

July 18, 2016

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on May 16th. Present: Barbara Bateman (Senior Warden), Gene Goff, Rick Toth, Dale Pennapacker, Jean Beers , Kathy Lochocki, (Treasurer), Joanne Tatem, , Jon Yenney , Sarah Reid, Chris Kristofco, Jackie Dahlen, Reverend Mike Sowards.

Absent: Melanie Jackson

The meeting was opened with a prayer offered by Father Mike.

MINUTES.

General topics:

The meeting agenda was approved unanimously by the Vestry.

Joanne made a motion that the Vestry Meeting Minutes of the 4/18 meeting be accepted. Passed unanimously.

Barbara made a motion that the Vestry Master Plan Meeting Minutes of the 4/26 meeting be accepted. Passed unanimously.

The Master Plan Presentation to the Parish last Saturday was discussed. Feedback was largely positive. It was noted that in the future it would be better to have a larger screen and possibly a microphone for larger audiences.

Father Mike discussed the pledge card breakout for time and talent offered. He distributed a report for use by Vestry committees and indicated it will be regularly updated as we get new pledges.

Father Mike discussed Retreat Date options. The two best options are August 19/20 or August 26/27. The Retreat would be held at St. James. Please provide your preference to Mike or Barbara by the next Vestry Meeting at the latest.

Committee Reports:

Outreach:

Kathy reported:

- Trinity UCC recently provided a large donation to Outreach.
- The Outreach house is using a new “deli counter” type number system for organizing service to our clients. It is working well so far.
- Outreach House has 4 new clients this month.
- The committee is working to improve communications with our clients, using texting, etc.
- There was discussion of the Outreach email address. It was agreed that they should use outreach@stjames.org. Barbara said she can add this. It will be phased into the cards that

Outreach House uses with the clients. It was noted that the cards need to be approved by the Vestry next time, and be brought into alignment with our standards – logo, etc. Jackie reported on her involvement with the local Salvation Army. This is another element of Outreach, and is at a “handshake” level with the Outreach house – referring clients to each other where appropriate.

Rick made a motion to accept the Outreach Committee report. Seconded and passed unanimously.

Buildings and Grounds:

Rick provided updates, based on his written report:

- Gate work at the Cemetary has been completed - \$2K paid.
- Rick will be getting some bids to rework electric at the History Center. Then we will determine if this should be done now, or as part of “Phase 1” of the Master Plan.
- Francois would like to expand the garden fence to add room. Do to projected cost, this was determined to be a low priority right now, and Francois may wish to research less costly options.
- The soil is being tested in the garden to make sure it is safe. Water spicket for the garden should be marked as non-potable.
- Rick is also looking into the Sanctuary storm windows. It may be best to add modern storm windows, and repair the rotting window frames where necessary.
- Gene noted that the garden has been rototilled.

Joanne made a motion to accept the Buildings and Grounds Committee report. Seconded and passed unanimously.

Communications and Fund-raising:

Barbara provided an update based on her written report:

- She referred the Vestry to the written report to save time.
- Chris discussed using Twitter as a communications tool for St James. He offered to help set this up, which will be considered for the near future.
- Facebook page was discussed. If the Vestry Shares the St James items, this will help spread the word more broadly.

Rick moved that we accept the Communications and Fund-raising report. Seconded and passed unanimously.

Parish Life:

Sarah provided updates (no written report):

- ECW is hosting the upcoming Bishop’s reception.
- The most recent Foyer Gathering went very well.

- The committee is in ongoing discussions to come up with written instructions for volunteers to use for Coffee Hour. They expect to put something together by this fall.
- There was a discussion of how to order supplies, such as cleaning supplies for the kitchen, etc. Lisa in the office should be notified if supplies are needed.

Chris made a motion to accept the Parish Life report. Seconded and approved unanimously.

Finance:

Dale started with a review of the Treasurer's Report.

- He noted that the Vestry needs to approve the March Financial Statement as Dale had missed the last meeting.

Rick made a motion to accept the March Financial Statement. Seconded and approved unanimously.

Dale reviewed the April Treasurer's Report.

- He noted that Outreach has \$18.7K currently.
- He also noted that Pilgrimage had about \$4K. He believes the church will need to chip in less than the \$8K originally estimated.

Barbara made a motion to accept the Treasurer's Report. Seconded and passed unanimously.

Barbara made a motion to accept the Investment Committee Report. Seconded and passed unanimously.

New Business:

Joanne led a discussion about the PSP Discovery Study proposal.

- The general feeling was that the sample proposal was rather weak.
- Joanne discussed the references provided. The feedback was mixed.

Dale made a motion that the Vestry not move forward with the Discovery Study with PSP. The motion was seconded and passed unanimously.

Father Mike had been doing some new research on this process. Some of which he provided to the Vestry. He proposed that we use an RFP process similar to what we had used to find GKO. He will recruit an evaluation team to move forward with this process quickly. There was discussion that an RFP should be pulled together within a couple of weeks to keep us moving forward.

Rick brought up the tree work needed on our grounds, especially around the playground. Gene noted that he is already working on it and getting bids so we can especially deal with trees that may be dangerous over the playground. The overall tree work may need to be done in phases.

Barbara noted that we had received a Thank You letter from Janet Newman for the Phillies ticket package given to her for her long tenure as Vestry Secretary. The letter will be an attachment to the meeting minutes.

CLOSING PRAYER AND ADJOURN

There being no further business, the special meeting was closed with a prayer offered by Father Mike. Adjournment was at approximately 9:00 p.m.

Respectfully submitted,

Jon Yenney, the
Secretary of the Vestry

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