

**ALL SOULS EPISCOPAL CHURCH
VESTRY SPECIAL MEETING MINUTES**

Date: July 2, 2023

Location: Church Conference Room

Attendance:		Present?	Absent?
Sr. Warden	Embry Howell	x	
Jr. Warden	Daniel Callis	x (remote)	
Treasurer	Will Stewart (also vestry member Class of 2025)	x	
Class of 2026	vEnessa Acham	x	
	Kurt Jacobs	x (remote)	
	Lisa Watson	x (remote)	
Class of 2025	Ryan Burwinkel	x (remote)	
	James Lewis	x (remote)	
Class of 2024	Cynthia Evans	x (remote)	
	John Longstreth	x	
	Art Warren	x	

Also present: Kevin LeGrand from the Building Committee
Jim Solomon from the Finance Committee

The meeting was called to order at **12:37** and began with prayer.

Items	Discussion	Action
To approve the proposal of Trimark Mechanical Systems to replace the HVAC system	<p>Kevin LeGrand explained the Trimark proposal, which the Building Committee had recommended unanimously, and answered questions. There was a discussion about how to pay for this service. Jim Solomon noted that options included an Episcopal Church Building Foundation loan, and the quasi and rectory funds of the endowment. The downsides of the loan are interest payments and a concern that ECBF would not approve it while the parish is running deficits. The parish also can access two generous recent bequests. Jim suggested having an informal capital campaign in which individuals were asked to give. Daniel reminded that taking funds from the Endowment required voting at two vestry meetings for approval. A previous Finance Committee poll determined that it was best to pay with funds available as the bills come in rather than take money from the endowment ahead of time..</p> <p>After discussion whether the approval for the HVAC should be for \$300,000 to allow for</p>	<p>A motion was made and seconded to approve \$275,000 for Trimark Mechanical Systems to replace the chiller tower and the boiler and chiller, with associated pumps, of the HVAC system per its written proposal of June 19, revised June 28, 2023, and to cover additional related costs..</p> <p>The motion was approved unanimously .</p>

Items	Discussion	Action
	<p>contingencies, it was decided to approve \$275,000, an allowance over the proposed \$233,650 proposal amount to allow for permits, estimated at \$3000-5000, and other costs. There will also be some water treatment costs of \$10-12K originally and \$4-5K a year for maintenance. There is now no need to remove the tree. The lead time for the boiler is 22-24 weeks so everything will have to proceed on schedule to have heat by Christmas time.</p> <p>Jim Lewis suggested looking into purchasing a one bedroom condo in NW Washington for future priests as a long-term way to help pay for the HVAC work. That suggestion was tabled for further discussion.</p>	
Endowment Board Vacancy	It was moved, with a second, that Kathy Ruffing be appointed to a vacant position on the Endowment Board.	The Vestry unanimously approved the appointment of Kathy Ruffing to the Endowment Board

The meeting adjourned with concluding prayer at **1:39 pm**

The next meeting is scheduled for: **Regular vestry meeting July 16, 2023**

Respectfully submitted: Cynthia Evans and John Longstreth