

NATIVITY CATHEDRAL

CATHEDRAL CHURCH OF THE NATIVITY

VESTRY MINUTES

Date: 9/19/2017

Attending:

Richard Sause	X	Tori Aitchison	X	Werner Reinartz	
Karen Boksan		Susan Sartaretto	X	Joe Hafich	
Annalisa Kelly-Cavotta	X	Kyle Cole	X	Harry Johnston	X
Don Appleton	X	Mary Mulder	X	Meg Seltzer	X

Clergy: Tony Pompa

Richard called the meeting to order at 7:05pm.

Spiritual Discipline: Tony led the group in Evening Prayer from the Book of Common Prayer.

Retreat Follow Up Conversation:

The group reviewed some of the items discussed during our retreat.

- Dinner get together – parishioners need to get to know Vestry better
- Greeting new visitors

Approval of minutes: Don made a motion to approve the July 2017 minutes. Harry seconded the motion. The motion was unanimously approved.

Committee Reports

Nominating: Tony stated that the committee should include 2 Vestry members. He asked the members who are completing their first term to notify him by October 1st if they will be running for a second term.

Finance: No report as of 8/30/2017.

Don reported that Steven found chimes (hand bells) for \$9,000. Money will be funded as follows:

- \$5000 from Ann Bickford Estate Special Account
- \$2500 from Bob Spillman Memorial
- \$1500 – Finance Committee will discuss which account to deduct funds from

Don made the motion to approve these recommendations and accept and file financial report. Tori moved to motion, and Kyle seconded. Motion was unanimously approved.

Property: Richard emailed the following items for us to review.

Replacement of heating/cooling water pipes between Sayre Hall and Cathedral:

Purchased pipe in April (\$4200)

Current Installation (by Warko) cost as approved by Vestry (\$36,876)

Added cost for installation (by Warko) to be approved by Vestry (\$1600)

Added cost for adding extra electrical/comm. conduit (West Side) for future needs to be approved by Vestry (\$4800)

Fire Escape on Sayre Hall needs minor repairs and painting

Metal-frame windows in Sayre Hall need repairs (we are looking for contractor to inspect and provide quote for repairs)

Wood-frame windows in Sayre Hall (lower 2 floors) need to be replaced. We are going to seek proposals for maintenance-free (vinyl-clad) windows with installation.

Hot water system in Sayre Hall: Water heater needs to be replaced (before it fails) and we will add a recirculating system to reduce the (long) time required to provide hot water to the Kitchen. We are seeking quotes from Young's plumbing.

Deanery roof: We are seeking proposals to replace the main roof.

Cathedral roof and Sayre Hall roof: We are seeking request an updated inspection and maintenance contract proposal from Wilson Slate Roofing.

Cathedral and Sayre Hall security: We are looking at options and prices for adding computer-managed keypad access to the main and lower entrance doors to Sayre Hall and to the door into the Cathedral from the Slype. The goal is to improve the security and reduce the need for staff to physically unlock and lock doors for groups using Sayre Hall in the evenings. A group's access code could be programmed to be valid for specific days and times and could

be changed periodically. The system would potentially eliminate the use of keys by non-staff persons without impeding the use of the facilities. Also, it would eliminate having staff wait for deliveries such as the altar flowers on Saturdays.

Thrift Shop gate: We will meet with Facchiano Iron Works to solicit ideas for bringing the gate into compliance with fire department regulations.

Memorial Garden: Broken paving stones in the patio need to be replaced and the entire area needs to be leveled. We need to determine if the gutter drain system beneath the patio is blocked or damaged.

Retaining wall behind the Shawnee Building has partially collapsed and needs to be addressed.

Parking Swap: We will discuss an arrangement with Larry Eighmy to permit Lehigh University staff to park in the upper lot (M-F, 8am to 5pm), in exchange for formalizing our use of his 4th and Wyandotte lot on Sundays. Details to be arranged – 1. clear delineation of spaces for Lehigh (signs, vehicle plates, Lehigh hangtags), 2. signs on 4th street lot indicating Nativity parking on Sundays, 3. Costs for signs, etc., 4. process for notifying Lehigh that spaces are not available (funeral, convention...), ... We think this may lead to further discussion about how we manage upper lot parking during week – who can park there and how to handle free-loaders.

Campus Plan

Richard reviewed overview with us and took a straw poll with the group. **Please see attached documents.**

Next meeting: Tuesday, October 17

- **Chaplain** – Kyle Cole
- **Dinner Host** – Harry Johnston

Respectfully submitted,

Annalisa Kelly-Cavotta
Vestry Clerk