

February 23, 2021

# Vestry Minutes



**Members in attendance:** Hal Evans, Kathy Field, Chris Goode, Susan Homar, Ken Hubbard, Kathryn McLearn, Jim Toedtman, David Neises, Sally Robinson, Lyndall Stanley, Suzanne Thomas, Trevor Walker, Adrienne Williams, Rev. Kelly Steele, Rev. Hunt Priest.

**Also in Attendance:** Canon Loren Lasch, Diocesan Canon to the Ordinary; Doug Eberle, Finance Chair; Pete Kastner, Treasurer; Susanne Evangelista, Clerk.

-The meeting was called to order at 5:36.

-Hunt reflected on the roles of vestry and clergy. The executive committee is made up of Jr. and Sr. Wardens, Rector, and the Treasurer. The vestry is a council of advice and partner in ministry. Clergy need to work very closely with the leaders—vestry and lay leaders. Vestry members also have a point of contact for each working ministry group.

-Hunt led a brief order of evening prayer.

-Hal led a reciting of the Vestry Covenant.

## Consent Agenda:

January minutes were approved via email.

## Church Administration:

### **Review: Treasurer's Report (Pete and Doug)**

Vestry members reviewed the financial reports ahead of the meeting. Doug noted that budget numbers will be adjusted based on monthly income. The pledge line shows a large number due to pre-paid pledges: ~\$117,000 for 2021 (vs ~\$195,000 for 2020).

There were no questions or comments.

### **Action: Checking Account Signatories (see attached)**

The motion was approved.

### **Discussion: Vestry Working Session (Hal)**

The working session is this Saturday, February 27 from 8:30am - 11:30am. The agenda and read ahead documents will be sent to Vestry members via email.

### **Action: Appoint Clerk, Treasurer, Finance Chair, Chancellor**

The Vestry elected Susanne Evangelista as clerk, Pete Kastner as Treasurer, Doug Eberle as Finance Chair, and Patty Morgan as Chancellor.

Ken asked who is handling insurance for the church as our representative to the insurance company. Hal will call the broker and take the lead for now.

### **Action: Elect Junior Warden**

Hunt encouraged the vestry to discern who might be a good Jr. Warden. This will be discussed on Saturday at the working session. Duties are articulated in the Vestry Resource Guide.

### **Discussion: Bylaws Review**

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Hal encouraged the vestry to review the bylaws and highlight any areas that need revision. Bylaws review to be discussed at the Vestry retreat on Saturday, February 27.

## Church Mission/Ministry:

### **Action: Appoint 2 members to Planned Giving Task Force (Hal)**

Hal informed the Vestry that Chuck Koepke and the endowment board are ready to reactivate the planned giving task force. Two members of the Vestry will be appointed to work with the task force.

### **Discussion: Shredder on-site for whole community (Adrienne)**

Adrienne had been brainstorming hosting a shredding event for the parish and their networks. She contacted the Presbyterian church, and they are not doing their event this year due to COVID. Shred Nation has a one-time event for \$99 per 300 lb of paper. March 22-23 are considerations for a date.

Lyndall asked about the heavy lifting for the event. Adrienne said the shredding company would assist. Ken expressed optimism that the event's profitability could be greater. Presbyterians ask for donations, and this could possibly be beneficial for St. Peter's. Hunt suggested vestry members discuss with Adrienne to nail down more information on the event. Ken volunteered.

### **Discussion: In-Person Worship (all)**

Hunt said a longer discussion about this will happen on Saturday—particularly about Holy Week and Easter.

Canon Lasch said new guidelines will be released presently. These are close to those that were released ahead of Christmas. They are more simplified—indoor: 50 people for one hour; outdoor: 75 people for 1.5 hours. Nurseries, in person meetings, soloists, etc. are addressed. Also, this is the minimum and more strict guidelines are allowed on a parish by parish basis. However, the guidelines may not be relaxed. Using the word "safe" is not helpful. A hybrid gathering with both indoor and outdoor is possible as well. Distance and masking indoors are still necessary.

Hunt asked if multiple gatherings are allowed indoors. Canon Lasch said cleaning and airing out the space would be encouraged between.

There is nothing in the guidelines about vaccines yet as it is not certain that those who have not had vaccines are not carriers.

## Building and Grounds

**See Ken's report for February (attached)**

### **Action: Cleaning Contract and Power Washing**

Ken reviewed the power washing action item, and the Vestry approved it. A contract is to be negotiated by B&G between St. Peter's Church and Super Clean Power Wash in the amount of \$341. The work is to be done as soon as possible but to be completed before Palm Sunday at the very latest.

