

Fork Church Vestry Meeting Minutes

February 23, 2014

Those Present:

Rick Alderman	Paul Newell
Michael Woods	Mac Chenault
John Rickman	Jim Smythe
Jennifer Smith	Scott Smythe
Tony Droppleman	Ruth Partlow
Andie Warfield	

1. The meeting opened with a prayer. The meeting was formally handed over to Senior Warden to conduct. We shared positive happenings at Fork in the past month – Bob and Ruth involvement with the services and pastoral care, Melissa Hawks as our organist and her working with the children, the upcoming Fork Opera, allowing Holland to be an acolyte before she was eligible, Bob and Ruth getting to know and enjoy the many members of the congregation.
2. Review and approval of the January meetings postponed until next meeting. No copies of the minutes were available for review. No agenda for this meeting was available.
3. Reviewed and approved the January Financial reports
4. Hugh Campbell had two presentations
 - a. Recommend that we look into timbering the 60 acres that Fork owns directly behind the church property. Property was purchased in the 1840's. Hugh has been working with Michael Woods on this. We need to find out if there are any deed restrictions that would disallow us from timbering it. We discussed getting a Forester in look at the trees and give us an estimate of worth. Discussed getting three bids for the trees. Bids to include information on staging, insurance and road rehabilitation. ACTION: Michael Woods to investigate getting estimates and bids.
 - b. Many on the cemetery stones need to be re-engraved so that the inscriptions are not lost. ACTION: Hugh to get an estimate for this work.
5. Presentation by Graeme Alderman on the Fork Church sign. Graeme would be doing the church sign as his Eagle Scout project. The benefits to Fork would be that the community would know that we are a functioning and alive parish, not just a museum. Some funding from the church would be requested. Time frame for completion is May 2014. ACTION: Graeme to provide option on designs for review and approval. Need to estimate the lead time and cost estimates
6. Stewardship Update, No update
7. Sexual Misconduct training is required for all new vestry members that have not taken the class in the last three years. It was discussed that Melissa Hawks and Cathy Thomas should take this training as well since they are working with the children. ACTION: Jennifer to follow up on times and locations of training.

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8. Liaison Reports:

A. Finance

- Approved finance reports to be filed for audit. ACTION: Jacquie to file them online. Ruth to assist with getting the uploaded. Mission

B. Administration

- Discussed need for updated technology
- ACS software is currently being used but not the full program. We are using an income/membership module. The module is income only and not used for accounting for operational expenses.
- Backed up CD are in the locked cabinet in the office. Court has a key if access is needed.
- Discussed the pros and cons of a remote access system, the system that we have and what benefits would we gain/have with each. ACTION: Scott to get with Lisa Licata to discuss how to remote access the email and the computer in the office.

C. Buildings and Grounds

- We have a proposal for \$1,200 for the needed roof repairs to the church building. The proposal was accepted and executed by the Treasurer and Jr. Warden.
- Septic Tank Cleaning, waiting for the company to say that can do the work once the ground dries out.
- Fuel tanks, discussed what the best option would be to either remove them, replacement or just get heat pumps. Cost estimates on the options are needed along with a professional opinion on what would be the best route to go. ACTION: Rick to get options and estimates on this work.
- Wiring in the parish house need to be inspected to see if the old knob and tube wiring is active or if it was never removed. Any wiring improvements that might be needed should be considered to be done at the same time the kitchen is renovated.
- Drainage and water problems in the basement Jeff McKinney proposed a two-phase approach. First phase of adding a gutter to the front and back of the kitchen addition to help move the water away from the foundation has been completed. Second phase would be in the spring; he would dig out the foundation and waterproof the exterior wall. Jeff would need help with the excavation. ACTION: Rick to follow up with Jeff McKinney as well as Mike Thomas.

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- Maintenance of the Stations of the Cross. Currently the lawn service contract does not include any maintenance of the Stations of the Cross. The Stations of the Cross was an Eagle Scout project a few years back. We discussed that adding the maintenance to the lawn contract would add to the cost of the contract. Jim Symthe suggested that maintenance of the Station of the Cross be done by the Youth Group as Stewardship as part of their contribution of time and talent. ACTION: Jim to schedule youth to maintain Stations of the Cross.
- A list of proposed item for upkeep of the church property was provided by the former B and G chairman, Court Warfield. ACTION: Rick and Michael to touch base with Court on this.
- Mulch pile. ACTION: Rick to touch base with Tish to and the mulch spread.

D. Kitchen

- Much discussion was had about what scope of work and intent of the kitchen renovations. It was suggested that we prepare a Request For Information (RFI) and send to three architects for their professional input. ACTION: Andie to draft RFI, Paul to provide list of 3 architects, Rick to contact Boo and let her know what is happening.
- Discussion of funding of the kitchen. Review of available funds that would not reduce interest income. ACTION: Andie, Scott and Michael to meet to discuss sources of funding the kitchen renovation.

E. Christian Formation, no report

F. Pastoral Care

- All shut ins visited
- Schedule visit with James Palmer. ACTION: Bob and Ruth.
- Schedule training for LEM's to do pastoral care visits and take communion. ACTION: Ruth to schedule training
- John, Bob, and Ruth to schedule additional visits.

G. Search Committee, no report.

H. Parish Life, no report

I. Worship

- Music workshop on March 7 and 8. It was suggested that we have Melissa attend. We discussed how she would be paid for her time. It was agreed we would pay the entrance fee along with an hourly rate of \$25. ACTION: Jennifer to contact Melissa about the training.

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9. Closing Prayer

Respectfully submitted,

Paul Newell