

Fork Church Vestry Meeting Minutes

March 16, 2014

Those Present:

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

Absent: Jennifer Smith, Mac Chenault

1. The meeting opened with a prayer. The meeting was formally handed over to Senior Warden to conduct.
2. Graeme Alderman provided an update on his Eagle Scout project, a new sign for Fork Church.
 - a. County approval will be required and Graeme needs a church member to submit the request.
 - b. Proposed design was a brick base with vertical metal pipes with a wooden Episcopalian banner with Fork Church and other information
 - c. Fund raising is still needed. Lowes and Home Depot would help with the construction materials depending on the quantity.
3. We shared positive happenings at Fork in the past month – Talk center around the Fork Opera that was the night before. Good fellowship was the main topic.
4. Reviewed and approved the January and February meetings. ACTION: Jacquie to post minutes to the website
5. Reviewed and approved the February Financial reports
 - a. Andie noted that we have a high number of annual pledges that are paid in a lump sum.
 - b. Financial reports to be revised to show current month and year to date.
 - c. ACTION: Andie to look into options for auto pay of pledges.
 - d. What line item to do we apply the Forrester's invoice from. Andie was going to look at the delta amount from last year and bill against that.
 - e. Voted to add a line item for extra building items.
6. 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.
7. Liaison Reports:

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A. Finance

- Approved finance reports to be filed for audit. ACTION: Jacquie to file them online. Ruth to assist with getting the uploaded.
- Scott mentioned that he has two members on the committee. He will approach Mac about switching liaison areas with him.

B. Mission

- Jim had no update.
- Wood ministry has been working the last 3 to 4 weekends splitting wood and making 3 to 5 deliveries.

C. Buildings and Grounds

- Septic Tank Cleaning needs to get done after the backup we had during the Opera.
- Once septic is pumped, Charles Francis will look to see if there is a blockage in the drain line.
- Church Roof repairs complete
- Blower motor on the one furnace in the Church building complete.
- New heat pump units to be installed next week.
- Update on the possible timber sale. We would need a survey to ensure that we stay with the property lines of the church.
 - We want to ensure we leave a good buffer between our property and adjacent home owners.
 - Value of the backside of the property greater than the front side.
 - Estimated value between 40K to 70K
 - Vestry should walk entire property prior to any work being done.
- Fire Extinguishers will be updated/replaced next week.
- No update in re-engraving the cemetery stones.
- Mulch pile will be spread by the youth prior to Easter.
- It was suggested we try to have a cleanup day prior to Easter.
- A need for communication between the church building and parish house was discussed. ACTION, John Rickman to donate walkie talkies to see if they will work.

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- ACTIONS: Andie to get list of approved contractors to both Rick and Michael. Michael to get report on the timber prior to the next vestry meeting.

D. Kitchen

- Copy of the proposed RFI was circulated for review. There was discussion about the steps, the use of the space by the flower guild and the youth group rooms. ACTION: Andie and Michael to send the RFI to the Architects that we have identified.

E. Christian Formation

- Stations for the cross to be maintained by the youth group
- Youth to spread the mulch pile

F. Pastoral Care

- Making a few calls.
- Talked to Mac and got a cookbook for him.
- Sent out cards.
- Ruth to contact Phyllis Bagby

G. Search Committee

- There are three candidates
- Committee needs to be re-energized

H. Worship

- Ruth mentioned that the South Dioceses of Virginia has Sexual Misconduct training on line. ACTION Ruth to check to see if it is available. Paul to email Jennifer about this.

I. Parish Life, no report, Mac was not present

J. Administration

- ACTION Paul to contact Ali Joy about the status of the committee.
- Do we move forward with Constant Contact and who would administer this?
- We need to get Jacquie up to speed on uploading information to the website. We need to get a starting point for Jacquie. ACTION
- 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. We use QuickBooks for the

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expense side. ACTION Scott to prepare a comparison of ACS and Church Windows.

- It was discussed to make Melissa a permanent employee. ACTION: Paul to discuss with Melissa.

K. Other Business

- Access to discretionary Fund discussed. Ruth request that a separate checking account be established to allow the rector of Fork Church to handle funds as needed. ACTION Andie to see what it would take to establish separate discretionary fund checking account with SunTrust and fees that might be involved.
- Ruth has been requested to prepare a list of need for both the liturgy and the office so we can prioritize and fund them as possible. ACTION: Ruth to prepare list.
- Next Vestry Meeting was moved from April 20, Easter Sunday to April 27th.

8. Closing Prayer

Respectfully submitted,

Paul Newell