The cleaning contracts were reviewed by Ken.

Lyndall asked what amount was spent in years past, can we afford this, and is Nate capable or have flexibility? Ken said a prior sexton cleaned. When he left, St. Peter's hired 360 Clean. When Nate was

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hired, 360 Clean was let go. Ken asserted he does not think a single person can clean this entire space alone.

Hal said the church needs to be cleaned normally, not necessarily to meet CDC guidelines but in general. He suggested monthly or bi-weekly routine cleaning. The areas are daunting for just the sexton to accomplish. Hal suggested a one-time cleaning as soon as possible and negotiate the contract moving forward.

Canon Lasch referenced the guidelines saying any spaces unoccupied 7-10 days need routine cleaning.

Kathryn asked about the kneelers. Hal suggested the B&G committee come up with a recommendation. Chem-Dry will be considered. Kathryn and Ken will be in touch to discuss.

The Vestry approved Action Item 2 with amendment. The B&G is to negotiate a contract with 360 Clean for regular commercial/industrial cleaning of the narthex, nave, transepts and choir. No CDC cleaning materials or practices are to be included in the contract. This work to be on a bi-weekly basis until Easter and then renegotiated with 360 to determine the best course of action going forward. The actions going forward could include a reduction in the cleaning to once per month, it could include continuing the bi-weekly cleaning but at a reduced scope or it could include leaving the status quo in the contract. All to be determined immediately after Easter.

## Closing

Hunt shared about being part of a study with John Hopkins and NYU about depression, anxiety, and addiction. Religious or mystical experiences were measured in clergy and religious leaders against those in the study. He has been asked to lead a non-profit at the intersection of various institutions, and he has accepted this call. Hunt announced his last Sunday as St. Peter's Rector will be April 11. He will send out an email announcement to all members of St. Peter's congregation at the conclusion of the Vestry meeting.

Canon Lasch asked staff and clergy to leave the meeting for a vestry discussion at 6:55 pm. Canon Lasch then proceeded to present options available to St. Peter's in terms of calling clergy leadership and answered questions from Vestry members. Canon Lasch, Pete, and Doug then departed the meeting, and the Vestry went into executive session. During that session the Vestry voted unanimously to pursue the process of calling the Reverend Kelly Steele as Priest-In-Charge upon Hunt's departure on April 11.

Hunt was then called back into the Vestry meeting by the senior warden.

Hunt led a closing prayer.

This meeting was adjourned at 7:32.

The Vestry working session is Saturday, February 27.

The next Vestry meeting is March 23 at 5:30 pm.

Respectfully submitted,

*Susanne Evangelista*

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## BUILDING AND GROUNDS

### EXECUTIVE SUMMARY OF REQUESTED ACTIONS

The Committee is requesting that the Vestry consider and vote on two proposals. Committee recommendations are herein included. Options are listed in the body of the report.

1) The Committee recommends an expenditure of \$ 341 for power wash cleaning of the main facades of the Church. If approved, this work will be awarded to Super Clean Power Wash of Savannah Georgia. This work was not bid. Super Clean has worked for the Church in the past with great success. Under ordinary circumstances and if the value of the contract were higher, bidding would be in order.

2) The Committee recommends an initial expenditure of \$1,178 for cleaning and sanitizing of the Sanctuary Building Complex including the nave, apse, narthex, rear hall, choir room, sacristy and two toilet rooms according to CDC guidelines prior to reoccupancy of the Sanctuary before Palm Sunday. In addition, the Committee recommends a cleaning expenditure of \$344 per week after Palm Sunday per CDC guidelines for the nave, apse and narthex only until the Diocese recommends a further reduction in occupancy requirements and level of sanitizing. The Committee further recommends an expenditure of \$ 275 for a regular weekly cleaning of the Sanctuary nave and narthex only after Covid. This regular cleaning to include cleaning and polishing of all woodwork, vacuuming and moping and waxing of the floor. All of the above will be in contract form with 360 Clean. The contract may be terminated by either party with 30 days written notice. The Committee is recommending professional cleaning of the Sanctuary on a regular basis because it must look good for the congregation, appear clean in our new streaming system and to reduce the cleaning load on our Sexton. The proposed 360 contract form has been reviewed by Diocesan Chancellor Jim Elliott who has suggested some revisions. Those revisions will be negotiated with 360 if the Vestry approves the structure and costs.

