



Building the Church on the Hill:
Captivating the Heart of the World with the Glory of God

Vestry Meeting Minutes
May 16, 2016
7:00 – 9:30 pm

Attendance: Ricci, Nedved, Dawodu, Willcox, Berghane, Williams, Jennings, Ivanov, Mealor
Fr. Holt, Fr. Sharp

- I. Call to Order & Devotion
- II. Approval of the Minutes
 - a. Approved without edits
- III. Youth Report – Josh Gritter
 - a. 28 Middle School average attendance
 - b. 12 High School average attendance
 - c. Estimated average 50 students total monthly
 - d. Requested a youth office to meet with students – cost approx. \$3000; seeking funding or personal donor
 - e. Josh is finishing Seminary end of this year and working to package it to hand off to the ‘next leader’
 - f. Parent Advisory Committee is great support to organize youth ministries
 - g. Looking for person(s) to help with transition
 - h. Requested Vestry attendance at Youth activities
 - i. Request for structured content and curriculum
 - j. RICCI: What is anticipated max growth potential of each youth group? 50 middle; 25 high school
 - k. RICCI: What are barriers to that growth? Organization and communication need support
 - l. IVANOV: What % of kids are St. Peters parishioners? 40%; 60% outside the church
 - m. RICCI: What is the opportunity to invite the 60%? Many are friend of St. Peter’s Parishioners; some have home church, but prefer St. Peter’s youth group
 - n. JENNINGS: Recommend Josh speak to the Ministry Commission about succession
 - o. Fr. SHARP: What could be stronger? Worship team; stronger worship; small group format or bible study with students.
 - p. WILLIAMS: Is there a cross over with Max Life? Absolutely
 - q. JENNINGS: Encourage students to cross over and contact other St. Peter’s ministries leads/coordinators
- IV. Warden’s Report
 - a. Sr. Warden (Ricci)
 - i. Partnering with the Sanford Herold on article on the church and Capital Campaign; no cost to St. Peters
 - ii. Adjacent property land owner, Dan Webb, suggest to meet with Sterling Center to designate retention pond area to potentially free up land to use for free space for St. Peters as a field for kids ministries; would mitigate impact of losing the field to potential new building

- b. Jr. Warden (Dawodu)
 - i. Distributed April project update (attached)
 - ii. Distributed May project update (attached)
 - iii. Thank you to Saturday Serve for their contributions
 - iv. Thank you to Brent and Next Gen Leaders for service project
 - v. Request for Vestry to consider additional funds to Building & Grounds Budget; reviewed line items on page 2 of the May Jr. Warden report

- V. Treasurer's Report (Berghane)
 - a. General budget current status is -\$10K deficit
 - b. Max Life current status is -\$6K deficit
 - c. Preschool in black for now, but mindful of summer expenses impact with no revenue
 - d. Rector will focus on Cash flow projection for St. Peter's programs – MaxLife & Preschool specifically

- VI. Architectural Committee Reports (Ivanov)
 - a. Don Barnes will take on chair of the Building Committee
 - b. Need known construction loan amount by August Vestry meeting; Bridge loan expires mid-September

- VII. Capital Campaign Committee Report (Mealor)
 - a. Campaign has hit the Million dollar mark
 - b. Holding a check-in with the 18 visitation team members week of May 16 to share best practices
 - c. Goal is to conclude visitation and have a final Campaign total at June 20 Vestry
 - d. Weekly communications focus on campaign leaders sharing updates and stories from the Campaign experience
 - e. Need person(s) to coordinate a 'second look'; or 'just a little bit more' campaign push as needed
 - f. Planning a thank you for the campaign volunteers

- VIII. Rector's Report (Holt)
 - a. Focus on program cash flow, strategic planning, SWOT analysis
 - b. Exit interview with Capital Campaign consultant: one take away –St. Peter's is too small to be big and too big to be small
 - c. Potential succession planning on the horizon 12-18 months– Youth Ministries; Communications

- IX. Old Business

- X. New Business
 - a. Motion by DAWODU for \$5868 to be borrowed from the Jim Grant Fund to be repaid on a 5 year payment plan from the Building & Grounds budget to improve security for preschool, basketball court/drainage and reimburse fire suppression for the kitchen; Second by NEDVED; passed unanimously

- XI. Adjourn with the Lord's Prayer at 9:20

Submitted by Amy Jennings

ADDENDUM I

Junior Warden's Report – April 2016 (Vestry Meeting)

