



Vestry Meeting September 22, 2024, Noon, Vestry Conference Room

PRESENT: Rev. Suz Cate (Rector), Mel Harriss (Senior Warden), Chris Heerwagen (Junior Warden), Bob Taylor (Treasurer), Hap Wheeler, Martha Williams, Will Brown, Andrew Baker, Betty Snowden, Charlie Curtis, Sarah Trice, Mark Stokes, Chesley Rowe, Jody Hunter.

ABSENT: Jean Ellen Zavertrnik

DISCUSSION: "When Church Stops Working" –Chapter 2: The Vestry members are reading this book and spent this time discussing their thoughts on Chapter 2.

CALL FOR ADDITIONS TO THE AGENDA: None

OLD BUSINESS

1. **Approval of August Minutes:** The minutes were not dispersed prior to the meeting. They will be disseminated and voted on at the October meeting.

NEW BUSINESS

1. **Treasurer's Report** [Bob Taylor]: Detailed financial reports were distributed prior to the meeting. The Treasurer's Report included the following, all of which is detailed in **ATTACHMENT A**.
 - a. A review of the August 31, 2024 financial statements and some tentative thoughts on a sustainable plan for serving the Trinity Place Loan.
 - b. A recommendation for expenditures from the Kunkel Fund up to \$4,000 for the Kitchen Backsplash Protector and up to \$7,000 for the protective landscaping and boulders to deter cut through foot traffic in Trinity Place. The residual in the Kunkel Fund after these two expenditures will be transferred to a SAME Garden subaccount in the Trinity Place Fund for the greenhouse and supplies.
 - i. *Since this is a recommendation from a Vestry committee with more than one person, it did not need a second to be a motion for the Vestry to vote on. The Vestry voted to approve the recommended motion.*
 - c. A recommendation for Holy Trinity to contribute to the Sewanee School of Theology.
 - i. *Betty Snowden made a motion to approve the Treasurer's report, seconded by Chris Heerwagen. Motion approved unanimously.*
 - ii. *Chris Heerwagen made a motion to designate the second Sunday of February for a special collection for the Sewanee School of Theology. Seconded by Hap Wheeler. Motion passed unanimously.* Charlie Curtis mentioned we could set

restrictions on how the funds should be used if we choose to do so.

2. **Nominating Committee for Vestry Members for Term starting 2025:** Retiring Vestry members comprise the nominating committee: Betty Snowden, Mark Stokes, Jean Ellen Zavertrnik. They will meet and report back to the Vestry at the October meeting with a proposed slate of candidates.
3. **Update on Episcopal Day School (EDS) staffing, DSS licensing visit:** Sara Trice reported DSS relicensing visit went very well and we passed with flying colors. We are still looking for a teacher, but thankfully we have coverage for all our positions except our floater position, which isn't required, but desirable. We hope to fill the vacancy soon.
4. **Appointment of Vestry Member for vacancy by resignation:** Katherine Sosebee has agreed to fill a Vestry member vacancy resulting from a recent resignation.
 - i. ***Charlie Curtis made a motion to appoint Katherine Sosebee to the vacant Vestry position; seconded by Betty Snowden. Motion passed unanimously.***
5. **Parish-wide Survey - Plan to Report Survey Results:** The Vestry discussed options and ideas for sharing the results of the parish -wide survey with the parish family. After much discussion, Charlie Curtis, Hap Wheeler, and Chesley Rowe agreed to meet and develop a recommendation for what content and format should be used to communicate the results of the survey to the parish. They will try to have this recommendation ready for the Vestry at its October meeting. How the information will be communicated will likely include a parish-wide email and presentation at the Annual Meeting in January 2025.
6. **Reports**
 - a. **Rector** (Rev. Suz Cate) – **See ATTACHMENT B**
 - b. **Senior Warden** (Mel Harriss) – **See ATTACHMENT C**
 - c. **Junior. Warden** (Chris Heerwagon)
 - i. **Tree Removal and Pruning at St. Paul's - See ATTACHMENT E:** Chris asked for approval of Approval of \$11,710 for tree removal services at St Paul's by Tree South. This work would comprise the first phase of tree services we need; more work will be needed in the future. See ATTACHMENT E for detailed quote for tree pruning and removal. The funds will come out of the St. Paul's Thrift Shop line item reserved for St. Paul's Maintenance. No funds from the Renovation/Restoration Fundraising Project will be used. Notably, at one time, the Holy Trinity Operating Budget had a line item for St. Paul's Maintenance, but that line item no longer exists. This issue will need to be addressed in the future, especially since the Thrift Shop line item for St. Paul's will be greatly depleted by this expenditure.
 1. ***A motion and second was made to approve tree removal services outlined in ATTACHMENT E. Motion passed unanimously.***
 - ii. **Assistance Needed:** Chris reported that he needs assistance in carrying out the large number of projects and duties required of the Junior Warden. The scope of

