

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
September 25, 2018**

The Administrative Commission held its organizing meeting via Zoom teleconference. The meeting was called to order and led in an opening prayer by the Rev. Shannan Vance-Ocampo, at 4:05 p.m.

A **QUORUM** was present.

Present were: the Rev. Shannon White, the Rev. J. C. Cadwallader, the Rev. Jimmy McPherson, and Elders Sandy Zuvanich and John Winstead.

Also present were: the Rev. Shannan Vance-Ocampo (General Presbyter), and the Rev. David Baer (Stated Clerk of the Presbytery).

The Commission **VOTED** to **APPOINT** the General Presbyter, the Rev. Shannan Vance-Ocampo, to convene and preside, and the Stated Clerk, the Rev. David Baer, to take the minutes *for this meeting only*.

The Stated Clerk, the Rev. David Baer, reviewed the Commission's charge, as well as polity related to administrative commissions and the assumption of original jurisdiction. Ms. Vance-Ocampo and Mr. Baer explained their respective roles in assisting the Commission in its work.

Ms. Vance-Ocampo provided the names and contact information for Jane Warren, the Presbytery's attorney in this matter, and Russ Direnzo, the licensed environmental professional working on site at the Valley Church. The Rev. Dr. James Fenimore is available as a consultant to work with the Commission on relational and systemic issues in the congregation and its leadership.

Ms. Vance-Ocampo provided a history of the circumstances, and suggested some first steps for the Commission's work.

The Administrative Commission **ELECTED** J.C. Cadwallader and Jimmy McPherson to serve as co-chairs of the Commission, and John Winstead to serve as Secretary of the Commission.

There being no further business to transact, the Administrative Commission **VOTED** to adjourn, and was led in a closing prayer by the Rev. Shannan Vance-Ocampo, at 5:50 p.m.

Respectfully submitted,

-signed-
Rev. David A. Baer, secretary *pro tempore*

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *October 4, 2018*)**

A **QUORUM** was present.

Present were: Revs. Jocelyn Cadwallader, Shannon White, Jimmy McPherson and Elder Sandy Zuvanich

Excused was: Elder John Winstead

Also present was: Russ Dirienzo, LEP and Assoc. VP at Arcadis

Purpose of the meeting was to do a walk-thru of Valley Presbyterian Church to see first hand the oil tanks, location of the boiler room and the Church building and grounds in general.

Russ Dirienzo led the walk-thru for the group, answering all questions that were posed by the Valley Administrative Commission.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,

Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *October 9, 2018*)**

A **QUORUM** was not present.

Present were: Revs. Jocelyn Cadwallader and Shannon White

Excused were: Rev. Jimmy McPherson and Elders John Winstead and Sandy Zuvanich

Also present was: Rev. Adele Crawford

Purpose of the meeting was to discuss with Rev. Adele Crawford the timeline of events at Valley Presbyterian Church between April 22, 2018 and September 10, 2018

The timeline was discussed, including specific questions to Rev. Crawford and responses from Rev. Crawford

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,

Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *October 18, 2018*)**

A **QUORUM** was present. (Con Call)

Present were: Revs. Jocelyn Cadwallader, Shannon White, Jimmy McPherson and Elders John Winstead and Sandy Zuvanich

Purpose of the meeting was to discuss open actions and new actions.

Jimmy McPherson opened with prayer.

The following topics were discussed:

- VAC Update Letter to Valley Session – letter was finalized and JC was to submit
- VAC Letter to Valley B&G Committee – letter was finalized and JC was to submit
- Inquiries from several Valley congregants about the oil tanks were discussed; no action required
- Oil Tank Replacement and Oil Service – VAC has received formal estimate/bid from Superior. Still waiting for same thing from Bantom. VAC needs to finalize contract with either Superior or Bantom in the coming week or two.
- Prepayment to Mitchell – VAC to formally request refund from Mitchell in the amount of \$6,468.10 associated with a prepayment for oil. Since Valley will be going with an alternative tank and oil supplier in the future, and this oil has not yet been delivered, VAC felt it necessary to request the refund. John Winstead to draft letter to Mitchell requesting this refund.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,

Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *October 25, 2018*)**

A **QUORUM** was present. (Con Call)

Present were: Revs. Jocelyn Cadwallader, Shannon White, Jimmy McPherson and Elders John Winstead and Sandy Zuvanich

Purpose of the meeting was to discuss open actions and new actions.

