

St. James Vestry Meeting
Thursday, August 22, 2024
5:45 pm

Participants: Rev. De Freeman, Rev. Amanda Doshier, Finance Director Jim Ketchum, Parish Administrator Meghan Kasuba, Sr. Warden Jeanie Smith, Jr. Warden Margaret Cadden, Treasurer Bruce Stone, Dan Campbell, Ben Coddington, Tracy Corte, Jim Daniell, Bill Dowdle, Dee Gambill, Laura Jones, Jennifer Lambert, Matt Myrick, Misty Whitehead, and Clerk of the Vestry Mary Mullins Redditt

Special Guests: Chuck Coddington and Terry Moore/Building Committee

Absent: Peter Gaillard

A quorum was present.

Opening Prayer

De opened the meeting at 5:43 pm and Amanda Doshier offered the opening prayer.

Recitation of the Mission Statement

The vestry recited the mission statement together:

We are a community anchored in Christ, seeking God, sharing His love and serving others.

Meditation—Dan Campbell

Dan offered a meditation on the identity of God and the meaning of love, based on a previous sermon by Bishop Michael Curry.

Recommendation from Building Committee on Contractor—Chuck Coddington

- Terry Moore, Jim Ketchum, Meghan Fancher and Margaret Cadden are also members of the Building Committee in attendance.
- Chuck explained that we are in the pre-construction phase of the new building project that will last another 4-5 months.
- The Building Committee is in active conversation with architects Mac Walcott and Rusty Holt related to design documents. They are taking the concept and renderings and adding detail in order to build. It involves identifying such things as custodial closets and food preparation areas. They are working on designing to a budget that needs to be honed during this phase so we are closer to what the actual cost will be.
- Common practice is to employ a contractor during this phase because they know the market costs for things and can advise on the most economical building system for our plans.
- Will also bring in expertise on how to phase the project and how to interface with existing operations. Need an experienced contractor in this regard. Meghan will be the gatekeeper.
- Want to set up a Team concept says Terry Moore. This is a technical concept on how to smooth the path for working with existing operations. We will be the owner of the Team.

- Will also need a construction schedule with milestones. There will also be a cashflow model developed that will be critical for our money management.
- In June, De identified three contractors who are members of St. James to consider first. The Committee determined all three were more than capable for this project.
- Jim Ketchum reached out to see if they were interested and all three were.
- The Committee had a sit- down with each of them to determine their philosophy. Committee came away impressed and invited each of the three contractors to submit a proposal from a Request For Proposal, including qualifications and price proposal. The three included:
 1. David Martin/Fairhope
 2. Peter Gailliard/Mobile
 3. John Witherington/Daphne
- The responses to the RFP were received by August 8, though David Martin declined due to landing a big project in the meantime.
- The Committee met with both remaining contractors and key staff for each this past Monday night. Based on these meetings, the Committee is recommending St. James enter into a contract with Witherington Construction for the pre-construction phase. Reasons included:
 - ⇒ Quality work at a competitive price with excellent customer service. Confirmed by Committee and Mac Walcott.
 - ⇒ Impressed with past performance on similar church projects, six of similar size.
 - ⇒ Experience with material sales tax savings. This is important as it is a complicated task.
 - ⇒ Extensive experience with our architect: Fourteen projects completed and two on the drawing board.
 - ⇒ Recent experience on a multi-purpose facility similar to ours.
 - ⇒ Good experience in managing large construction projects in the midst of ongoing operations, including lots of healthcare work.
 - ⇒ Heavy experience in pre-construction, developing budget and schedule.
 - ⇒ The bulk of business is negotiated work.
 - ⇒ Has a strong safety record.
 - ⇒ Offered a bond on the contract amount and brought letter to that effect.
 - ⇒ Has been in business over 50 years, working with his father.
- We will enter into an AIA contract with them, based on the cost of work, plus a fee.
- Chuck modeled four different scenarios for construction costs, including up to a \$6 million project and asked each contractor to provide costs. There will be soft costs, too, which include the architects fee, soil testing, ADEM permitting, food service, security, AV, fixed equipment and a contingency fee.
- Witherington turned out a better value for every scenario. In most cases Witherington was about 10% cheaper.
- The first big deliverable will be in October. Design development drawings will be completed by Walcott by the end of October. At that point, the contractor will

develop a baseline estimate. Will likely come back in November to discuss budget options.

- There are some significant risks associated any permitted project. Best case scenario is that we will have an approved project in early January. Worst case is the end of February.
- Once we have approval, the new entrance road will be the first priority.
- **Tracy made a motion to accept the recommendation, Laura Jones seconded and all approved.**
- Jim will notify all the interested contractors of the decision.