required work exceeds the capacity of one person. **See ATTACHMENT F for a list of current projects and priorities, and a summary of projects completed to date in 2024.** He elaborated as follows:

1. The overarching issue is that the scope of work is too much for one person to handle, which must be addressed. There are large projects, small projects, and day-to-day issues that come up which must be dealt with.
2. Our Sexton is no longer working due to health issues. This position provides valuable support to the Junior Warden in dealing with some day-to-day issues like meeting contractors and dealing with minor repairs. It will be challenging to replace the sexton position at the pay level we have in the budget.
3. The top priority is finalizing a roofing contract for both Holy Trinity and St. Paul's so we don't lose the promised insurance money.
4. It was suggested that the Building and Grounds Committee be asked to assist with projects. Are they an advisory or a working group?
5. A short term solution is for people to volunteer to assist him. Mtr. Suz asked the Vestry to review the list of projects, see if there are any tasks they can assist with, and get in touch with Chris directly.

7. **Next Vestry Meeting** – 10/20/24 following 10:30 service.

Closing Prayer

Respectfully submitted,

Rebecca Eidson
Clerk to the Vestry

ATTACHMENT A

Treasurer's Report to the Vestry Bob Taylor, September 21, 2024

This report has:

- ☐ A review of the August 31, 2024 financial statements and some tentative thoughts on a sustainable plan for serving the Trinity Place Loan.
 - ☐ A recommended reallocation of remaining Kunkel funds to complete the three remaining projects and close the Kunkel Fund.
 - ☐ A recommendation for Holy Trinity to contribute to the Sewanee's School of Theology.
- **The Finance Committee's Review of the August 31, 2024 financial statements (pages 3-7) is summarized as:**
 1. The low checking account balance of \$29,823.59 (page 3) has been augmented to a safe level with transfers from Edward Jones and EDS.
 2. The updating of investments is waiting for Evyone's return on September 23.
 3. The change of \$16,872.95 (page 3) in prepaid pledges is the transfer to operating for August (page 5).
 4. The change of \$7,197.38 (page 4) in the Trinity Place loan reflects the principle payment part of the August monthly loan payment.
 5. August pledge income was close to budget (about \$1K less) (page 5), but plate offerings were \$5,442.35 over budget (page 5). August's expenses were less than budget by almost \$3K (page 6), and in August income exceeded expenses by \$7K (page 6). Year to date income exceeds year to date expenses by \$3,509.56 (page 6).
 6. While facilities expenses are currently \$5,711.88 over budget (page 5), utilities expenses will be less in the next 2 to 3 months and the last set of quarterly payments will not occur until October. The increase in church insurance will need to be planned into the 2025 SOM.
 - **Trinity Place**
 1. Approximately \$69K cash is available for almost 8 months of payments. The Doors campaign ends September 2024, and Doors giving will total more than \$600,000 (over the \$592K amount pledged). However, the annual loan payment of \$107,205.24 is not currently covered by parking revenues which will total about \$94K for 2024 (page 7). The Vestry & Parking Committee will be advised that increases to parking fees in 2025 and/or 2026 will be needed for a sustainable revenue source for loan payments. Changes in the merchant parking agreement with respect to the six-month notice of fee increases are needed for greater flexibility. ***A resolution of thanks for the parking committee (to be accompanied by a letter) was unanimously endorsed by the Finance Committee.***
 2. Possible tax issue with parking revenues is still being determined. The Diocese is checking on the tax issue which is affecting the implementation of the QR code parking plan.
 - **Expenditures relating to closing the Kunkel Fund (A complete listing of projects and expenditures of the Kunkel Fund is on page 10).**

