

2021 Stained Glass Meeting Minutes January 26, 2021

Date: February 03, 2021

Attendees: Judy Winstel, Arlene Martin, Kathy Sill, Carol Wagner, Barbara Haudenshield, Gail Gargano, Becky Swinney, Lee Gannaway, Gretel Duncan, Nanette Inches, Chris Zeher, Susan Bateman (via Zoom)

1. Opening Prayer

Discussion: Kathy had handouts of prayer available. Explained that she wrote the prayer based on things written in Susan's book and ask that all join in to read the prayer. Prayer is read at the beginning to each stained glass session.

2. Stained Glass Mission - To bring the light of Jesus Christ to our islands.

Discussion: All were in agreement and that it also provides fellowship .

3. Stained Glass Ministry

- a. Meeting minutes for the annual meeting will be published, available for review in the stained glass shop, and stored electronically on the church computer.

Discussion: Gretel will take the minutes for this year's meeting minutes .

- b. The church office manager will maintain the electronic Stained Glass Ministry Roster.

Discussion: A copy of the roster is circulating, please update as needed.

- c. Waiver forms must be signed and dated annually and stored in the church office

Discussion: Carol has the waiver forms. They need to be signed and dated for all who are working in the stained glass shop this year.

4. Financial Report - Judy

Discussion: Judy provided a copy of the available funds and known expenditures for 2020.

The proposal to create an Executive Stained Glass Committee responsible for recommending stained glass tools/purchases. The membership of the Committee is Gretel Duncan, Gail Gargano and Kathy Sill. No objections voiced to having formed this committee. Carol is making an extensive inventory to determine what items are needed.

Concerns that the three panels in the Narthex currently priced at \$4,000.00 are still not sold. It was decided to leave price as is for this year and review again next year if not sold

5. Use of the Stained Glass Shop

Discussion: All in concurrence with item detailed requirements, but still concerns on establishing guidelines for cost of items made by returning visitors.

- a. New people
 - i. Have to watch the video
 - ii. ***Must sign the waiver before they do anything in the shop***
 - iii. Must work 1x1 with an experienced individual
 - iv. Make a donation to cover the small item they make
- b. Returning Visitors
 - i. Updated/signed waiver
 - ii. Donation for glass used
 - iii. Projects approved before getting started
- c. Full time attendee
 - i. Make a donation to cover the cost of items they make for personal use.

6. Shop Practices

Discussion: All in concurrence with item detailed requirements

- a. Follow social distance guidelines.
- b. Adjustments for shop capacity will continue to be implemented as required
- c. Clean up after yourself. Label your work. Unless requested, do not “help” anyone with their project
- d. Safety - Keep all of the exterior doors locked if there are fewer than 2 people in the shop
- e. Equipment is to be used on-site
- f. Shop Inventory - Take home anything that is yours and that you want to keep.

7. Projects for 2021

Discussion: All in concurrence with item detailed requirements. Individual named as project lead is to be the focal point for that project. Nan would also like to do more things around the church to beautify it. We should also consider seeing if Cheeca would let us put some crosses in the old cemetery.

- a. Implementing Project Managers for each project – they have the vision and control completion of the project
- b. No Stained Glass Class this year
- c. Hearts (tea light holders) – Gretel Duncan
- d. Coffee/Tea Cups - Carol Wagner
- e. Mermaid sales – Nannette Inches
- f. Small crosses – Lee Gannaway
- g. Angels – Carol Wagner
- h. 8 Foot Cross – Kathy Sill
- i. Porpoise Mirror – Carol Wagner
- j. Recover Shop floor – Kathy working with Trustees

8. Commission Guidelines

Discussion: All in concurrence with item detailed requirements, with the exception of the percentages due at project intervals. Red text reflects amount agreed upon by the group. Group decided that a contract form is needed for commission work outlining the requirements, time frame and cost. To be signed by the customer. Kathy will work on it.

- a. Establish a committee to review requests for commission work before starting – Committee: Kathy Sill, Gail Gargano, Carol Wagner and Gretel Duncan.
- b. 30% design fee to be paid before work is done
- c. 30% when glass is selected (Design fee cost may be credited)
- d. 40% due at delivery
- e. Person who works with the customer has the lead until the project is finished

9. Potential commission projects

Discussion: Carol has not heard back from Debbie, so no further work will be done. She will also try to speak with Mrs. Linback concerning her project.

- a. Animal window for a church – Carol Wagner
- b. Car for Mrs. Linback – Lead TBD

10. Publicity

Discussion: Booklets distributed. Carol will continue to give tours of church when she is in the shop.

- a. Put the God Made Me Do It booklets at the visitor center. Kathy
- b. Stained Glass and columbarium tours – Carol

11. Appreciation / donations

- a. Phyllis – Review and clean out of our medical supply kit
- b. Gretel – Donations of a sweeper light board, lazy Susan and cover for the taping table.
- c. Susan – Donation of the God made me do it books.
- d. Anonymous donations of glass and a grinder