

## Fork Church Vestry Meeting Minutes

April 27, 2014

### Those Present:

Rick Alderman	Paul Newell
Michael Woods	Andie Warfield
John Rickman	Jim Smythe
Jennifer Smith	Scott Smythe
Tony Droppleman	Ruth Partlow
Bob Partlow	Mac Chenault
Bo Smythe	Jeff McKinney
Teresa Kestner	Tish Iorio
Mark Licita	

Absent: None

1. The meeting opened with a prayer. The meeting was formally handed over to Senior Warden to conduct.
2. Mark Licata provided an update on the search committee.
  - a. Group is re-energized
  - b. Interviewing Candidate next week.
  - c. Parish Profile graph needs to be updated with current numbers. ACTION: Andie to get revised numbers to Mark
  - d. ACTION: Vestry to revisit compensation offering
3. Boo Smythe provided Kitchen Committee report
  - a. Review was provided of the history of the Kitchen Committee including steps taken.
  - b. After review and conversation, Mac made a motion to accept the proposal by Bromac Construction (Jeff McKinney) including all options. The motion was passed.
  - c. Final Drawings will have architect stamp.
  - d. Funding of the project to be discussed by the vestry during special meeting, date to be determined.
  - e. Since we are moving forward with this project with other bids as required by the Fork Church Bylaws, a waiver will need to be prepared. ACTION: Andie to write waiver for vestry to execute.
4. Rick Alderman gave an update on the sign. County required that the permit to construct the sign be submitted by a member that has been approved by the vestry to act on their behalf. The vestry approved Rick to serve in this capacity.
5. Sharing of Positive things from the last month.

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- a. Bob and Ruth are a blessing
  - b. Easter Sunday, 165 People in attendance
  - c. First Sunday after Easter, 77 people in attendance for the Youth Service.
  - d. Clean up day, all pitched in and many tasks completed.
6. Minutes for the March 16 2014 Meeting were reviewed and approved.
- a. Paul to restate action items
7. Due to Bob and Ruth being out of town, next vestry meeting will be Tuesday May 20 at 7 PM.
8. Phone System, Tony to look into what we have and advise by 05.03.14. ACTION: Report at vestry meeting is findings.
9. Constant Contact was approved and Bob and Ruth will get the ball rolling
10. Job description is needed for the office secretary. ACTION: Bob and Ruth will develop job requirement based on what they see as the needs for successful support of the rector. An employment contract should be executed for any person holding this position.
11. Discussion of a special donation that was received. It was agreed that all future financial contribution would be acknowledged with a "Thank You" for the church when possible.
12. Liaison Reports:
- A. Parish Life – upcoming events and ideas
    - Picnic June 8 at Mont Olympus
    - Heavenly Stew- the Saturday after Thanksgiving
    - Squirrels Game
    - VMFA Trip
    - Museum of the Confederacy
    - September "Night at the Opera" to kick off Stewardship and view films of past operas
    - Game night
    - ACTION: Mac to look into what it will take to make this work.
  - B. Buildings and Grounds
    - Gravel that was spread at the clean-up day, cost of \$350 was approved to be paid outside the budget.
    - Extra wood by Parish House will be moved over to the Wood Ministry area.

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- Replacement heat pumps to be installed this week.
- Discussed several options for deterring another thief.
  - i. Adding lighting over the heat pumps for \$700
  - ii. Locks on the disconnects \$200, Rick will buy and donate two of the four locks needed.
  - iii. Metal cages around the units, about \$1,500 per pair or a total of \$3,000 for all four.
  - iv. Game Camera (Rick has donated one for behind the parish house) for the church \$100 to \$200.
  - v. Decorative security fence around the units with locking gate, \$4,500 for church, \$500 for chain link fence around units at parish house.
- Need to explore the possibility of leaving lights on in the church all the time.
- Possible timber sale update. Survey will be needed of rear property line, Paul Jobat will survey for +/- \$1,500. Cost approved to be outside of the budget. Cost to be applied to any revenue from any possible sale.
- Greg Munic has requested to buy two acres of church property.  
ACTION: Michael to have Greg put request in writing.

### C. Christian Formation

- Challenging to find a time for the children choir outside of Sunday School.  
ACTION: Paul to get with Boo.
- Follow up with Melissa about becoming permanent organist. ACTION: Paul top get up with Melissa.

### D. Finance

- Need to get review the Audit process that we want to use for 2013 audit.
- Separate meeting needed to discuss the options along with pros and cons.
- Need to establish procedures to ensure we are complaint with standard acceptable accounting procedures.

13. Due to time, the balance of the agenda for this meeting was tabled until the next meeting on May 20, 2014 at 7 PM.

14. Closing Prayer.

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Respectfully submitted,

Paul Newell