After receiving some ballpark estimates on the remaining three action items indicated in the table below:

Vestry Approved	Kitchen Backsplash Protector	\$1,000.00
Vestry Approved	SAME Garden	\$4,000.00
Design under Consideration	Trinity Place Fencing	\$8,499.72

the following recommendation was unanimously approved by the Finance Committee:

The Finance Committee recommends expenditures from the Kunkel Fund up to \$4,000 for the Kitchen Backsplash Protector and up to \$7,000 for the protective landscaping and boulders to deter cut through foot traffic in Trinity Place. The residual in the Kunkel Fund after these two expenditures will be transferred to a SAME Garden subaccount in the Trinity Place Fund for the greenhouse and supplies.

- **Contribution for Sewanee's School of Theology**

The Finance Committee reviewed the email from Kirby Colson (pages 8 & 9) and determined that a line item in the 2025 SOM would be inappropriate. The recommendation from the Finance Committee is that the Vestry designate a Sunday in February (in conjunction with recognition of the Sewanee's School of Theology) where the plate offerings is sent to the Sewanee's School of Theology.

ATTACHMENT B

Rector's Report to the Vestry 9/22/2024

Worship

- **Attendance** has continued to be strong.
 - The 8:00 service is usually at 15-20. It is occasionally very lightly attended (most notably the morning after the 8pm football game), but on a couple of Sundays has been more than expected.
 - The 10:30 service has usually been around 90, with the exception of Labor Day, when it was noticeably lighter.
 - The 5:00 service has only occurred 3 times so far this semester: 15, 6, 13 so far.
- **Music** The Choir continues to add new members. On one Sunday we rolled out *Wonder, Love, and Praise*, which seemed to go smoothly.
- **Altar Guild** has also added some new members who are being trained. One of our Canterbury students has offered to wash the linens, relieving Betty Snowden of that chore.

Staff:

- Evyone Washington Returns to the office tomorrow. Rebecca Turner has done a very fine job of taking over the Accounts Payable and Receivable for us and helping to keep the accounting on track. Dorothy Meeks has proven herself to be a real treasure of an Assistant Treasurer during Evyone's absence. The letter of thanks will be presented to her at a staff lunch this week.
- Jim Hylkema will no longer be able to fulfill the duties of Sexton for the Church and Custodian for EDS. Jr. Warden, Personnel Chair, EDS director and I will work together on a short term solution for filling those needs, as well as looking at how to continue in the long term.

Pastoral Care HT Cares is tracking about 35 persons of concern, sending cards and flowers. Serena DuBose, who is chairing HT Cares, has been calling to check on them. I have been visiting 3 or 4 times a week and also making calls to check in on our persons of concern. Jim and Cindy Hylkema have been added to that list.

Continuing Education and Vacation I will be in Tennessee the first few days of October for a Continuing Ed opportunity offered by Sewanee, a theological lecture series accompanied by workshops in biblical studies and preaching. I am working with Fr. Dan Wagner, the new rector of St. Michael's Easley to provide emergency pastoral care in my absence. On October 9-12, Will and I will be camping at Long Creek to unplug as much as possible and enjoy the creek. I will be within easy reach in case of emergency.

ATTACHMENT C

Senior Warden Report September 22, 2024

The past month has been very busy. Change continues to be the lesson that we have to learn to adjust to within our personal lives and our church lives. EDS started and several teachers resigned unexpectedly, but the Day School Director was able to continue to operate the school safely with the help of the EDS Board.

A member of the Vestry resigned unexpectedly at the end of August, leaving us with a vacancy that can be filled by appointment per our by-laws. That discussion will be included in our meeting.

Our long time Sexton, Jim Hykema, has resigned due to health reasons and will be missed. His hardworking and caring spirit will be missed. The work he did on the classrooms and painting EDS was priceless this summer.

The meetings of the Vestry with their committees to get feedback on MMS 2024 were very important. The information that was collected will be very useful as we work on stating the vision of HT Parish and moving forward. Our meeting on Sept. 19 was very positive and the Happy Birthday wishes and cake made my day special.

