

**Christ Church Christiana Hundred  
Vestry Meeting Minutes  
July 9, 2009**

**Present:** Wilson Anthony, Steve Brodt, Sandy Durgin, Brandon Elliott, Betsy Field, Andy Johnston, Bruce Kallos, Martha Lankford, Tilly Maassen, Gina Pike, Bitsy Robbins, Judy Sargent, Ann Wick

**Absent:** Sandy Durgin, Ruth Kirk

**Also Present:** Jennifer Andrews-Weckerly, Russ Bohner

The meeting was called to order at 6:59 PM by Andy Johnston.

The opening prayer was offered by Bruce Kallos.

Minutes from the June 11, 2009 Vestry meeting were reviewed. A minor addition was suggested by Andy Johnston, clarifying Rick Kirk's role with the proposed Credence Table. The minutes were amended and accepted unanimously.

Wilson Anthony acted as Clerk for this meeting.

**Buildings & Grounds Report (see Attachment A)**

Linda Boyden presented the Buildings & Grounds Report.

Work on the organ is progressing well, with the reinstallation expected in mid to late August.

The sidewalk extension work is scheduled for early August, as is the painting of the undercroft.

Linda discussed new projects (four items in Attachment A) that are recommended to be performed soon. These four projects will be funded by the Buildings & Grounds Contingency Line in the 2009 Capital Expense Budget, with the total cost within the allocated budget. Some previously scheduled projects will be deferred until next year, as detailed in the B&G report.

Steve Brodt moved that spending for the four new projects as outlined be approved, and Ann Wick seconded the motion. The motion passed unanimously.

The Vestry agreed that a member serve on the Buildings & Grounds Committee. The Senior Warden will appoint a representative.

**Futures Group Report**

Steve Brodt spoke for the Futures Group and reported on the group's progress and the trial "focus group" session that was conducted on June 28. Fourteen parishioners participated in the pilot.

Wil Sherk facilitated the meeting. The group discussed the things that they valued most about Christ Church and which they would want to ensure were part of the church in the future. The group then considered three scenarios which depict a future Christ Church

very different from its current form. For each scenario the group was asked for their reactions and to identify things about the church in the scenario that were both positive and negative. The pilot group provided valuable insights into the Futures Planning process, including the value of mixed demographic groups participating in the process.

A second “pilot group” is currently being planned for August.

### **Proposed Changes to Church Bylaws**

Andy Johnston presented draft information from the committee working on updating the CCCH Bylaws. The goal is to have a final version of the proposed Bylaws completed and presented to the parish for vote at October’s Annual Meeting. Andy thanked the group who worked on the revisions for their hard work.

The Vestry discussed the draft revisions to the Bylaws and made some suggestions for the Bylaw Committee to consider.

### **Other Matters and Final Thoughts**

Vestry Cluster Reports were not given at this meeting. Sandy Durgin distributed a Service to Others Cluster Report (see Attachment B). The Global Missions Team will meet on July 15.

SsAM placed a call to a new Rector, which was not accepted. Their Vestry met on June 8 to decide whether to have the search committee restart its process. As a result, it is expected that Carl Kunz will remain at SsAM until at least early 2010.

Betsy Field provided details on the dinner for Urban Promise on July 26. Members of the parish are being solicited for assistance.

Russ announced that Barbara Cairns and Tomoko Werbe will be the new chairs of the Outreach Committee.

The meeting was adjourned at 8:34 PM.

Respectfully submitted,

Wilson Anthony, Clerk-Designee

**Attachment A**  
 Christ Church Christiana Hundred  
 Buildings & Grounds Committee  
 Current Project Status Report & Request for New Project Approval  
 June 30, 2009

This year, it has been our goal as a committee to only move forward with projects that are absolutely necessary given the difficult financial climate. The *Organ Restoration* and *Sidewalk Extension* being completed this summer are in that category. A number of budgeted and approved projects are going to be postponed until next year, but there are others that we increasingly feel must be addressed in the immediate future. At this time, we ask for approval to proceed with these items listed as *New Projects* below.

For your reference, we have included a summary of all current projects separated into sections identified as *Approved, New, Deferred and Newly Identified*. A status of the *Buildings & Grounds 2009 Capital Expense Budget* follows the project listings for this year.

<b>Approved Projects:</b>
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Budget	Cost	Project	Status	Recommendation/Comments
<i>Completed Projects:</i>				
\$ 5,000	\$5,160	Ceiling projector-B	complete	necessitated the replacement of old projector
2,500*	2,500	Ceiling Projector – A	complete	needed for convention
<i>Current Projects:</i>				
100,000	T/M	Organ	in-progress	will be complete by 9/1/09
16,000**	16,000	Sidewalk Extension	scheduled	Designated fund -Church Addition
3,736**	3,736	Sidewalk Steps	scheduled	Safety addition; designated fund -Church Addition
11,497	7,920	Paint Undercroft	old water damage	repair and paint; need vestry approval prior to beginning work.
<i>Outstanding items from '08 Projects:</i>				
N/A	N/C	Concrete curb	summer completion	No cost, damage repair from 8/09
300**	300	Plaque on Church	summer completion	modifications complete; install and repair mortar; Cost covered in designated fund -Church Addition

\*Cost covered by Buildings & Grounds Contingency Line in '09 Capital Expense Budget.

