

GRACE EPISCOPAL CHURCH

Windsor, Connecticut

February 11, 2020

Call to Order

Attendance

Present: Fr. Chip, Larry Young, Ian Rickard, Andrew Hutchinson, Karen Tiemann, Ken Roach, Marcia Hinckley, Carol Devine, John Devine, Susan Burgdorf, Deb Hutchinson, Robert Dynak, Carole Worm, Lois D'Emmanuele, and Steve Bethke,

Absent: Max Kuziak, Allison Kelly, Deacon Denise, JoAnne McLeod, Mary Wyse, Carol Blais, Lou Lamphear, Gail Ladany, Bill Harvey, Chuck Drake, Dixie Lamphear and Gabby Hutchinson.

Guest: Dave Stender.

1. **Opening Prayers**

The February 11, 2020 Vestry Meeting was called to order at 7:01 p.m. by The Reverend Harry (Chip) Elliott with an Opening Prayer.

2. **Additions/Deletions to Agenda**

No Additions or Deletions were made to the agenda.

3. **Approval of Minutes**

A motion was made, seconded and carried to accept the minutes, as written, from the January 14, 2020 Vestry meeting.

4. **Wardens' Reports**

Senior Warden Ian Rickard did not have a report at this time.

Junior Warden Deb Hutchinson requested that the agendas for committee meetings be submitted by email prior to the meetings. Father Chip stated that he will request the agendas.

5. **Committee Reports as Needed**

a. Buildings and Grounds

Marcia Hinckley stated that she will contact Bruce Darling to determine if mixed slate can be used for possible roof repairs, Father Chip stated that the window at the top of the stairs in the Great Hall continues to leak. When the weather gets drier, that project will take place..

b. Strategic Planning

i. Building and Grounds

Ken Roach stated that the Building and Grounds Committee is exploring and listing all of the Church projects. These projects will be displayed for the vestry by detailing the type of project, noting if it is a mandatory project or one that can wait, and showing the funding that will be needed to complete the project. Ken stated that the most needed information is the Building

Condition Assessment Update. No projects should go forth without the information from this assessment. Ken thanked Carol and John Devine for their work in assessing the parking lot situation.

ii. Mission and Ministry

Ken Roach thanked Deb Hutchinson for her leadership of this committee. He reported on some ideas the committee has been exploring. Training for the ushers is high on the list and Bob Keating is keen to do that. A welcome committee would also help to greet visitors to the Church. Another idea is instituting a Day of Grace for outreach that is both internal and external.

Deb Hutchinson brought up the idea of beginning a Youth Choir; one of our parishioners, Connie Hegarty, is interested in teaching young people to sing and would work with interested youth. The idea of a hand chime choir was introduced by Father Chip. These ideas could be initiated at no cost and would be a way to foster intergenerational relationships. Connie will speak with Lynn Rhodes and Lilian and Andrew Hutchinson for their input in beginning the choir.

Parishioner Dave Stender suggested the idea of Foyers Meetings. These meetings would consist of small groups of parishioners meeting at their homes for simple informal suppers that would foster strong social bonds and a way to know each other away from the Sunday service. Dave's former parish tried these dinners and they were met with great success. The inaugural run will be from March to June.

Deb stated that she has been working with Carol Devine to increase communication strategies for the Church. Ken Roach commented that he would like Father Chip's sermons uploaded for viewing any time after the service. The next Mission and Ministry meeting will take place on March 3rd.

A discussion took place about growing the Church and having new folks stepping into leadership roles. Father Chip stated that a study was published that details how new attendees choose a Church: 70% are invited by friends, 10% are new to the community, 10% fell away from the Church and came back, 5% are disenfranchised Catholics, and 5% are referred by other clergy. A discussion took place regarding how to find new people moving into the Windsor community. Suggestions were looking in the Windsor and Windsor Locks Patch and First Town Downtown. Brochures to identified new people could be mailed. Current parishioners should invite friends to join them at Church. Further discussion took place about increasing the number and type of services held in the event that the Church grows too large for one Sunday service.

c. Outreach

Father Chip clarified that the Missions and Ministries Committee is not the Outreach Committee; while their goals are similar, their missions are different. Father Chip reported that the committee is currently in a state of flux due to Deacon Denise's impending departure. However, the good works of the committee will continue on.

d. Food Pantry

Father Chip reported on the pantry. In January, the pantry served 244 adults, 138 youth under the age of 18, and 81 senior citizens aged 65 and older. The total number of families served was 244. The pantry distributed 8116 lbs. of food which represents 6763 meals.