## REPORT

1. Super Clean Power Wash provided three prices to the Church. One price was all inclusive including Sanctuary, Breezeway, Parish Hall and Offices, Sidewalks and Paver Pads, Ark, Signage for \$ 1,780. One price was inclusive of All Buildings and Support Structures, Ark and Signage, Sidewalks and Paver Pads for \$ 1,500. In the interest of austerity and main façade appearance, the Committee made their recommendation.

2. McDevitt Air maintains our HVAC equipment. They were asked to provide pricing for upgrading the HVAC system in the Parish Hall so it could be used for services and for rental. They provided two prices \$ 12,900 and \$11,500. The difference was in the quality of air filtration and the ease of access to the air filters. Based on the unknown timeline for reoccupancy of the Sanctuary, the unknown rental value of the space, and in conference with Clergy, the costs of both upgrades were determined to be prohibitive compared to an unknown value. In the interest of austerity, the Committee recommends not pursuing either of these upgrades.

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3. The Committee bid cleaning of the entire Church, various components and the Sanctuary as separate bids to four reputable cleaning companies. Of the four, one was much higher than the other three, one was marginally higher and their proposal contained a time limit to which the Church could not agree. The other two bidders had competitive prices. 360 Clean was the low bidder. 360 Clean was preferred by Vestry and Clergy because of their good reputation at the Methodist Church on Skidaway and the fact that they had worked at St. Peter's during an interim period between Sexton's Billy and Nate.

4. Walter Hough continues to research energy savings from our utilities. He has spoken with the Diocese, Georgia Power and Trane to date. He is also looking into a company that replaces lamps and tubes in lighting and guarantees to generate savings.

5. Walter Hough and Art Chapple continue to negotiate with Grassmasters Lawn Care for a reduced scope of work and monthly expenditure. They may recommend bidding to three lawn care contractors. The Grassmasters scope of work is vague and has holes and there is no contract, only a monthly charge. They are also researching the lawn irrigation system. This work is apparently not under a contract. There may be a cross connection between municipal water and our wells.

6. Stu Evans is working on interior and exterior cleaning. He has been involved in both recommendations of the Committee listed above.

7. Dick Sullivan is researching the existing Sanctuary duct work for long term viability. He is also working on control of the roof water runoff on the south side of the Sanctuary.

8. Mark Forsell, Phil Snyder and Phil Turek are in charge of HVAC maintenance. They recently supervised McDevitt's semi annual maintenance work. They are working with McDevitt to button down the exact scope of McDevitt's work for contract clarification. With McDevitt they designed the Parish Hall HVAC system upgrades and were involved in the Committee recommendation listed above.

9. Alice Wright has developed a design for foundation plantings along the south side of the Church to hide the new streaming conduit, to protect the side wall of the Church and to beautify the façade of the Church most visible from the main street. She is in the process of obtaining pricing for Holly Compacta.

10. Ken Hubbard has laid out a new single path through the pines with Dick Sullivan. He is working on getting information together for bidding of the work with three RFP structures, eliminate the existing paver paths and use the pavers for water control on the south side of the Sanctuary, a new concrete path and, a new gravel path reusing all existing pavers.

11. Ken Hubbard is responsible for examining the roof shingles and flashings for longevity. Rain is the excuse he is using for not getting in the high lift and getting the report finished.

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12. Ken Hubbard is responsible for researching and reporting on the condition of the Chapel stained glass window. He has contacted the stained glass company that gave the Church a proposal last year. The scope of their work will be reviewed before a recommendation is made.

13. Ken Hubbard has repaired all loose Sanctuary floor tiles. However, there are many broken tiles. He will call DalTile and other local distributors to see if replacements can be obtained.

14. Nate Hodges is working on locating any available floor tile for Sanctuary floor repair as well as coordinating with the Committee on various projects.

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## FINANCE COMMITTEE

### EXECUTIVE SUMMARY OF REQUESTED ACTIONS

The following motion requiring Vestry action was approved at the Finance Committee meeting on February 18, 2021.

❖ South State check account authorized signatories.

The committee unanimously approved the following five individuals as authorized to sign checks for the operating fund checking account at South State Bank:

- o Douglas Eberle
- o Deborah Giordan
- o Peter Kastner
- o Steve Langston
- o John Sobke

This change reduces the number of authorized check signers since fewer checks require two signatures. Mark Forssell, Dave Howell and Jim Morgan will no longer be authorized to sign checks. The Finance Committee thanks them for their years of service. Everyone on the above list is currently authorized to sign checks. The signature list is effective with Vestry authorization and completion of paperwork required by the bank. The authorized signature list was last updated in October 2020.

**Motion:** The Finance Committee recommends approval of the above authorized signature list.