We have completed 2 days of Game Day Parking. The Parking Committee has put new procedures in place that have made it simpler for volunteers to come on board and enjoy their day and welcome our paying guests without being confused.

The Welcome Back Picnic on August 25, 2024 was a success. Families gathered to eat and play games on the Trinity Place grass. Parishioners of all ages enjoyed the food and fellowship including the ice cream truck that was available for special treats.

We look forward to welcoming Evyone back after her maternity leave this week. We have been blessed to have Rebecca Turner take on so many of her duties as a temporary, part time employee during Evyone's leave. .

On personal note, I do thank you for all the prayers, cards and good wishes since the death of my sister, Dale Martin, on August 20. They continue to lift me up during this time of grief.

Mel Harriss, Sr Warden
September 21, 2024

ATTACHMENT D

Junior Warden Request for Funding for Tree Removal and Pruning at St. Paul's

What = Tree Removal / Tree Pruning

Where = St. Paul's Churchyard

Who = Tree South (Karl Pokorny – he's done work at St. Paul's in the past and has the full support of the St. Paul's Committee)

How Much Being Requested (Total) = \$11,710

Details from Quotes;

- Remove Live Oak near General Beasley's grave that lost it's limb in a storm 2 months ago and is rotted through-out (this will require a Crane and power disruption to the Thrift Shop) = \$8400
- Prune Live Oak tree along Queen St that was "butchered" by the power company and leaning within reach of the church = \$770 (at some point this will likely need to be removed) – Item# 4a
- Prune Willow Oak east of Thrift Shop = \$330 – Item# 3
- Prune Water Oak behind Thrift Shop Shed = \$440 – Item# 22
- Prune Water Oak 100' South of Thrift Shop = \$220 – Item# 24
- Prune Water Oak 100' east of Sanctuary = \$550 – Item# 10
- Miscellaneous allowance for smaller tree removal while on-site = \$1000

Attached is a quote that provides more details on the items listed above (except the major tree removal job – that has a separate quote). I listed the item numbers that correspond with what's referenced in that document. As you can see, the tree work around St. Paul's will likely need to be completed in a multi-phased approach, and the St. Paul's committee is hoping that some volunteers can perhaps knock out some of the smaller items on the list (Karl Pokorny actually gave us tips on how to proceed if we decide to take some of this on ourselves).

ATTACHMENT E - page 1

Junior Warden Request for Assistance

Below is the list of abnormal +/- or large-sized initiatives that are currently open on the Jr. Warden's list of things to do. Some items are well underway, while others could certainly push into 2025 – I tried to make some notes to help show the status on some of these;

- Roofs – Holy Trinity 2 Buildings and Bell Tower
- Roof – Thrift Shop (after tree work)
- Roof - St. Paul's (after tree work)
- Restoration at St. Paul's (re-bid and re-start after roof gets replaced)
- Land Swap Mission Committee at St. Paul's (TBD)
- Pendleton Re-Zoning – potential St. Paul's impact (Fall, 2024 into Winter, 2025)
- HVAC Swaps – 3 at Holy Trinity (possible 2025 item but 1 needs attention sooner)
- HVAC Swaps – St. Paul's (likely 2025 item)
- Phone System Upgrade
- Improved Internet Service
- Security Committee & Lock System Review
- Tree Work – St. Paul's churchyard (quotes received, financial approval received, just need to coordinate date with vendor and Thrift Shop when Power will be cut off)
- Pay for Park – Trinity Place (roll-out once approved)
- Inventory Video per financial audit
- Window Leaks – Holy Trinity (quote rcv'd but should seek others I'll explain why) – after roofs replaced
- Fence at St. Paul's (removal of damaged chain-link and work with PHF to install new decorative sections) – perhaps St. Paul's Committee can help out
- Test & Inspection Calendar (Chris to work with Wesley)
- Addison Lane Barrier – work in progress (eta = October)
- Clemson University Parking Space Disparity – work in progress (eta = October) – may require updated lease
- Improved Lighting over the Choir in the Nave
- Parking Lot Holy Trinity – Re-Paint space numbers (could wait until 2015)
- Parking Lot St. Paul's – Thrift Shop wants individual parking spaces painted
- New Sign – main entrance (Holy Trinity) – could obviously wait until 2025
- Find Cleaning Company to replace Jim Hylkema (Chris working with Chesley & Office Staff)
- Find Sexton Opportunity to replace the things Jim Hylkema handled above and beyond the basic janitorial duties

