

Meeting Minutes for January 16, 2017

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on January 16, 2017. Present: Reverend Mike Sowards, Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Senior Warden), Dale Pennapacker (Treasurer), Rick Toth, Jean Beers, Jon Yenney, Jackie Dahlen, Melanie Jackson, Sarah Reid, Kathy Lochocki,

Absent: Chris Kristofco

The meeting was opened with an opening prayer

MINUTES.

General topics:

A motion was made by Joanne that the Vestry Meeting Minutes of the December 19th vestry meeting be accepted. Motion to accept the December minutes passed unanimously.

Committee Reports:

Rick Toth distributed the Buildings and Grounds report.

Items discussed:

1. Seller's has been painting window frames and door/frame – 62% done, waiting for better weather to complete work.
2. Discussion about using the first bay of the garage for temp storage of items such as washers which are donated through the Outreach House. The Vestry felt that this is OK, and will be managed by Carole.
3. Rick is looking into the addition of hand rails in the balcony stairwells of the sanctuary, for safety.
4. Barbara mentioned a large branch which had fallen by the history center and may be a danger. Gene will look into the matter.
5. The new secure door in the Parish Hall also has a kickstand for those using the bathrooms. Father Mike will spread the word that this should be used. Eventually we will need a ADA handicapped button added.
6. Jean mentioned problems with the little bathroom off the Parish Hall. There is a recall for toilet parts, which Charlie will replace.

A motion was made to approve the Buildings and Grounds report. Seconded and passed unanimously.

Joanne and Melanie emailed out their Parish Life report.

Items discussed:

1. The kitchen oven was recently left on. May have been one of our outside groups who left it on. They will be given a heads up.
2. No date established yet for the Chicken BBQ
3. Karen Toth will be working with Father Mike on SuperBowl Hoagie sales, which will benefit the Pilgrimage fund.

Barbara made a motion to accept the Parish Life Report. Seconded and passed unanimously.

Jackie had emailed out the Nov/Dec Outreach Report.

Items discussed:

1. We received a \$7,000 HealthSpark technology grant for the Outreach House. They are using it for a new system for automated tracking of clients and their visits/services.
2. There was a discussion about Toys for Tots gifts donated to Outreach house. Due to an excess of gifts from the Toys for Tots Foundation for the Outreach families, Father Mike determined that, while we are a relatively affluent parish, there are some families within our Parish also in need, and a portion of the excess gifts were distributed to parish children at the Christmas party. To respect the dignity of the Parish families, no one was selected out as more or less needy, so the gifts were provided to all the children. There was some discussion of the appropriateness of using gifts for the parish rather than groups such as the Outreach House or other similar groups. Sarah Reid indicated she felt this would have been a more appropriate path to help the needy at Christmas. There was follow-up correspondence from Father Mike and Sarah regarding this issue, and Father Mike clarified his intent and thought process.

Sarah made a motion that the Outreach Report be accepted. Seconded and passed unanimously.

Barbara had distributed via email a Communications Committee Report.

Items discussed:

3. Barbara noted that Mike Lochocki was working on placing ads seeking a webmaster for the St James website.
4. Barbara noted that Drew Beck had agreed to be chairman of the Communications Committee. The committee will have an increased focus on social media, including our Twitter, Facebook, internet efforts. There was some discussion of finding ways to track the metrics on these efforts, to make sure we focus our efforts where most effective.
5. There was mention of excellent work on Facebook by Chris Samtmann. Father Mike gave his kudos for this effort.

Jean made a motion to accept the Communications Committee Report. Seconded and passed unanimously.

Father Mike had distributed a Rector's Report via email.

Items discussed:

1. Father Mike mentioned that the Capital Campaign Committee would be meeting on January 25th, with Insight, to create a Survey for the project. All Vestry members are welcome to attend.
2. There was a discussion of a Mutual Ministry Review of St James. This is an assessment of how we are doing, primarily the Rector, Administration, and Vestry, and is a service from the Diocese. Nancy Deming is involved in setting this up.

Kathy made a motion to accept the Rector's Report. Seconded and passed unanimously.

Dale distributed the updated 2017 Budget

Items discussed:

1. Dale mentioned that there have been 98 Pledges, with a few still to come. Total Pledges to date are about \$212K, and he expects the final Pledge Total to come in at about \$220K.
2. There was discussion of the Special Improvement Projects section. Father Mike suggested that this area was important enough to warrant a separate page for extra emphasis.
3. Dale noted that we had received \$400K from the Deb Marsteller estate, and an additional \$200K this week. There is a final distribution expected in the 3rd or 4th quarter of the year.

Jean made a motion to accept the 2017 St James Budget. Seconded and approved unanimously.

Dale also had distributed the December Operations Report.

Items discussed:

1. Dale noted that the Balance Sheet for St James for the end of 2016 had a positive balance of \$1,085,000 – an improving position.

Kathy made a motion to approve the Operations Report. Seconded and passed unanimously.

Dale had distributed the Investment Report.

Items Discussed:

- a. Vanguard assets at the end of 2016 total \$524,313. \$122K has been taken out for various St James projects in 2016.

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

Dale discussed the Investment Committee. They met recently and recommend that the Vestry approve an investment of \$50K into the VTV Large Cap stock exchange traded fund (ETF). They have had \$250K sitting in cash at Vanguard, and want to move back into the market over several months.

Dale made a motion to accept the Investment Committee recommendation to invest \$50K into the VTV fund. Seconded and passed unanimously.

New Business:

2. Father Mike mentioned a desire from Parish members to set up a “Church Mouse” program, which would be a confidential program to help parish members in need via low interest loans. This type of program has been used successfully at other churches. There was general interest from the Vestry and Father Mike, but the consensus was to defer this topic until after the Capital Campaign, when we can take a fresh look.
3. Barbara discussed the idea of shifting Vestry meetings to third Tuesdays instead of third Mondays each month. This will reduce conflicts with other users of the Parish Hall. She made a motion that we make that change going forward, which passed unanimously. February’s meeting will now be on the 21st at 7:30 pm.

4. Barbara discussed the Nominating Committee for the Vestry selections. She noted that Jean and Sarah will be leaving the Vestry after this term. There was a desire to have some sort of handout for prospective Vestry members, so they have a better understanding of the commitment. Barbara and Joanne will pull something together for the February meeting, to review and use shortly, as the Annual Meeting and Vestry selection will be here quickly, in April.
5. Father Mike asked that Jon provide a bullet summary of the December and January Vestry meetings, for use in the Epistle (completed). He asked that this be pulled together each two months for the Epistle, which Jon will do.

Our next Vestry Meeting will be February 21st at 7:30.

CLOSING PRAYER AND ADJOURN

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

Adjournment was at 9:30 p.m.

Respectfully submitted,

Jon Yenney, the
Secretary of the Vestry

February 21, 2017