Jr. Warden's Report—Margaret Cadden

- Margaret has followed up with Pickle re the painting project.
- Floors and carpets in Green Hall have been cleaned.
- Ed Shell is providing Margaret a list of things that need to be done.
- The memorial garden has been cleaned up and Margaret invites all to visit.
- We have been talking for many years about the windows in the church. They sweat drip water and rot.
- Bruce met with Robert De Neefe of Bluewater Lumber to get three sets of estimates (sacristy, plain double-hung windows, and all the nine windows in the church).
- Sacristy window and two on either side of the altar replaced with glazed, Marvin, double-paned storm, argon gas windows, with pine interior would cost \$7485.
- The double-hung windows are \$2726.
- The cost for all nine windows in the church would be \$74,189.
- Finance Committee recommends that we move ahead, as we have the money set aside to do this.
- Bruce recommends we move ahead with the sacristy and 2 double-hung windows now.
- Next year we may be able to do ½ of the large windows and then the other ½ when we can afford it.
- Margaret says part of this is to come up with a maintenance plan and not just react.
- Bruce asked for a motion to approve \$10,211 to replace the sacristy and the two double-hung windows.
- **Dan made a motion to approve, Misty seconded and all approved.**
- **[This cost was later amended to a total of \$12,938.85 and a second vote of the vestry via email resulted in majority approval of the updated cost on September 10.]**

School Board Report—Ben Coddling

- The marketing firm is working on some mockups for the mascot, the St. James Knights.
- 24-25 school year is in full swing having started last Wednesday.
- There are two upcoming fundraisers, the 1) Zebedee Doo Dah Fest on Friday November 1, and 2) Christmas ornament sale depicting the church.

- May be looking at a location change to Fairhope Yacht Club for the ZDDF due to some parking and noise issues with the brewery. This has pros and cons and is still to be decided.
- Shelly secured some Title II and Title IV funding to pay for supplies.
- Are also researching School Spirit Nights at local restaurants with a % of sales going to the school. Misty says she is happy to do one of those.
- Currently have 88 enrolled in the school
- The School Board has been very involved in the Capital Campaign. Completed a grant request to Monte L. Moorer Foundation of \$500 K earlier this week. Next application will be to Bedsole Foundation in October, Crampton Trust in November, then later to IMPACT 100.

Capital Campaign—Dee Gambill

- Dee says there are about eight grants we are pursuing. Will know about those requests this year but can ask again in the next two years if we are not successful this year.
- Of the two ADEM grants, we will know about one this year, and the other we will know next year.
- Jim Ketchum came up with a chart we will use at Rally Day to “help fill up the pyramid!”
- We have lots of donors across a wide swath of giving abilities.
- We are at \$5 million in commitments. Was necessary to get here before we went out to foundations.
- Need \$1,350,000 to fill up the pyramid. Still have three years to go and new incoming parishioners and those who may not have given yet. We also have the grants and foundations to pursue.
- About \$200 K of the \$500 K match has already been paid.
- Dee feels confident we will make our goal. Hope to bring in more than our goal.

Report from the Rector—De Freeman

- Senior Seminarian Drew Downey has a candidacy interview this weekend. He needs an endorsement from the vestry for his candidacy.
- De read the resolution.
- **Ben made a motion to approve, Margaret seconded, and all approved.**
- Each voting member of the vestry signed the resolution, along with the clerk.
- De said he appreciates being able to get away in July for vacation.
- We discussed previously naming Amanda as Associate Rector and she has accepted this position. The news will go out in the *Anchor Lines* so everyone knows. All congratulated Amanda.
- Numbers attending this summer:
May 331
June 330
July 306
In August, attendance looks up after the summer lull.

- Funds have been raised by the congregation for Rose Collins as she has been in financial need since the death of her husband.
- She needs \$5,200 for a new roof/repair and we need a vote of the vestry to use the funds for this purpose.
- **Matt made a motion, Laura seconded and all approved.**
- Primary responsibility for stewardship is the vestry. Staff recommends using the same documents we used last year but needs a chair of stewardship. Bruce volunteered.

Treasurer's Report—Bruce Stone

- We are \$13,000 under budget.
- Things are looking good going into the fall.
- The report speaks for itself. All is good.
- **Ben made a motion to approve the financial report, Margaret seconded and all approved.**

Sr. Warden's Report—Jeanie Smith

- We did not meet in July but all should have received the June meeting minutes.
- June minutes were reviewed.
- **Margaret made a motion to accept the minutes, Tracy seconded the motion and all approved.**

Next Meeting

The next scheduled vestry meeting is September 19 at 5:45 pm.

Closing

Amanda closed the meeting in prayer at 7:37 pm with the Evening Prayer from the Prayer Book.

[Previous Business Conducted by E-mail]

On July 31, 2024, there was an urgent email request from Jr. Warden Margaret Cadden for the vestry to approve the replacement for the AC unit upstairs in Wilson Hall. Two bids were received with the lowest being \$17,536 from Suncoast, who previously outfitted the office. The funds will come from the building reserve account and the lead time on the equipment is 4-6 weeks.

Ben Coddington made a motion to accept the proposal, Dee Gambill seconded and a majority of the vestry emailed immediate approval (Margaret, Ben, Dee, Jim, Matt, Dan, Jennifer, and Laura).

Minutes submitted respectfully by the Clerk of the Vestry Mary Mullins Redditt.