended getting the contract up and running, funded against the MRF. b. With the architect/engineering firm, architect, tender, negotiate, and order a 30-ton HVAC unit as specified in the SVB plan and with a modular discharge plenum, installation, warranty, and removal of the existing 40-ton unit, all subject to approval by the Finance Committee. Note the 2021 Hubbard estimate for the 30-ton unit was in the \$75,000 range.

B. Additionally, the Vestry: a. Acknowledges the tabling of further Task Force work on on-ground solutions (Appendix 1). b. Requests the HVAC Task Force to obtain from an architect a proposal for mechanical and structural engineering design, engineering, and cost estimates for a new underground replacement HVAC ducting options for further action by the Vestry (Appendix 2). Duct rehabilitation options should be considered first.

2. **For Vestry Approval:** Contract with Kern & Co architect/engineering firm (handout: contract document) and initial funding for the HVAC rehabilitation project

Motion: The Vestry approves the June 20, 2022 HVAC proposal from Kern & Co., and authorizes up to \$7,500 in funds appropriated from the MRF Fund. As previously decided on June 9, the HVAC Task Force will be responsible for overseeing this contract, with Kathy Field, Pete Kastner, and Phil Snyder leading the HVAC Task Force efforts. Pete Kastner will report monthly to the Vestry via the VPOC process.

The Vestry should anticipate that final architectural/engineering charges are liable to be considerably higher than \$7,500 as the Task Force may request services from Kern & Co. that otherwise would be done by St Peters, such as bidding & negotiating construction work. Note that a 2021 Greenline proposal for work in this area came to \$48,000, so anything less in 2022 dollars is a plus.

Pete Kastner motioned. Dave Neises so moved. Chris Goode seconded. All Approved. A \$1000 check will be given to Kern as a deposit.

MARKET UPDATE: Susan Homar gave the dates of February 7 – 9 for the 2023 Market. There has not been a vote yet on charity selection. Once the charities are selected an e-mail vote of approval will be sent to the Vestry.

Meeting concluded to go to Executive Session.

Meeting concluded 6:07 p.m. Next meeting is **July 26th at 4:30 p.m.**