

## Fork Church Vestry Meeting Minutes

August 26 and 31, 2014

### Those Present:

Rick Alderman	Paul Newell
Michael Woods	Scott Smythe
Jennifer Smith	John Rickman
Mac Chenault	Jim Smythe
Boo Smythe	Kathy Thomas
Nik Forti	Jeff McKinney

Absent: Tony Droppleman

1. This meeting was opened with a prayer and reflection
2. Meeting then was handed over to the Senior Warden
3. Positive thought about Fork over the last month were shared.
  - a. Nik's arrival
  - b. Success of CARITAS, feed 35 guest/ youth group served
  - c. Kitchen renovation and new storage area.
4. Kitchen Renovation update
  - a. Kathy provided an update on the fund raising with \$7,500 pledged and \$5,000 collected.
  - b. Tish Iorio has agreed to pay for the upgrade for the kitchen floor, an add of \$600.
  - c. Current time line has completion scheduled for October.
  - d. Custom Stainless steel hood with fire suppression system incorporated being fabricated.
  - e. Electrical and plumbing inspections have passed.
  - f. Changes to the layout have been made to accommodate the slope of the stairs to the basement.
  - g. Cast iron waste line replaced.
  - h. Jeff presented a list of additional options to consider. See attached list
    - Parish House ceiling, paint, replace tiles, new light fixtures
    - Insulation for the kitchen ceiling
    - Propane furnace
    - Vesting room cabinet
  - i. Revisited the table and chair storage issue

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- j. Mike Thomas to contact Boo to schedule get together with Jeff to discuss the waterproofing basement and draining at the front of the kitchen.
  - k. Jeff will remove the leaves on the flat section of the roof. This should be done very year.
- 5. Update on Greg Muniec's request, John to follow up on location of the deck and why a storage shed could not be placed elsewhere on the property.
- 6. Executed the required housing form for tax purposes for Nik. Three copies, one to Nik, one to Kathy and one for file.
- 7. Minutes from July 15 where reviewed and approved.
- 8. The vestry wants to host a reception for Andie Warfield. Scott has not heard back from his emails to her and will call her. Vestry approved the formal resolution of thanks should be prepared and sent if we don't have a reception.
- 9. Kathy Thomas presented the treasurer's report
  - a. July reports were present and accepted to be filed for audit.
  - b. A discussion about the Altar Guild separate checking account. Account needs to be included in the chart of accounts and would be included in any audit. Jennifer will talk with Altar Guild about this.
  - c. Partlow's gift expense was approved. Kathy would like to avoid this from happening again in the future. All expenses should be approved prior to receipt being presented for payment. Kathy will prepare a reimbursement form for use of expenses outside of the budget.
  - d. Budgeting for 2015 will begin as Kathy works more with the Church Windows software.
- 10. Shrinemont reservation, Michael will take care of the details on this.
- 11. Office IT system was discussed.
  - a. Vestry approved Nik to spend up to \$5,000 for new hardware for the office. Nike to schedule a meeting with Trey Hayden with CodeBlue to get an estimate.
  - b. Additional research into getting flat screen TV for parish hall needed.
- 12. Transition for the Reverend K. Nicholas Forti.
  - a. Mac is good to go on the reception for Nik on Sunday the 31<sup>st</sup>.
  - b. International Dinner at Wilton on September 5. Please RSVP.
  - c. Dessert and Coffee meeting are being set up. There are still open dates and who will be hosting.

