

Meeting Minutes for July 18th, 2016

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on July 18th, 2016. Present: Reverend Mike Sowards, Barbara Bateman (Senior Warden), Rick Toth, Dale Pennapacker (Treasurer), Jean Beers, Joanne Tatem (People's Warden), Jon Yenney, Kathy Lochocki, Chris Kristofco, Jackie Dahlen, Melanie Jackson

Absent: Gene Goff, Sarah Reid

The meeting was opened with a prayer offered by Father Mike

MINUTES.

General topics:

The meeting agenda was approved unanimously by the Vestry.

Jean made a motion that the Vestry Meeting Minutes of the 6/20 vestry meeting be accepted. Passed unanimously.

Father Mike distributed a copy of the Parish highlight calendar. Lisa needs any updates within two weeks.

Committee Reports:

Christian Education:

Update from Father Mike.

- Rite 13 and J2A teachers are in place for the coming year.
- Church School teachers are also in place
- Christian Education has a planning meeting coming up for the coming year.
- James Thompson will be teaching the Adult Education class on Sunday AM's, and Father Mike will be teaching on Wednesday evenings

Chris Kristofco made a motion to approve the Christian Education report. Seconded and passed unanimously.

Parish Life:

Joanne provided update (no written report):

- August Sundays are all signed up for Coffee Hour, was the only item for this meeting.

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

Outreach:

Kathy reported highlights (written report distributed):

- She noted that a queen size mattress has been found for the Outreach client in need.
- A large supply of paper products (slightly damaged) have been received via a company Wayne Dowd works for. Apparently there will be much more to come.
- Father Mike noted that, via Debbie Kirkwood, we are receiving some old office supplies – pens, etc. which are being donated due to Verizon changing their logo

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

Buildings and Grounds:

Rick provided updates, (no written report this month although Rick distributed photos of the driveway/parking lot deterioration):

- He noted that the garden is thriving, and no sign of ground hogs.
- Rick discussed the repairs needed to the pavement. He as bids, and a low bid he liked is from Pinnacle Pavement.

A motion was made by Rick to authorize spending not to exceed \$13K to go ahead with the most urgent repairs (repairing, striping, sealing). Seconded and passed unanimously by the Vestry.

- Dale noted that this repair project would be charged to Capital Improvements – 5-03-10-02.
- Rick discussed tree work needed, including an Arborist evaluation. Rick and Gene will evaluate the need and cost further. Total cost could run around \$20K. Particular issues are the Elm Tree, Red Oak, and tree by Outreach House. Safety is the first priority. Father Mike suggested that the urgent trees should be handled soon, and that further work needed may be appropriate for the Capital Campaign. Rick indicated that they would follow up at the September Vestry Meeting.
- Rick indicated that a written committee report would also be distributed.
- There are some fire extinguisher and smoke detector issues for the day care area. Rick is reviewing requirements.

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:

- Barbara discussed the “shredder event”, and noted that a sponsor will pay the cost of the shredding service. The shredder event will only be from 9 a.m. until 11 a.m. on Community day. It was discussed that the company needs a certificate of insurance, and that this aspect of Community Day should be added to advertisements and signage.

Barbara made a motion to proceed with the Shredder event. Seconded and passed unanimously.

- Barbara discussed the style sheet project to provide consistent logos, etc. to be used by parish affiliated groups. She noted that a subcommittee will be working on this, including Lisa Reinhardt, Chris Samptmann, and Erica Ellison.

A motion was made to accept the Communications and Fund-raising report. Seconded and passed unanimously.

Treasurers Report:

- Dale reviewed the Statement of Financial Operations report.
- He noted that Pledges are tracking \$13K above the budget.
- Dale said we have paid our assessments to the Diocese, except the Program Pledge.
- The Diocese is requesting an extra \$1,000 from each parish to help support our 48 missions. Father Mike noted that there will be stronger focus on these missions to come up with an improved financial process and put in place 5 year plans. The extra \$1K will help out in the transition to better plans.

Barbara made a motion that St James contribute the extra \$1K (\$2.5K total) for the Program Pledge as requested by the Diocese. Seconded and passed unanimously.

- Dale distributed the Balance Sheet Report, and commented on the last page, that we have \$19K designated cash on hand. This includes \$10K from an individual donation from last year.
- Dale noted that we have \$100K in the Outreach House fund currently.

Dale made a motion to accept the Treasurers Report. Seconded and passed unanimously.

Finance Commission Report was distributed and reviewed.

- Dale discussed the next phase for our Planning process. GKO has a proposal to us, for this phase – “Schematic Design and Land Development Sketch Plan Services”. This needs to get done so that we can have the Township review and approve our plans. The combined fee from GKO and CMC is estimated at \$15.5K.

Dale made a motion that the Vestry approve the Contract Letter for this effort, and with a spending cap for this phase of \$20K. Account to be used will be 5-03-10-01. Motion seconded and passed unanimously.

A motion was made to accept the Finance Commission Report. Passed unanimously.

Other Business:

Barbara brought up a recent Eagle project which ended up surprising us with a bill for project costs. The project involved placement of a watering system and groundhog fencing for the community garden. This bill was not pre-approved, bringing up an issue of a lack of procedure for such projects and approvals. Chris Kristofco took on the responsibility of developing a procedure for use in similar circumstances going forward, to handle preapproval of future Eagle projects. He will bring the procedure to our next Vestry Meeting for approval.

Church Security was discussed. Recently, a police officer walking into the parish hall and surprised Lisa in the office. He noted our security needs improvement. One possible improvement would be adding panic bars to the doors by the parish hall bathrooms. Father Mike also noted that it is not that infrequent that he finds the church not to be locked. Father Mike said he would research this issue, and talk to our insurance company, to see how we can improve security at our facility.

It was noted that our next Vestry Meeting will be September 19th at 7:30.

CLOSING PRAYER AND ADJOURN

There being no further business, the vestry meeting was closed with a prayer offered by Father Mike. Adjournment was at approximately 9:35 p.m.

Respectfully submitted,

Jon Yenney, the
Secretary of the Vestry

September 29, 2016