6. **Financial Reports**

Treasurer Larry Young distributed a new condensed form of the Revenue and Expenditure Summary by Fund for January 2020. He began by stating that of the funds displayed, the Operating Fund is the only one that has a budget. The month of January showed a deficit of \$1600-1700 in the operating fund. This deficit occurred because of several reasons: the wages and allowances of having two administrators during the transition from Carol to Bonnie, the payment from Maintenance of \$1600 to Viper Landscaping for Lawn/Snow Removal, and higher wintertime costs for utilities and heat. Larry noted that these expenses should level off. He stated that more parishioner support was realized from some remaining 2019 pledges being completed.

Larry noted that the Veteran's Housing Fund has been closed and the balance of money from that fund was placed into the Operating Fund. He also stated that at this time, the Operating Fund currently has an excess of \$29,000 at this point in the year.

7. Old Business

a. Tuttle House

Father Chip reported that all of the repairs have been completed at the Tuttle House. The Church School has been relocated and classes have begun. It was noted that more windows on the second floor need to open more fully as a fire escape. A question was raised about having vestry meetings take place at the Tuttle House; the consensus was that the meeting change will not take place at this time.

b. Diversity Training

Marcia Hinckley reported that the movie *The Danger of a Single Story* will be shown on February 19th. The movie will be shown from 6:30-8 and it is about Chimimanda Ngozi Adichi and her personal experiences of growing up in Nigeria and coming to the United States for college. She looks at how biases develop when we have incomplete information and how power is used to limit our knowledge of others; she accomplishes all of this with humor and wit. This talk is one of the top ten TED talks in the country. Marcia stated that another program on gender equity is being planned for March 18th.

c. Condition Assessment/Accessibility Study

Marcia Hinckley stated that she spoke with Jim Vance regarding the cost of an assessment. An earlier assessment cost \$19,800 but Mr. Vance did not feel that a new assessment would be that much. Marcia stated that the state offers a rolling grant of up to \$20,000 that we can apply for to help pay for the grant. Paul Senk has been working on the accessibility portion of the assessment.

d. Organ

Father Chip reported that the organ is under repair by Mark Child. He is currently waiting for parts to be delivered.

e. Joining Jesus Campaign

Father Chip explained the capital campaign program that is being sponsored by the Diocese. A representative of the company administering the campaign met with vestry members in January. The question before the vestry was whether or not Grace Church wanted to commit to the capital campaign at this time. A lengthy discussion took place regarding the timeline of the campaign and whether this was a good time for Grace Church to join this type of endeavor. A motion was made

and seconded that Grace Church is not in favor of participating in the Joining Jesus Campaign. The motion passed unanimously.

8. New Business

a. Food Pantry

Father Chip reported that the Executive Committee of the Food Pantry has requested to have gravel placed in the back of the Church between the shed and the parking lot to alleviate the muddy conditions for waiting clients. A very lengthy discussion took place regarding the permanence of the gravel, the ultimate plan of the Building and Grounds Committee and the parameters of the project. A motion was made and seconded to gravel the back area of the Church as previously stated at a vestry meeting two months ago with the approval of the Strategic Planning Committee chairman (Ken Roach) following a consultation with Dugdale Construction with the payment coming from the Tuttle Fund. The motion was voted on and it passed unanimously.

b. Possible Repairs/Painting of the Music Room

Father Chip asked the vestry to advise him about whether or not he should bring up the painting and repair of the Music Room at this time. It was decided that, while the Music Room does indeed need painting, the chain of command that has been established by the Strategic Planning Committee needs to be followed. The work will not be done at this time.

9. Questions and/or Comments

- Father Chip stated that a safety officer from the Windsor Police Department will meet with Father Chip and Ken Roach regarding safety during services.

10. Closing Prayer and Adjournment

With no further business before the vestry, Father Chip made a motion to adjourn the meeting at 8:37 p.m. The motion was seconded and carried, and Father Chip led the vestry saying the closing prayer.

Many, many thanks to Susan Burgdorf for taking the minutes of this meeting!

JoAnne McLeod, Clerk

Attachments: Fund Balance Analysis and Cash Reconciliation-January 2020.