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13. At 9 PM, Vestry agreed to table the balance of the meeting. An additional meeting was schedule for August 31 to complete the agenda.
14. Meeting continued on August 31 will all vestry members present except John Rickman and Tony Droppleman. Nik was present as well.
15. Dessert and Coffee – hosting and dates finalized. Jacquie will scheduling reservation and call members.
16. Request for historical building tour and use will be handled by Jim.
17. Off going vestry members need to start looking for their replacements.
18. Timber sale update. Open invoice needs to be paid. Once paid, Michael Bob will mark the tree to be select cut.
19. Stewardship. Scott to form committee and begin planning. Schedule start of campaign to be September 30. Need to wrap up stewardship pledging by November 1 so budget for 2015 can be created.
20. By Laws, all were asked to review by law for possible review and revision.
21. Website/Constant Contact/Facebook
  - a. Nik said we are down to 2 Facebook accounts. He will look into getting with Lisa to get access to this account.
22. Liaison Reports:
  - A. Finance – Scott Smythe
    - Need status update for suggested firms to use from the Diocese, Paul to follow up
    - Kitchen fund raising, all letters out but 2. \$5,800 collected with \$8,000 pledged.
  - B. Mission
    - Success of the CARITAS dinner, 35 guests. Youth group was a big help along with a lot of other church members
    - WHEAT – slow donation, need to reconsider if we should just collect money.
    - Food Drive – Katie Goodman? Should we see about having her come and present at Fork.
    - Grab and go dinner at St. James the Less on 09.03 under control.
  - C. Buildings and Grounds – Michael Woods
    - Trees in the parking area. Arborist coming September 1 to look at the trees.

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- Carol Hawks did come to clean. Need to look at plan for cleaning parish house and kitchen when construction work is done.
- Looking to have fall clean up day in October with food and drinks.
- Gutter on the kitchen extension needs to be cleaned.
- Is there a need for gutters on the main church building? This should be a future project.
- Light at Church needs repair or replacement. On hold pending decision on Bromac proposal.
- Lawn service contract.
  - Rolling contract at \$6,000 per year
  - Scott to take the lead getting with them and discussing the Stations of the Cross, planting beds in front of the parish hall, and the side sidewalk to the church.
- Revisited the need for spot lights on the heat pumps. Discusses that adding lights might draw attention to the heat pumps. Decision on hold.

### D. Christian Formation - Tony Droppleman

- Confirmation Class for rising 10<sup>th</sup> and 11<sup>th</sup> graders was lead by Nik on the 29<sup>th</sup> and 30<sup>th</sup>. Seven of the nine youth there. It was a concentrated study and Nik felt that the youth got something out of it.

### E. Pastoral Care – John Rickman

- John and Nik are in touch
- Boo to visit shut ins
- Need to look into see if we can do something to provide transportation to and from church for those who don't drive.

### F. Search Committee – Rick Alderman

- Need to look at a tentative date for Nik's formal Welcome Dinner based on completion of the kitchen.

### G. Parish Life

- An update on the balance of events for 2014 needed.
  - i. Bon Fire – check with Terry Cave
  - ii. Stew Sale - check with Elizabeth Gordon and Lisa Licata

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- iii. Bishops visit 11.09.14 at 4 PM. Nik would like to have Morning Prayer at 10 AM.

### H. Worship – Jennifer Smith

- Need to find a time/place/way to comply with the requirements of Safe Church. Send internet link to all members.
- We have new oil candles. Need to let Altar Guild know to check to make sure they are filled at the start of each service.
- Shrinemont – Combine with Church of Our Savior/ Herbert Jones?

### I. Administration – Paul Newell

- Working on complete office overhaul. Will continue into 2015 once Paul is off the vestry.

### 23. Old Business

- a. New sign that Graeme Alderman is doing should be completed by September 15.
- b. Working on Office improvements. See above.
- c. Paul to contact Tim Kestner about Route 1 sign.
- d. We need to select delegates for convention
- e. Communication between buildings still needs to be looked at.
- f. Michael to check with Hugh Campbell about re-engraving the headstones.

### 24. New Business

- a. Next Vestry meeting moved to September 23 to accommodate Paul's travel schedule.
- b. Special meeting will be held on 09.03.14 to discuss suggested additional work to the parish house by Bromac.

### 25. Closing Prayer

Respectfully submitted,

Paul Newell

### Vestry Meeting Schedule

October 21, 2014 – Conflict with Clergy Retreat

November 18, 2014

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December 16, 2014

January 13, 2015

Annual Meeting January 18, 2015

Vestry Retreat January 31, 2015