

Vestry Meeting Minutes

June 20, 2016

7:00 – 9:30 pm

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

- I. Call to Order at 7:09 pm
- II. Devotion – Nehemiah 10:39
- III. Approval of the Minutes
 - a. Approved without edits
- IV. Building Committee Report (Ricci on behalf of Don Barnes)
 - a. Submitted changes to interior building design submitted to architect; external design is unchanged
 - b. Bishop Brewer has reviewed and provided input
 - c. Submitted request to City of Lake Mary to increase approved steeple height from 85 ft to 115 ft
 - d. Request \$27,900 approval to move forward: \$4500 for geotechnical work; \$21,000 for Architect fees to move into Design Development phase; \$2400 to update civil drawings
 - e. \$2.948 total estimate project cost as of June 2016; cannot anticipate further reductions until contractor selected
 - f. Line of credit taken out for Church on the Hill has been paid off using donations specific for Church on the Hill Campaign; 15645+60608 = over \$76,000 money paid for Church on the Hill in the past 2 months
 - g. If this \$27,900 is funded, the building committee can provide revised total project estimate in July/August
 - h. MOTION (RICCI): Fund the \$27,900 for the geotechnical work, architect fees for design and development phase and to update the civil drawings from the restricted funds. Second (IVANOV). Discussion. Unanimously passed.
- V. Warden's Report
 - a. Sr. Warden (Ricci)
 - i. Article in the Sanford Herald on June 8; Sanford Herald interested in following our project. Suggest promote the article on the screens and copy the article to hand out at services or include in an email blast and post to the Website
 - ii. Work in progress on Central FL Episcopalian article on not only the sanctuary, but also the missions and commissions of St. Peters. Post on website and article in next bi-monthly edition. Free publicity.
 - iii. Considering a Monthly/Bi-monthly article in bulletin "Warden's Corner" about what is going on and opportunity for dialogue, email, blog, etc.
 - iv. Meeting July 26 with Dan Webb and Sterling Center regarding green space allocation work and partnership to secure open field space; consider inquiring about fencing in the retention area

- b. Jr. Warden (Dawodu)
 - i. Request to repurpose a corner of the youth side of the Family Life Center (10x10) space into an office. Cost is \$3,000 as contractor's final estimate. Fr. Wes has raised a gift of \$3,000 to fund via corporate giving.
 - ii. MOTION (Nedved) Accept the gift of \$3,000 to build the youth director's office. Cost may not exceed gifted funds. Second (Willcox). Discussion. Unanimously accepted.
 - iii. Refer to Junior Warden's Report - Attachment 1
 - iv. Parameter fence – no City of Lake Mary code; must submit physical plan; Green, vinyl chain link fence; \$22,800 total estimate; suggestion to consider contacting the county or Trail Blazers to ask if they fund or partially fund this type of expense associated with the trail; in process of considering alternatives to reduce this future cost.
 - v. Request for St. Peter's policies on Keys, terms and restriction of use; consider adding to employee handbook; there are policies included in Safeguarding God's children. Consider partnering with Joe's Simonini ministry commission. Contact Karen Williams about protocol. Consider coincide new policy with gate. Consider getting procedures in place for moving forward

- VI. Treasurer's Report (Berghane)
 - a. As of May 31, -\$4175.00; accounted for by plate in pledge down approximately \$4,000 from estimate. Excellent job by staff in managing to budget.
 - b. As on May 31, MaxLife is -\$1600; entering high summer camp months now with a potential for high revenues and net profit; for the month of May +\$178.
 - c. School fiscal Year July 2015 through June 2016 outcome is estimated -\$10,000 attributed to one-time cost of transition to new director. School is planning for new reoccurring pension costs that go into effect in the July 2016 – June 2017 fiscal year – a Diocesan requirement

- VII. Architectural Committee Reports (Ivanov) – Covered above in Building Committee Report

