

GRACE EPISCOPAL CHURCH

Windsor, Connecticut

February 14, 2023

Call to Order

Attendance

Because the vestry meeting was held via Zoom and recorded for future viewing, formal attendance was not taken.

1. Opening Prayers

The January 10, 2023, Vestry Meeting was called to order at 7:05 p.m. with an Opening Prayer by the Senior Warden Debbie Hutchinson.

2. Additions/Deletions to the Agenda

4. Financial Reports

c. Parish Awareness of Finances and Ongoing Activities

6. New Business

e. Removal of Food Pantry Walls and Use of Food Pantry (combined).

3. Approval of Minutes

A motion was made, seconded, and carried to accept the minutes as written from the January 15, 2023 Vestry meeting.

4. Financial Reports

a. Review Actual

Treasurer Larry Young reported that the budget will not be complete until the full impact of Chip's retirement is realized. So far this year, the operating fund has a \$9,000 deficit. He stated that money from pledges comes in slowly at the beginning of the year. When compared to last year, we have a similar number of pledges. Many other costs have gone up. There have been no changes on the revenue side. Larry stated that the reserve has been used to pay bills. In the future, the vestry will have to decide to move money from the Tuttle Fund to the Operating Fund.

Larry reported that the repairs from the burst pipes in the nursery will exceed \$5,000. The insurance deductible is \$5,000. Every repair expense greater than that will be covered by insurance. Larry stated that abnormal and unanticipated expenses will have to be covered by the Tuttle Fund.

b. Parish Awareness of Finances and Ongoing Activities

A discussion took place regarding how to make the parish aware of the money being spent on regular and unanticipated expenses. A suggestion was made to have a vestry representative speak to the parish. Larry made a motion that the treasurer present a quarterly financial summary to the

parish with a recap to be published in the weekly bulletin and major events will be reported in the weekly bulletin. The motion was seconded, and it passed unanimously.

5. Old Business

a. Streaming Update

Dave Stender reported that not all of the streaming equipment is at the Church at this time. The speakers, which were originally expected in March or April, will arrive much sooner. When all of the equipment has arrived, the installation will be scheduled. Access to our channel will come through YouTube. Dave stated that he wasn't sure if the installation and training would be completed by Easter. A discussion took place regarding who would be trained to run the system. Debbie stated that a core group of folks needs to be identified to run the system. When it is up and running, only one person will be needed to run the system for a service. Ian Rickard volunteered to help and Dave will look for other volunteers when everything is installed.

b. SPC

The report was not presented at this meeting.

c. Electrical Update

Larry reported that several electrical issues have been taking place in the Church. Not enough voltage is getting to the automated thermostats. The hum from the organ may also be caused by the voltage issue. The electrician is looking into the problem. Larry also reported that new light fixtures were ordered and installed in the hallway by the office. The hallway is dark and the lack of light is a hazard especially on the stairs going into the sanctuary. A discussion took place regarding lighting in the Music Room and possible suggestions found in the Strategic Plan.

6. New Business

a. Status of Father Chip

Debbie Hutchinson reported that Father Chip's surgery was successful but that he is feeling a lot of discomfort. She stated that the Diocese currently has about 60 churches with rectors retiring. The representative from the Diocese who will guide us in the process of choosing a new rector is not scheduled to work with us until this summer. The representative did tell Debbie that we need an updated website to help us in the process. Debbie will contact Jenny Hawran regarding how to make changes and updates to our site. Bonnie Yosky is looking into finding supply priests to help fill in for some of our services this summer.

b. Selling of Organ Pipes

Debbie stated that there is no need for the organ pipes and the suggestion has been made to sell them to bring revenue into the Church. It was decided to get information regarding the value of the pipes prior to reporting to the parish. Larry Young stated that they will give an update to the vestry at next month's meeting.