ATTACHMENT E - page 2

Junior Warden Request for Assistance

COMPLETED REPAIRS 2024 (y-t-d) –

Date	Where	Description	Submitter	Estimated Cost	Approval	Actual Cost	Vendor / Source	Date Complete	Status	Comments
1/30/24	HT-D	Toilets Backing Up (hallway)	Jerree Wallace		Chris H	n/a	Around the Clock Plumbers	1/31/24	C	Had to use powerful snake with blades to cut through clog
1/26/24	HT-C	Lock on Office Front Door sticking open	Jim Hylkema	n/a	Chris H	\$53.60	Loc-Doc	2/8/24	C	Loc-Doc had to service tumbler / tighten internal screws. Done
1/29/24	TS	Main Sign	Judy Surak	\$150.00	Judy Surak	\$147.00	ABC Banners & Signs	2/12/24	C	New Sign from ABS due by 2/12
2/6/24	TS	OPEN Sign	Judy Surak	\$50.00	Judy Surak	\$50.00	ABC Banners & Signs	2/12/24	C	Create OPEN sign that matches new Thrift Shop Sign
2/19/24	HT-P	Loose Wall Anchor - Dishwashing Fixture	Bill Hurst	n/a	n/a	n/a	Jim Hylkema	2/19/24	C	Need to be sure this is secure so people don't pull on the piping behind the wall
2/7/24	TS	Holes in Cabinets (right of sink)	Judy Surak	n/a	n/a	n/a	Chris Heerwagen	2/20/24	C	Used "Fill-a-Foam" to seal off openings
12/17/23	HT-D	Lock Out System Engaging out of hours	Betty Snowden	n/a	n/a	n/a	Stephanie LaGuardia / Hap	2/22/24	C	Hap Wheeler dis-armed - Stephanie LaGuardia reprogrammed & Choir given FOB's 4 final
2/19/24	HT-P	Low Water Pressure - Pre-Wash Sink	Bill Hurst	\$95.28	Chris H	\$95.28	Jim Hylkema	2/22/24	C	Installed New Spray Nozzle (T&S Brass - model# B-0107)
2/19/24	HT-P	Low Water Pressure - Sink on Left	Chris Heerwagen	\$5.64	Chris H	\$5.64	Jim Hylkema	2/22/24	C	Replaced Spray Face on existing T&S Brass Nozzle - model# 001121-45
1/30/24	HT-P	Library Toilet Not Flushing	Jim Hylkema	\$400.00	Finance Com	\$900.00	Around the Clock Plumbers	2/28/24	C	Tried replacing toilet - also had a vent issue going out the roof (extension collapsed cross
2/26/24	TP	Irrigation System Turned On in Error	Chris Heerwagen	n/a	Mother Suz		City of Clemson	3/4/24	C	City of Clemson went to wrong address - was RE-Winterized by the City / Rainmaker also
3/4/24	TP	Repair & Relocate Irrigation Control Box	Chris Heerwagen	\$800.00	Finance Com	\$939.60	Rainmaker	3/7/24	C	Hit / Damaged by car - 2nd time now!
3/5/24	HT	Leaking Hot Water Pipe - Mechanical Room	Wesley Ramey		Chris H		Around the Clock	3/11/24	C	Mechanical Room under the Narthex
3/17/24	HT-P	Water Leaking Under Pre-Wash Sink	Cindy Thackham	\$290.00	Chris H	\$290.00	Around the Clock	3/21/24	C	3/21 Had to rebuild the washers in all shut-off valves (both sinks), as well as a drain gas
3/25/24	HT-PH	Broken Sprinkler Head - Zone 18	Chuck - Rainmaker	n/a	n/a	n/a	Rainmaker / Jim Hylkema	4/2/24	C	Zone 18 - issue by Parish Hall Fire Exit onto Lawn (Jim H capped sprinkler buried under st
3/5/24	HT	Fax Line not working to Copier / Printer	Evyone Washington	n/a	n/a	n/a		4/11/24	C	Evyone checked wiring - some senders had wrong phone #. All OK now.
4/9/24	TP	Drainage Pipe needs to be buried	Jim Hylkema	n/a	Chris H	n/a	Jim Hylkema	4/12/24	C	4 inch pipe running down side of Playground wall is an eyesore - Jim to bury w/ or paint