- VIII. Capital Campaign Committee Report (Mealor)
 - a. Steering Committee group to pause visits due to vacations, etc. and focus on recruiting additional visitors to resume in August
 - b. 250 household estimate has increased to approximately 314 St. Peters households due to new members and ongoing database clean-up as a result of campaign
 - c. Working to clarify member speculation related to the campaign with facts; inform regarding excitement. Letters will be sent to congregation this week.
 - d. Go/No go decision is not now; end of year. As of now, we are on track
 - e. Fr. Holt encouraged Vestry to communicate updates, Sr. Warden report, Jr. Warden report, Treasurer, etc. Give face and voice to who Vestry is and what they do
 - f. Entering Phase 2 – continue to hold 'Fun'-raising events to keep the momentum going; also creating lower-budget pamphlets to hand out with pledge cards; planning to enable web-giving option

- IX. Rector's Report (Holt)
 - a. Attended the service for the Orlando victims at the Cathedral on June 19, 2016
 - b. Initiated Monthly Leader committee meeting – Rectors, MaxLife Director, Pre-School Director and focus is Accolades: Vision Mission and Accountability: Financial targets, partnering across the church, bulk purchasing, etc.
 - c. Taking vacation the monthly of July; planning to return to serve worship services the last two Sundays and will attend Bishop Brewer's event and occasions as needed

- d. Working to get Commission heads in place
 - i. Ministry - Jo Siminini
 - ii. Fellowship – in progress
 - iii. Discipleship - in progress
 - iv. Need to identify Worship commission and Mission commission lead
- e. Fr. Holt received a \$30,000 grant for Anglican Children’s program for the Episcopal Church
- f. Max Life camps have full enrollments; great volunteers and staff working together. Middle school and high school volunteers are waking up at 4:30 am to volunteer. Invited Vestry to Closing ceremony on Friday’s at 5:30 pm in the sanctuary

X. Old Business

XI. New Business

XII. Adjourn with The Lord’s Prayer at 9:35pm

ATTACHMENT 1

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

Complete

- Locksmith - FLC utility/ storage door lock core replace (\$100)
- Locksmith - FLC office doors and FLC entrance doors (\$700)
- Kitchen – sink drainage issue resolved (\$215)
- Kitchen – Icemaker repaired (\$110)
- Admin Office – followed up on persistent rodent issue (warranty from contractor to resolve)
- Sacristy - new blinds installed

In progress

- Front lighted sign fixed (work approved & assigned April 2016 to Chuck Imo) - quoted \$216
- Repair/ painting – FLC lobby & Barge Hall (after Summer Camp in July/ August) - quoted \$1100
- Kitchen – contractor completing electrical work for new fire suppression system this week quoted - quoted \$1287
- Basketball court area/ rear of campus drainage issue (Don Barnes submitted a comprehensive repair plan)
- Campus – selection of company for new phone system almost complete
- Gates for the Preschool hallway areas (2 appointments set for this week)
- Courtyard - repairing/ refinishing picnic tables in courtyard (Billy Jackson)
- Painting - paint cross on top of admin office (coordinate with cherry picker rental for parking lot LED light project)
- Policies needed
 - No code word for staff during an emergency
 - No Church policies for critical functions
 - Keys – use and who gets them
 - Use of Church equipment/ property
 - Financial security matters
- Electrical work
 - Replacing parking lot lights with LED \$1500 (work approved Feb. 2016 – assigned to Chuck Imo)
 - Adding lighting by Memorial Gardens (estimate requested Feb. 2016 – assigned to Chuck Imo)

Under review

- Nursery - new carpet, cabinets
- A/C - consult expert to resolve the airflow/ cooling issue with the kitchen
- Additional campus needs brought to the Vestry's attention

Project	Estimate
Commercial landscaping company (improving curb appeal by supplementing annual grounds budget)	\$4,800
Striping parking lot, crosswalks, etc.	\$1,150
25 – 30 additional spaces by FLC (gravel & application)	\$3,000
Campus signage (entrances & hallways)	\$2,000
Drainage	\$4,200
New telephone system	\$4,500
Energy efficiency investment (Campus switching to LED)	\$89,486
Fencing for Campus*	\$22.5K- \$100.5K
Repairing /painting exterior walls of all buildings	Pending
TOTAL	\$131.6K - \$209.6K