Complete

- Replaced fire suppression system in the kitchen
- Crack in the pavement by the front entrance repaired/ painted
- Front sprinkler repaired (2nd repair)
- Digital bulletin installed
- All ceiling fans from the kitchen removed and wire capped
- Replaced bad LED panels above choir area in Sanctuary
- Leak in urinal in front Men's Restroom fixed
- Metal wall outlets for FLC purchased
- Successful Saturday Serve (April 9, 2016)
 - Kick plates installed in Barge Hall
 - Metal wall outlets for Barge Hall installed
 - Memorial garden – inside & outside mulched, statue & bench painted and gate posts repaired
 - Statue outside admin offices painted
 - Gutters cleaned/ debris blown off roof
 - Sanctuary – door sweep installed to the door by the contemporary band area
 - Sacristy – new cork board installed, door sweep to exterior installed and blinds installed
 - Exposed sewer line outside the Sanctuary area covered with sod

In progress

- Protective cover for piano in the FLC (Brian Willcox)
- Repairing/ refinishing picnic tables in courtyard (Billy Jackson)
- Repair & paint gutters
- Preschool request - remove vines in playground area
- Level front sign on Rinehart Road
- Paint cross on top of admin office
- Kitchen – Fire Marshal requiring additional electrical work for new fire suppression system
- Electrical work
 - Replacing parking lot lights with LED \$1500 (work approved Feb. 2016)
 - Adding lighting by Memorial Gardens (estimate requested Feb. 2016)

Under review

- Campus security review received from Lake Mary Police Dept.
 - Security camera system for Preschool
 - Gates to secure Preschool hallways
- Security alarm monitoring for campus. Working on estimates
- Needs for nursery (new carpet, cabinets, etc.)
- Need Vestry to allocate additional funds

Project	Estimate
Commercial landscaping company (improving curb appeal)	\$4,800
Annual tree trimming	\$3,750
Replacing fire suppression system in kitchen	\$2,200
Rodent issue resolution campus-wide (Admin Office Complete)	\$6,318
Striping parking lot, crosswalks, etc.	\$1,150
25 – 30 additional spaces by FLC (gravel & application)	\$3,000
Campus signage (entrances & hallways)	\$2,000
Finishing construction in the basketball court area by FLC.	\$4,200
Preschool Security system/ Monitor*	Pending
New telephone system**	Pending
Energy efficiency investment (Campus switching to LED)	Pending
Fencing for Campus***	Pending
TOTAL	\$27,418

- Day of Service (Youth Group/ Maxlife – May 7) collaborating with Brent Tallman
 - Mulch (FLC/ Preschool area)
- May Saturday Serve - FINAL
 - FLC – build piano cover
 - Repair/ paint gutters
 - Level sign at the front of the Church
 - Mulch rest of Preschool and garden

ADDENDUM II

Junior Warden's Report -- May 2016 (Vestry Meeting)

Complete

- Preschool request - removed vines in playground area
- Successful Day of Service by the Next Gen Leaders (May 7, 2016 - Brent Tallman led effort)
 - Mulch applied by FLC, playground perimeter & Preschool Office area
 - Painted cabinet in FLC
- Successful final Campus-focused Saturday Serve (May 14, 2016)
 - Repaired/ painted gutters by the front of Sanctuary building
 - FLC - built protective piano cover
 - Leveled sign in front of the Church

In progress

- Nursery – new carpet, cabinets
- Courtyard - repairing/ refinishing picnic tables in courtyard (Billy Jackson)
- Locksmith - push bars on doors in Barge Hall & FLC doors repairs
- Painting - paint cross on top of admin office (coordinate with cherry picker rental for parking lot LED light project)
- A/C - consult expert to resolve the airflow/ cooling issue with the kitchen
- Kitchen – sink drainage issue
- Admin Office – follow up on persistent rodent issue
- Electrical work
 - Replacing parking lot lights with LED \$1500 (work approved Feb. 2016 – Chuck Imo)
 - Adding lighting by Memorial Gardens (estimate requested Feb. 2016 – Chuck Imo)
 - Front lighted sign fixed (assigned April 2016 - Chuck Imo)
 - Kitchen – Fire Marshal requiring additional electrical work for new fire suppression system (assigned to contractor)

Under review

- Estimates for new phone system (pending - waiting to compare estimates received to Brian Willcox's research)
- Active security alarm monitoring for campus (working on estimates)
- Nursery needs - new carpet, cabinets, etc.
- Campus security review received from Lake Mary Police Dept.
 - Security camera system needed
 - Gates for the Preschool hallway areas
 - Inadequate exterior lighting illuminating sides of the building
 - Adequate fencing needed for the campus; especially by the Cross Seminole Trail on the north side
 - Easy roof access
 - Better campus signage needed
 - No code word for staff during an emergency
 - Active alarm system recommended
 - No Church policies for critical functions; keys, use of Church equipment/ property, financial security matters, better children & youth security (no student protection policy)
- Insufficient Building & Grounds budget – Requesting additional funds from the Vestry