2/29/24	St-P	Issues with Toilet (slow refill)	Mother Suz	\$12.00	Chris H	\$12.00	Chris Heerwagen	4/16/24	C	Installed New Fill Valve to Help, but the Crut of the problem Related to Low Flow Rate
4/8/24	HT-P	Elevator Cease & Desist (Inspection Due)	Wesley Ramey	\$123.00	Jr Warden		Suncoast Elevator	4/30/24	C	Inspection scheduled 4/22/24. Should get Cease & Desist lifted once scheduled
4/28/24	EDS	Hanging Security Light over EDS main door	Mark Stokes	n/a	n/a	n/a	Jim Hylkema	4/30/24	C	Jim re-attached the light to the main box - all OK
4/18/24	HT-P	Pockets of Poor WiFi (Vestry Conference Room)	Mother Suz	Donated	n/a	Donated	Mark Stokes	5/5/24	C	Installed 2 new Ubiquiti Nodes in Attic. Upgraded existing node & created Mesh network
2/19/24	HT-P	Warming Oven Door - needs Seal & Door	Bill Hurst	\$20.00	Chris H		Jim Hylkema	5/10/24	C	Jim realigned door - Bill Hurst to bring new seal
3/15/24	HT-P	Loose Floor-Boards	Jim Hylkema	\$20.00	Chris H		Harris Flooring	5/10/24	C	Kitchen Hallway-under stainless table 4/16 Flooring guy fixed - will use coasters under ti
4/30/24	TS	Curtain Rod Holders Needed - Kitchen	Judy Surak	\$5.00	Chris H	\$5.00	Chris Heerwagen	5/14/24	C	need to buy the inserts to support the rod - pressure style rods can't handle the weight
4/19/24	HT-C	Leaking Irrigation Line	Byron Harder	\$185.00	Chris H	\$185.00	Rainmaker	5/16/24	C	Jim H dug out the dirt to expose the lines - need Rainmaker due to type of pipes buried
1/28/24	HT-P	Lights Out in Parrish Hall - Upper Ceiling	Chris Heerwagen	\$2,700.00	Finance Team	\$1,329.00	Golden Corner Electrical	5/29/24	C	2/27 met Golden Corner - expect quote 2+ weeks
2/16/24	HT-P	Exposed Wires on Path by Parking Pole	Jim Hylkema	\$2,700.00	Finance Team	inc w/ lights	Golden Corner Electrical	5/29/24	C	2/27 met Golden Corner - expect quote 2+ weeks
4/30/24	TS	Flourescent Light Fixture OOS	Judy Surak	\$125.00	Chris H	\$110.00	Chris Heerwagen	5/29/24	C	Had to replace fixture with 1 that takes LED bulbs (bypassed ballast)
3/17/24	HT-C	Need to Plug Holes in floor under Choir	Wendy Longo	n/a	n/a	n/a	Jim Hylkema	5/31/24	C	Temporary Plate until the lighting solution is finalized
4/30/24	HT-P	Address Violations in Elevator Inspection	Chris Heerwagen	n/a	n/a	n/a	TK Elevator	6/4/24	C	Periodic Testing not posted / past due - deadline for resolutions extended til 6/22/24
5/15/24	HT-P	Warming Oven Wont Work	Jerree Wallace	\$439.00	Jr. Warden	\$439.00	Anderson Mechanical	6/4/24	C	Had to replace blower fan - dead short (Anderson Mechanical)
5/24/24	HT-P	Filter Change Light On - Fountain by Library	Mel Harris	inc	n/a	inc	Around the Clock	6/10/24	C	Filter changed as part of replacing shut-off valve
5/27/24	HT-P	Fountain Shut-Off Leaking	Jim Hylkema	\$160.00	Jr. Warden	\$160.00	Around the Clock	6/10/24	C	Noticed when trying to replace filter
6/6/24	TS	Roller Cart - Bolts Loose	Judy Surak	n/a	n/a	n/a	Chris Heerwagen	6/11/24	C	Chris H re-installed bolts and used thread-lock (medium/blue) to hold the nuts tight
6/14/24	TP	Leaking Irrigation Line by Addison Lane	Bill Hurst	\$228.48	Jr. Warden	\$228.48	Rainmaker	6/19/24	C	Replaced faulty valve that wouldn't shut off a sprinkler head by Addison Lane
