

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on October 17, 2017. Present: Reverend Mike Sowards, Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Senior Warden), Dale Pennapacker (Treasurer), Jon Yenney, Jackie Dahlen, Melanie Jackson, Rick Toth, Josh Ilgen, Drew Beck (by phone), Kathy Lochocki

Absent: Chris Kristofco

The meeting was opened with an opening prayer said aloud by all

#### **MINUTES.**

#### **Old Business:**

1. Meeting minutes from the September meeting were reviewed. Rick gave one final update. A motion was made to approve the minutes, and passed unanimously.
2. Joanne shared a consolidated document with Commission goals for 2018. Father Mike will work with Lauren to add Education goals by January 1<sup>st</sup>. Joanne recommended that the Vestry review periodically to see if we are attaining our goals.
3. It was noted that between the September and October Vestry meetings, there were two electronic votes taken. One, from Dale, was for Computer equipment for the Parish Administration, with the provision that due to emergency need we should suspend the three bid process in this case. The vote passed unanimously.
4. The other e-mail vote was for additional Flagger Force expenses related to Shegani work on the Cemetery wall repair, which also passed unanimously. The estimated additional cost is \$1980.
5. It was also noted that Father Mike had distributed a memo to Vestry between meetings, which outlined the new St James policy for Announcements and Camera use. This will clarify these situations to help remove ambiguity.

#### **New Business:**

1. Capital Project – Bob Bateman presented an overview of the project and bids for a new Sanctuary/Parish Hall roof. The B&G Committee had solicited 4 proposals, and the recommendation was to go with the Dunleavy bid. The new roofing will be using very durable asphalt shingles, saving a huge amount compared to slate shingles. The work will be completed in November, weather permitting. Gene made a motion to approve this expenditure of up to \$84K, approved by the Vestry unanimously.
2. Barbara gave an update on the new St James website, including a demo by Phil Tatem. The site looks good, and should go live soon. If Vestry members wish different pictures on the website, provide them to Phil. Also, brief biographies would be appreciated from each Vestry member.
3. Father Mike discussed the Diocesan Alcohol policy. There is one, and the policy states no alcohol on Church premises, which we will follow at St James.
4. Advent Wreath Memorial – Father Mike discussed the need for replacement Brass Memorial as the current one is inadequate and very difficult to use. Barbara made a motion to approve expenditure of \$1500-1700 which would be paid from Memorial Funds account 1000204. . Approved unanimously.
5. Commission Area Reports:
6. Finance – Dale circulated the current Financial Statement and Balance Sheet. Rick made a motion to accept these reports, passed unanimously. Dale also circulated the Investment Statement. Barbara made a motion to accept this report, passed unanimously. Dale presented a recommendation from the Investment Committee to purchase 200 shares (about \$12,000) worth of the Vanguard Total Stock Market index fund. Joanne made a motion to accept this proposal. Passed unanimously.
7. Buildings & Grounds – Rick discussed several items from this report:

- a. **Cleaning at Outreach House – Conquest decided to withdraw their bid, so Jan-Pro will be asked for a bid, and Peak Diversified will also be considered.**
- b. **There was discussion of replacing the Pad in front of the church which has serious problems. Father Mike has a bid in hand from Shegani for \$7,400 for this work. The bid needs to be revised to add a footer to the project, which is a follow-up item. Once this is updated, the Vestry can take an electronic vote.**

**8. Capital Campaign Committee – Drew gave an update:**

- a. **The committee met on October 9<sup>th</sup>, focusing on structuring and planning the Campaign efforts. There will be another meeting next week, and Updates will be provided at each Vestry Meeting going forward.**

**Josh gave an update on the Budget Committee, which consists of Dale, Josh and Jon. We are working together with the Vestry members in each commission area to come up with initial budget numbers for 2018. Estimates are due in to Dale by October 31<sup>st</sup>.**

**A motion was made to approve all of the commission reports. Passed unanimously.**

**Other New Business:**

**Barbara noted that we will use some of our surplus of St James Cookbooks as part of Welcome baskets that are being put together for new members to St James. Barbara also noted that she is working on a Women's Retreat.**

**We ended with a Closing Prayer**

**Our Next Vestry Meeting is scheduled to be held on November 21<sup>st</sup>.**

**The meeting adjourned at 9:20 pm.**

Respectfully submitted,

Jon Yenney, the  
Secretary of the Vestry

November 18, 2017