\*\* Budgeted in separate designated fund

<b>New Projects:</b>
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Budget	Project	Description/Recommendation
<i>Outstanding items from '08 Projects:</i>		
2,500*	Door in stairwell	Quite a bit of noise travels through the open stairwell to the new reception area from the Parish hall below (particularly when the preschool children are using the space) making it difficult for the receptionist to hear phone conversations. During these times, closing the stairwell fire door would solve the problem, however the solid door swings into the reception area and could easily hit someone without visibility. We have not been able to locate a contractor who will retrofit this particular manufacture's door and guarantee its fire rating, making it necessary to purchase a new fire door with a window for visibility.
<i>New Issues:</i>		
8,190*	Damaged Concrete Circle at pavers and Ramp (1,400)	Two areas of the concrete walkway surrounding the paver circle at the lower entrance to the Parish Hall are badly damaged. The damage in these areas has been caused by the weight of heavy trucks and cars for pick-up lines and trash

removal. The concrete used for this walkway, and for the ramp to access the rear yard, has slowly deteriorated over the last 9 years. Now that the top surface has completely eroded, the damage will continue at a rapid rate. We propose replacing just the sections that need additional support with a higher PSI, reinforced concrete.

2,840\* Drainage System After years of "band aid" repairs, and extensive erosion from the large quantity of rainfall this year, it has become necessary to properly repair and expand the drainage system located in the yard behind the Parish House. The current condition is a safety hazard for us and an environmental concern for the Storm Water Management division of the County. We will be fined and given a short time to make repairs, if inspected before repairs begin. The scope of work includes extending the stone runoff all the way to the berm, graduating the intersection, cleaning up displaced dirt and replacing tyvar in all affected areas, based on the recommendation of our Site Engineer. We recommend proceeding with this work as soon as possible.

*Maintenance Project:*

7,800\* Parish Hall floors Increased use of the Parish Halls has also increased the wear and tear on the hardwood floors. Maintaining a consistent coat of polyurethane protects the stain and wood, avoiding costly future repairs. The floors are now in need of that protection. Based on our current usage, we estimate the floors will need 2 coats of polyurethane every 3 to 5 years. We proposed moving forward with new coats of polyurethane on the hardwood floors this summer.

\*Cost covered by Buildings & Grounds Contingency Line in '09 Capital Expense Budget.

**2009 Approved Budget:**

Approved B & G Capital Expense Budget for 2009: (Includes \$23,500 for contingency projects)	\$ 196,312
Total Projected Capital Expense Costs for Approved Projects:	115,580
Total Projected Capital Expense Costs for New Projects:	<u>21,330</u>
Balance:	\$ 59,402
Total Project Expenses from Designated Funds:	\$ 20,036

**Deferred and Newly Identified Projects for 2010 Budget:**

*Budgeted '09 Projects Deferred to '10:*

2,500	-	Classroom folding walls	need repair	CCEP to contribute to cost 50%
14,874	-	Carpet Replacement	maintenance	3 <sup>rd</sup> Floor Parish House
4,160	-	Storage Shed	space needs	
15,600	-	Road Repaving	waiting dam repair	possible late '09 most likely deferred to '10
2,540	-	Exterior lighting	CCEP safety	light playground area behind Parish House
3,700	-	Church Addition	on-hold	Landscaping on both sides of church building; costs included in designated funds.

*Other Identified projects for 2010:*

'10	N/D	Labyrinth	grass-roots phase	need further definition to obtain pricing
?	W/B	Outdoor classroom	grant obtained	not clear if additional funding needed from CCCH
'10	2,145	Master Landscaping Plan	Identified need	Delaware Nature Society proposal obtained
'10	7,400	Tree work	Identified need	Bid obtained
D/F	D/I	Memorial Garden	Identified need	Bronze plaques/landscaping from designated fund

Key:

D/F=designated fund	N/D=needs definition	N/C=no cost
N/A= not applicable	W/B=waiting bids	D/I –design in-progress

## **Attachment B**

Service to Others Cluster  
Vestry Report July 2009

### **Outreach**

Susan Sherk is heading a sub-committee to find a project to allocate the \$100,000 from the Capital Campaign. A notice was placed in the Bulletin and the Communicator notifying the Parish regarding the grant and asking for ideas for projects.

### **Global Missions Team**

On Wednesday, July 15, the Global Missions Team will meet to discuss the recent trip and a path forward.

### **CCEP**

On summer break.

### **Pastoral Care**

Pastoral Ministries Team met on June 16. The meeting was very well attended. All assembled had an opportunity to meet Jennifer and for her to meet us and to learn about the many different ways at Christ Church that we give care.

No meeting in July.