5/9/24	HT-P	Downed Tree along Elm St (storm)	Chris Heerwagen	n/a	n/a	n/a	Chris Heerwagen	7/1/24	C	Chris H using personal chainsaw to clean up debris
7/24/24	St-P	Run WiFi Wire / Antenna in Ceiling	Mark Stokes				Jim Hylkema	7/26/24	C	In Basement for Canterbury
2/29/24	HT-P	Low Water Pressure Issue	Chris Heerwagen	\$2,500.00	Finance Team	\$2,100.00	Hicks Plumbing	7/30/24	C	Town will run a new 1" water line. We'll need to pay to tie into the new feed
6/4/24	HT-P	Emergency Lights Not Working	Jim Hylkema	\$700.00	Finance Team	\$700.00	Golden Corner Electrical	7/31/24	C	Jim Hylkema 2 bad fixtures - replaced by Golden Corner
7/7/24	HT-C	Fix Base of Pastoral Candle	Mark Stokes	\$50.00	Jr. Warden		Jim Hylkema	7/31/24	C	Jim cleaned up base & installed felt sliders on bottom
7/8/24	St-P	Clear Downed Limb - Churchyard	Chris Heerwagen	\$880.00	Finance Team		Tree South	7/31/24	C	
7/30/24	St-P	Install New Sink Faucet (Sacristy)	Chris Heerwagen	\$350.00	Jr. Warden		Hicks Plumbing	8/5/24	C	\$106 for Moen faucet via Amazon plus \$ labor (final step 2 fix pressure issues)
5/5/24	HT-C	Defibrillator Beeping - Usher's Closet	Wesley Ramey				Martha Williams	8/9/24	C	Wesley ordered new battery and pads - Martha Williams installed. DONE
5/5/24	HT-C	Defibrillator Expired - HT Office	Wesley Ramey				Martha Williams	8/9/24	C	Wesley ordered new battery and pads - Martha Williams installed. DONE
1/12/24	HT-C	Nave Sound System - Intermittent Squawk	Bill Hurst				Will Cate / Mark Stokes	8/11/24	C	6/11 Mark Stokes adjusted configuration - issue seems resolved
1/12/24	HT-C	Issues w/Hearing Impaired System	John Wilson				Will Cate / Mark Stokes	8/11/24	C	6/11 Mark Stokes found an issue with the configuration - he modified and issue resolved
8/15/24	HT-P	Women's Toilets Clogged - Main Pipe	Jim Hylkema	\$345.00	EDS	\$345.00	Around the Clock	8/16/24	C	Plumber found new Clean-Out Access in Men's Bath - Needed Machine Snake to Clear
8/25/24	HT-C	Need FLAT-PLUG Power Strip Usher Clo	Judy Stech	\$25.00	Jr. Warden		Jim Hylkema	8/26/24	C	Current Plugs prevent drawers from opening
8/25/24	TP	Another Leak in Irrigation System	Jeraw Wallace	\$250.00	Jr. Warden	\$250.00	Rainmaker	9/3/24	C	Valve replaced (Jim H found leak by Gate nearest the Shed)
8/29/24	HT-P	Fire Alarm Panel Issue - Elevator Zone	Jim Hylkema	\$500.00	Finance Team	\$669.00	Pye Parker	9/5/24	C	Main Alarm Panel showing Elevator Zone issue - replaced bad detector on 2nd floor
9/3/24	TP	Porta Potty Cable Anchor Destroyed	Chris Heerwagen	\$20.00	Jr. Warden	\$20.00	Chris Heerwagen	9/6/24	C	Had to install heavier duty eye hook and reconnect cables on front-side
8/5/24	St-P	Defibrillator - Expired Battery / Pads	Chris Heerwagen	\$300.00	Finance Team	\$300.00	Martha Williams	9/10/24	C	Wesley ordering new parts
9/16/24	HT-P	Rug Tripping Hazard - Parish Hall Main	Mel Harris	\$0.00	Mother Suz	\$0.00	Mother Suz	9/20/24	C	Rugs rolled-up and put away in closet across from kitchen
9/3/24	TS	Tree by Front Porch needs Pruning	Judy Surak		Jr. Warden		Chris Heerwagen	9/24/24	C	Limbs growing over roof / porch - Chris H pruned with Pole Saw