Jimmy McPherson opened with prayer.

The following topics were discussed:

- Jimmy attended Valley Session Meeting earlier this month (date?) and reported out on two questions that Valley Session had for VAC:
 - Is VAC okay with the format of the financials that Valley Session submitted to VAC?
 - What is the timing of the re-occupancy of the church building so that other repair/maintenance services can be scheduled, particularly the plumbing work required for one of the bathrooms?
- VAC discussed the two bids for the new oil tanks:
 - Bantam Wesson - \$4,820 for two 330 gallon tanks; nothing specified for warranty, initial oil delivery or ongoing maintenance; Bantam Wesson has been onsite.
 - Superior Plus – two bids...one at \$4,429.33 for two 275 gallon tanks and one at \$4,367.83 for two 330 gallon tanks; 30 year warranty included; Superior has not been onsite.
 - Jimmy McPherson to go back to Bantam Wesson to get more info on warranty and ongoing maintenance services; also will ask Bantam Wesson to match price from alternative supplier (i.e., Superior Plus). We also need to understand estimated installation date, duration time for installation. We need all of this information within the next week to stay on schedule.
- Valley Session has reported back to the VAC that they have capped out on their capacity to make additional expenditures on the oil remediation/repair efforts. They have reported that they have spent \$43K to-date. Valley Session has stated that they have approximately \$75K that they must maintain as a reserve as a provision or reserve related to any other priorities related to the ongoing sustainability of the Church. Further it was reported by the Valley Session to VAC that they have historically run a deficit annual budget over the last five or six years.
- JC to reach out to Jane (attorney) to get latest update on the insurance claim
- Jimmy or JC to reach out to Russ (LEP) to get latest update on Valley Church air quality

and understand the timeline for re-occupancy of the Church based on air quality.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,

Elder John Winstead, Secretary

**ADMINISTRATIVE COMMISSION FOR THE
VALLEY PRESBYTERIAN CHURCH
OF BROOKFIELD, CONNECTICUT
MINUTES OF MEETING
(DATE: *October 11, 2018*)**

A **QUORUM** was present.

Present were: Revs. Jocelyn Cadwallader, Shannon White, Jimmy McPherson and Elders Sandy Zuvanich and John Winstead

Also present was: Seven members of the Valley Presbyterian Church Session (Cheryl, JoAnne, Bud, Collin, Laurie, Mike and Lynn)

Purpose of the meeting was to debrief on just previous meeting with Valley Session and to discuss/determine immediate next steps of the VAC.

Members of the VAC expressed the value of previous meeting with Valley Session and acknowledged the alignment of the Valley Session and their sincere interest in moving forward in a positive way.

Actions confirmed and to be taken by the VAC:

- JC Cadwallader to talk to Russ (LEP) regarding procedures and appropriate contact persons for communicating the status of his work.
- Jimmy McPherson to confirm air quality in the church so that we can decide whether or not church building should be totally closed to all, including Church secretary and all service vendors
- John Winstead to draft VAC letter to Valley Session, which should include:
 - Recommendation to install new locks at church
 - Letter to neighbors
 - Valley expenditure capacity related to oil remediation
 - Air quality status and minimize entry and use of building
 - New tanks
 - VAC approval of next phase of work by Arcadis (Russ, LEP)
 - Ongoing updates with Valley Session

- Next meeting of VAC will be a conference call on Thursday, October 18 at 4 PM

There being no further business to transact, the meeting was adjourned with prayer by Rev. Shannon White.

Respectfully submitted,

Elder John Winstead, Secretary