Project	Estimate
Commercial landscaping company (improving)	\$4,800

curb appeal by supplementing annual grounds budget)			
Annual tree trimming (reimburse)			\$3,750
Replacing fire suppression system in kitchen (reimburse)			\$2,200
Rodent Issue resolution campus-wide (Admin Office Complete)			\$6,318
Striping parking lot, crosswalks, etc.			\$1,150
25 – 30 additional spaces by FLC (gravel & application)			\$3,000
Campus signage (entrances & hallways)			\$2,000
Finishing construction in the basketball court area by FLC.			\$4,200
Preschool Security system/ Monitor*			\$1,600
New telephone system**			\$3,000
Energy efficiency investment (Campus switching to LED)			\$89,486
Fencing for Campus***			\$85,000
Repairing /painting exterior walls of all buildings			Pending
TOTAL			\$206,504

*4 camera system, 8 line DVR installed (monitor & UPS not included)

**Ooma Business Systems 12 lines - \$240/ month + \$90 for landline + \$150 for Internet (starting July 2016)

***Firm estimate pending - covering 2800' @ \$30/ ft for 6ft aluminum, \$18/ft for vinyl coated chain-link fencing and gates (initial quote \$51.5K to \$85K)

**St. Peter's Preschool and Kindergarten
June 2016 Update**

Registration for 2016-17 School Year:

Due to very low numbers in our 2 day 3 year old class, we made the decision to open it to an Older Two's/Three's class. Our reasoning was two-fold:

- 1) Class size impacts social and emotional development. A class of 4 or 5 does not allow for the optimum opportunity in community building, collaborative play, and social skill building. Our curriculum for the 2's and 3's is heavily embedded in social and emotional growth experiences so we want to make sure we can provide an environment that provides those opportunities.
- 2) We are a ministry, but also a business. Operating a class of only 4 or 5 students would have a negative impact on the school's financial health.

Mrs. Jackie Pepe will be the teacher of the combo class, along with a full time assistant, Mrs. Crissi McGlynn. Mrs. Pepe is a veteran teacher of 2's and 3's and does not have any concerns with teaching a combo class, as the curriculums are very similar and our teachers regularly scaffold learning to meet the needs of each student year after year.

Enrollment Update as of June 16th

Twos- FULL (both Tiny Two's and Older Two's)

Threes – 25 out of 36 spots filled (3 day 3's and the new 2 day combo class)

Fours – 40 out of 41 spots filled

Kindergarten- 8 out of 10 spots filled

We continue to field interest calls and give tours to prospective families weekly.

Director Update:

-Our parent group, PALS, is beginning to work on Fundraising details for next year. We are continuing with our fall Cheers for Children fundraiser and will host our 2nd annual Cookies with Santa in December. We are also working on the idea of a family Sock Hop fundraising event in the spring.

-Wendy is meeting monthly with Charlie, Brent, and Wes as a collective group to work on ministry communications and partnership.

-Wendy will be working with Fr. Wes to update the chapel services and experience for our students. The goal is to incorporate some of St. Peter's Children and Youth leaders into the chapel ministry, and thus forming relationships and investing in our students and families. There is also a plan to move chapel to the morning instead of the current end of day schedule. This will allow for all students to participate (even those who are dismissed at noon) and truly help start our day focused on our great God!

-A teacher and parent survey was conducted through an online survey site in April and May. Results were very positive overall. We had close to 100% participation from teachers and over 50% participation from families. Wendy has passed along survey results to the School Executive Committee and Fr. Charlie for their input and she is working on addressing areas where improvements can be made.

School Executive Committee

-School Executive Committee member Jane Ashley resigned to focus her efforts on the capital campaign. Fran Masse accepted the invitation to fill her spot on the executive committee.

-After closely evaluating the current policies and procedures many revisions and updates have been made and are being reflected in both the employee and parent handbooks.

-Jen Plant (school bookkeeper) and Wendy are working closely with Pete Lyons, our School Executive Committee financial advisor, Fr. Charlie and Karen Williams with the goal of creating a strong financial plan as we move into our new budget year.

Thank you for your continued support of St. Peter's Preschool and Kindergarten! Please continue to lift our school, staff, students and families in prayer. Specific prayer requests would include: 3 year old students to fill our remaining 3 year old spots and GIRLS to fill our remaining Kindergarten spots.

Submitted by Wendy Berghane