c. How to Pay for the Organ Computer

Larry reported that in the past six weeks, the Church has purchased three computers: the rector's computer, the finance computer and the organ computer. The purchase of the first two computers was voted on by the vestry with the money coming out of the Tuttle Fund. Since replacing

computers is an operating expense, the money to pay for the organ computer will come out of the operating budget and the expense does not have to be voted on by the vestry.

d. Frozen Pipes/Water Damage

Larry reported that during the very cold snap, a radiator in the nursery broke and was spewing water. Nunes Plumbing repaired that break and found four more breaches in the pipes in the nursery and the former Food Pantry office area. There is currently no heat in the lower level of the Church. Serv-Pro came to clean up the water in the nursery. Serv-Pro reported that the tile and the rug will have to be removed. There is a concern that the tiles contain asbestos, and an abatement may be needed. The water also got into the sheet rock and the studs; they will need to go up about two feet to assess the damage. The plumber feels that all of the pipes need to be repaired so they can see if there are more leaks. A blower/heater on the back wall of the nursery was damaged and it will cost between three and five thousand dollars to replace. Hopefully, the insurance will cover the expenses. All of the frozen pipes were caused by air infiltration so all of those areas need to be sealed up. The radiators and registers in the Music Room are blocked by furniture and they need to be exposed. The vestry thanked Larry and Ian for their work in handling this crisis.

e. Removal of Food Pantry Walls and Use of Food Pantry

Debbie stated that Pat Ould made a request to have the temporary walls of the Food Pantry removed for more room in the Lower Parish Hall; this would facilitate larger groups meeting there. It was noted that the space was also being considered to temporarily store the Church archives. A discussion took place regarding this request. After thoughtful discussion, it was decided that the request would not take place at this time due to the expense of unexpected repairs in the Church and the need for a dry space to store the Church archives. Debbie also stated that she will meet with Jenny Hawran regarding the needs of the Archive Committee.

f. Furniture in the Music Room

Larry stated that the plumbers feel that the Music Room contains too much furniture that is blocking the radiators. The furniture is also currently housing some of our archival materials that need to be evaluated and stored. A motion was made and seconded to have the music room furniture assessed with the goal of freeing up the registers and radiators. During a discussion, it was decided that a timeline of two weeks would be given to complete the assessment and furniture moving. Dave Stender will take pictures, and work with Father Chip and Mark Child on determining which furniture should stay. The motion was voted on and it passed unanimously.

7. Questions, Concerns and Comments

- A request was made for a sharing of the SPC report by Ken Roach.
- Dave Stender suggested the Church participate in some fashion during the May 13th festivities on the Green. Finding a way to bring revenue to the Church during this time would be an asset and it would be a way for folks to visit Grace.
- A suggestion was made to advertise to the parish that vestry meetings are open to the congregation. If a meeting is to be held via Zoom, everyone should have access to the Zoom invitation. This information will be emailed to parishioners.
- Dave Stender suggested that the cost of having a supply priest should be shared with the parish so that everyone understands the added expense. Supply priests currently charge \$250 per day plus 65 cents per mile for travel expenses.

- Debbie Hutchinson noted that she and Connie Hegarty have been certified to conduct morning prayer services. She stated that the Diocese is offering leadership training, and anyone can join. More information on the training will be posted.
- Larry stated that our parish administrator, Bonnie Yosky, has taken over many responsibilities at Grace. He noted that regardless of the fact that she is contracted to work 20 hours per week, Bonnie works many more hours for Grace. The vestry thanks Bonnie for her hard work and dedication to Grace. The vestry needs to be mindful of the many requests that Bonnie is asked to take on.
- It was noted that because of the water pipe issue, the nursery is unavailable at this time. The ushers will be asked to let parishioners with small children know about this situation.
- The next vestry meeting will be Tuesday, March 14th.

With no further business before the vestry, Debbie Hutchinson made a motion to adjourn the meeting at 9:02 p.m. The motion was seconded and carried. Debbie led the vestry in saying a closing prayer.

JoAnne McLeod, Clerk