

Facilities Board Meeting – 10:00am November 13, 2025

Attendees –Paul Bailey, Dave Ham, Steve Russell, Bryan Wester, Steve Ammons

Absent – Mike Bearden, Mother Betty Glover

Guests – Liz Halbert, Adam Brown

The meeting began at 10:00am with a prayer.

Liz Halbert, Chair of SPEC Outreach Board presented plans for the redesign of the first floor of the Annex. The purpose is to enhance outreach offerings to the community and partner with local 501c3 organizations. She presented the plan and purpose of the project and answered questions and concerns of the Facilities Board. A synopsis of her presentation as well as questions of concern were forwarded to the Senior Warden for review as the project continues to Vestry through Finance.

Adam Brown from Superior Mechanical Inc. presented a session reviewing the scope of the services they offer. The company has several offices throughout NC and provides integrated maintenance programs for HVAC. This might have some applicability to SPEC even though most of our units were recently replaced. Hopefully a decision will be made at our next board meeting regarding the feasibility of further investigation.

Old Business:

Two ceiling leaks have been discovered and will need attention: one in the Robing Room, as well a potential leak in the Bell Tower Narthex. Steve Ammons will identify local roofers to get estimates and affect the repair. *Follow-up: This needs follow-up to ensure that the roofers were contacted.*

A new CoC narthex chandelier is on site and will need to be installed. Steve Ammons and Bryan Wester will coordinate the installation. This will require two workers since it is an elevated job. *Follow-up: The chandelier has been installed and is functional.*

Attic Storage above the Sanctuary is in a state of disarray and will need to be corrected. A survey of available storage spaces vs. the items requiring storage will need to be conducted. This will require coordination with all parties in need of space. Dave Ham will coordinate with parties involved and implement a plan. *Follow-up: A plan has been put in place to reduce clutter and organize campus storage spaces. An inventory day (11/24) has been scheduled to determine the Facilities items in storage and determine their disposition. A cleanout day for Facilities items(12/8) has been scheduled, and any affected items will be stored properly or sent to either charitable organizations or the landfill. Cleanout activities for other ministry boards will be scheduled once Facilities is finished.*

There is a need to establish a “ready reserve” of volunteers that would be available to help with occasional projects. A partial list is started, and these parishioners will need to be contacted to ensure their availability. Additionally, a Ministry in Focus session may be helpful in creating awareness of the need. *Follow-up: a Ministry in Focus session will need to be scheduled – Dave Ham.*

Discussion was held on approaching a local rental business to accept the Lobster Cooker that has formerly been used by the now defunct Men’s Club. This agreement hopefully would allow St. Philip’s to use the cooker at no charge in the future. *Follow-up: The lobster cooker was disposed in accordance with the wishes of the original donor.*

Discussion was held on the need for a water cutoff valve/mechanism for the Parish Hall kitchen. *Follow-up: Steve Ammons will check with John’s Plumbing regarding feasibility.*

New Business:

The Facilities Coordinator has been employed by St. Philip’s for six months. An evaluation will need to be scheduled and plans for optimization of work will be developed. *Follow-up: Discussions on dealing with this situation are ongoing.*

The door to the Aumbry in CoC is not closing properly and at times opens on its own. *Follow-up: The door has been repaired.*

The Outreach Board is nearing the end of their study on repurposing Annex spaces. Their representative will attend the Facilities Board meeting scheduled for 11/13/25 to discuss their plans before proceeding to Finance Committee and Vestry. Dave Ham and Paul Bailey will discuss with the Senior Warden to ensure that outreach is taking the proper path for acceptance and approval. *Follow-up: The plan has been presented to Facilities and has been referred to the Sr. Warden for continuation.*

The Memorial Garden Committee has been reestablished, and the first meeting yielded a path forward for meetings and activities. New spaces have been identified to resolve the shortage of interment plots and ensure that committed spaces are available. Needs for Memorial Day activities were reviewed and coordination with former committee members will ensure that preparation for the services will be made. Memorial Garden supplies have been relocated from ECW room to Admin Storage room.

Reviewed ongoing efforts to prepare the CoC for resumption and relocation of the Celtic Service. These efforts are largely focused on safety and security. Work has been done as follows:

- New locking mechanisms are being installed to allow safe exit in case of an emergency in accordance with Fire Department standards.
- New fire extinguishers have been mounted in key position throughout the chapel.

- Lighting has been adjusted, replaced and reprogrammed to ensure safe lighted passage for the pathways around the chapel.

Meeting was adjourned at 12:20 pm.

Next meeting: December 11, 2025 – 10:00am in the Annex