

## Meeting Minutes for October 17<sup>th</sup>, 2016

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on October 17<sup>th</sup>, 2016. Present: Reverend Mike Sowards, Barbara Bateman (Senior Warden), Dale Pennapacker (Treasurer), Rick Toth, Jean Beers, Joanne Tatem (People's Warden), Jon Yenney, Jackie Dahlen, Melanie Jackson, Gene Goff, Sarah Reid

Absent: Kathy Lochocki, Chris Kristofco

The meeting was opened with a prayer offered by Dale Pennepacker

### **MINUTES.**

#### **General topics:**

**It was moved that the meeting agenda be approved. It was approved unanimously by the Vestry.**

**Jean made a motion that the Vestry Meeting Minutes of the September 19<sup>th</sup> vestry meeting be accepted with corrections. Motion passed unanimously.**

#### **Committee Reports:**

**Written reports were distributed before the meeting for the Finance Commission, Outreach, Communications, and Parish Life**

#### **General Committee Report discussions:**

#### **Treasurer's Reports:**

- Dale reviewed the Treasurer's Reports from July, August, and September
- It was noted that the format had changed, with some columns duplicated. Dale will work to fix this for the next report.

**Gene, Barbara, and Jackie moved that the July, August and September reports be approved. They were approved unanimously.**

- Dale presented the Investment Report. Vanguard balance is \$60,198 as of end of September. There was discussion of how we tap a portion of the investments each year to help balance our budget. If St James continues to grow, the feeling is that this may become less necessary. Investment Committee has a meeting upcoming shortly.

**Jean moved that the Investment Report be approved. It was approved unanimously by the Vestry.**

- Dale noted that the Marsteller estate is being settled shortly, and St James will be the recipient of an incredibly generous gift of approximately \$800,000 from Deb.
- Dale discussed the Diocese Assessment. There is a mandatory assessment of \$15,321. In addition, there is a Program Assessment to the Diocese.

**Dale made a motion that St James pledge \$3500 to the Diocese for our 2017 Program Assessment. This is an increase of \$1,000 over 2016. The motion was approved unanimously.**

- Dale also noted that the Pledge Reports were being sent out this week to parishioners.
- Dale requested that Budget Requests for St James Commissions be submitted to him by November 14<sup>th</sup>, so he can plan the budget for next year.
- Sarah asked about budget implications of the Youth Group shifting to Christian Education. The budget will be switched for 2017.
- Dale discussed the change in our Bank – First Niagra has been bought by KeyBank. Transition has not gone well, especially with the Bill Pay process. Dale is looking for a new Bank with better services to meet St James needs.

#### **Committee Reports:**

**Communications Committee** (written report was distributed):

- Barbara discussed the new Communications Request form, which will be used in conjunction with the Building Use form when any special communications are needed. There was some discussion of combining the forms to keep things simple, and also making the forms interactive if possible.

**Dale made a motion to accept the Communications Committee Report. Passed Unanimously.**

**Parish Life** (written report was distributed):

- Sarah mentioned that the recent ECW meeting was a big success.

**Gene moved that the Parish Life Report be approved. Passed Unanimously.**

**Outreach Committee** (written report was distributed):

- Jackie mentioned that Outreach House has just been providing flu shots – three clients got shots.

**Dale made a motion that the Outreach Committee Report be approved. Passed Unanimously.**

**Buildings and Grounds (no written report):**

- Rick reported on the parking lot work, arrows, etc.
- Parish Hall Floor was polished.
- Rick discussed project to repair/replace concrete work at one of the church entrances.

**Rick made a motion to approve expenditure of up to \$2,000 for the concrete work. He will research if fiber infused concrete would be feasible. Motion Passed Unanimously.**

**Barbara made a motion to approve Rick's oral Report. Motion Passed Unanimously.**

**New Business:**

- Barbara reviewed the new St James Style Guide and Outreach Logo. The Guide will be available from the St James Office for other groups that need it.

**Barbara made a motion that the new Style Guide be approved. The motion passed unanimously.**

- Barbara reviewed a draft of the Stewardship Letter that is being prepared to send out to the Parish. There are a few cosmetic edits to be made.
- Barbara also noted that the new Pledge Card would be copied and shared with the Commissions. It was suggested that the Pledge Cards be scanned and shared electronically. Also suggested that the Choir be added to the list on the card.

**Gene made a motion that the Stewardship Letter be approved with changes. Motion passed unanimously.**

**Father Mike discussed the Capital Campaign Committee's work on selecting a Capital Campaign Consultant, and provided a report from the Committee. Some highlights:**

- There were 9 responses to the RFP
- List was narrowed down to 4 who were interviewed by the Committee.
- Impact Stewardship Resources Inc. is the recommended selection by the Committee. They seemed to be the best fit, they were spiritual – only working with churches, and the references were solid.
- The Feasibility Study will run \$9,000, and the total effort should come in at a maximum of \$48,000.
- The proposed Plan is for the Feasibility Study to kick off in January and take 6 weeks, with the Campaign to follow soon thereafter.

**Dale made a motion that we accept the Proposal from Impact Stewardship. The motion passed unanimously.**

**Vestry Covenant – Due to lack of time, the idea of crafting a Vestry Covenant was tabled until our next meeting.**

It was noted that our next Vestry Meeting will be November 21<sup>st</sup> at 7:30.

#### **CLOSING PRAYER AND ADJOURN**

There being no further business, the vestry meeting was closed with a prayer offered by Rick.

Adjournment was at approximately 9:30 p.m.

Respectfully submitted,

Jon Yenney, the  
Secretary of the Vestry