Date	Where	Description	Submitter	Estimated Cost	Approval	Actual Cost	Vendor / Source	Date Complete	Status	Comments
	EDS	Enhance Fence in Playground	Chris Heerwagen	\$1,750.00	EDS Board		Ocomee Fence (Hal)	2/16/24	C	Need bottom support to prevent gap with outer wall (Ocomee Fence)
1/16/24	TP	Concrete Pad - Parking Porta Potti	Bill Hurst / Chesley Rowe	\$400.00	Jr. Warden	\$364.13	Parishioners	3/11/24	C	Chesley to pour with Bill Hurst (will also install anchors to prevent tripping incidents)
2/16/24	EDS	Additional Classroom Space	Stephanie LaGuardia				Chesley Rowe	8/6/24	C	Move Chapel to Parish Hall, up-fit that room to a classroom
2/20/24	TP	Need Lawn Care Contract for TP Lawn & P	Bill Hurst		Finance Team		Elias Outdoor Services	4/26/24	C	Lawn Care for Trinity Place started in late April
2/20/24	TP	Mulch Parking Lot Beds	Chris Heerwagen	\$3,600.00	Finance Team	\$2,300.00	Elias Outdoor Services	5/24/24	C	4/7/20 Approved by Finance Committee
2/25/24	HT-P	ECW needs storage space	Cindy Thackham	n/a	n/a	n/a	ECW Team	3/17/24	C	3/17 Cindy cleaned the closet w/ECW Team - OK for now (several boxes taken to Thrift Sh
3/5/24	TP	Mulch Parking Lot Beds	Chris Heerwagen				Hicks Plumbing	7/30/24	C	Old spigots stopped working after new water supply run from meter into church
5/1/24	St-P	Need Mulch (Flower Beds)	Chris Heerwagen				Elias Outdoor Services	5/16/24	C	5/10 Finance approval given - asked Fernando to complete next week 4 picnic
5/5/24	HT-P	Need WiFi Node in Canterbury Area	Mark Stokes				Jim Hylkema	7/23/24	C	Ubiquiti Node in-hand - just need to run Cat 5e & tie into Mesh Network
5/26/24	St-P	Need to change sign - 1st Sunday Only	Serena DuBose	n/a	n/a	n/a	Chris Heerwagen	6/11/24	C	Chris H attached white boards so only the 1st Sunday shows - can be removed easily
6/4/24	EDS	Re-Paint Hallways on 1st Floor	Stephanie LaGuardia				Jim Hylkema	7/29/24	C	Possible volunteer effort???
7/26/24	EDS	Install new 120v A/C Outlet - Printer	Stephanie LaGuardia				Golden Corner Electrical	7/31/24	C	Moving the printer to a supply closet due to classroom expansion - need an A/C outlet
7/26/24	EDS	Install new Ethernet Jack - Printer	Stephanie LaGuardia	\$35.00	Jr. Warden		Chris Heerwagen	8/2/24	C	Moved the printer to the Art Supply Closet due to classroom expansion - needed Ethernet
9/10/24	HT-P	Install Ceiling Tiles - Open Holes	Chris Heerwagen				Chesley Rowe	9/20/24	C	Replace tiles moved to get new EDS class ready - 2 cases dropped off on 9/10
9/24/24	St-P	Added 4th Fire Extinguisher in Nave by Offi	Chris Heerwagen	\$120.00	Jr. Warden	\$120.00	Pye Barker	9/24/24	C	Done during inspections to ensure all paths of egress have a Fire Ext nearby