

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on June 19, 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, Kathy Lochocki, Rick Toth, Josh Ilgen, Drew Beck

Absent: none

The meeting was opened with an opening prayer by Barbara

MINUTES.

The Vestry meeting minutes from April 18th were reviewed. Barbara made a motion that minutes be approved with two minor corrections/updates. Passed unanimously.

The Annual meeting minutes from April 21st were reviewed. Melanie made a motion that minutes be approved with one minor correction. Passed unanimously.

Old Business:

Vestry Retreat – Joanne commented that it would be beneficial to tackle business planning aspects as well as spiritual aspects at our next Vestry.

It was noted that the Vestry took a vote via email earlier in June, to approve the spending of approximately \$1500 in account 1000204 Memorial funds for the Caterer bill for Basil Varian's service. A special situation due to Basil's many years of service to St James and financial concerns. The request was from Father Mike and Barbara Bateman, and passed unanimously.

New Business:

Vestry assignments: Jon will continue as Secretary; Dale will continue as Treasurer through January 1st, then transition to Geoff Brandon; Joanne will continue as the People's Warden, and Barbara will continue as the Senior Warden. In addition, Buildings & Grounds are assigned to Rick Toth and Joanne Tatem, Communications to Drew Beck and Chris Kristofco, Education to Father Mike, Finance – Dale Pennapacker and Josh Ilgen, Member Ministry to Barbara Bateman, Outreach – Jackie Dahlen and Gene Goff, and Parish Life – Kathy Lochocki and Melanie Jackson.

ServantKeepers Church Management Software: Dale would like to have the new software in place by the fall to help manage St James business records. It integrates with Quickbooks, and stores info securely in the Cloud. A three user license will be required.

Jackie made a motion to approve the purchase of the software for \$799, and the \$29/month ongoing support (charged to 5070200 - computer software/hardware maintenance), which can be ended at any time. The motion was approved unanimously. The expense will be to the Capital Improvements account – 5031022.

Impact Stewardship – report by Father Mike. They have made a partial report, but the financial projections are still to come. Father Mike indicated we will not put the Capital Campaign contract in place until we receive that information.

Contracts for Township – report by Father Mike. We will resubmit our plan, with JUST the Outreach House, which aligns with our potential near term capabilities and will not require intersection improvements.

There will be a Land Development Fee of \$7.5K for the project, to be charged to account 5031001 – Strategic Planning. Gene made a motion that the Vestry approve this fee, which passed unanimously.

GKO and CMC contracts – report by Father Mike. A GKO Contract for additional work was circulated to the Vestry for review. The initial CMC contract has been completed. A new contract will need to be worked up for the Engineering effort.

Diocesan Property Review – report by Father Mike. Related to our Outreach Project, Father Mike noted that the Diocese gets involved with the project. There will be a Diocesan Property Review in August; followed by a Diocesan Finance Review targeted for September; then Standing Committee Review in the September/October timeframe.

Mutual Ministry Review – Barbara updated us on this meeting, which will be held on Saturday, at 9 a.m. The meeting should take about two hours. Barbara distributed an agenda for the meeting.

Barbara made a motion that the Vestry approve a \$200 Honorarium to pay the Facilitator, Paul Reid, from account 5112007 – Supply Clergy. The motion passed unanimously.

Valley Forge Picnic – presented by Father Mike. Mike noted that he has an allotment of \$750 from the Deanery to cover the picnic, which is for St James as well as the Deanery representatives. It will be at Sally Templeton's house, on Wednesday August 23rd from 4-8 pm.

Christian Educator/Assistant Organist Position – presented by Dale. Ron Davis will be retiring as Organist-Music Director on July 1st, 2018. Dale has been working on a transition plan which would phase in Lauren Exley as Music Director at that time. Father Mike also has a need for help with our Education and Youth Ministry programs. Dale circulated a job description for this, as well as Assistant Organist/Junior Choir Director, which would transition to St James Music Director next July 1st. There was some discussion about the process, and how to make sure we have a transition plan in place while having an open process.

Jackie made a motion that we approve adding St James Director of Education and Youth Ministry duties to Lauren's role through the end of 2017, at a cost of \$3K, charged to account 5112005 – Assistant Organist. The motion was approved with two dissenting votes.

Dale noted that we will address salary/benefits for the new Organist/Music Director early in 2018.

Committee Reports:

Rick provided the Buildings and Grounds report (written report).

Items discussed:

1. Rick discussed the proposed work to fix up the Sanctuary doors.

Barbara made a motion to approve up to \$1500 to cover the work, which will be handled by Doug Casmay. Passed unanimously. Work to go on account 5030800, Repairs and Maintenance.

2. Rick discussed a needed downspout/gutter upgrade. Cost should be under \$600, so no vote required. Will go on same account number.
3. Rick discussed the Platts Hall painting project, including the windows. Also to be handled by Doug Casmay.

Rick made a motion to approve expense of \$4,400 for this project, to come from the Platts Hall Fund. Motion passed unanimously.

Chris made a motion to accept the Buildings and Grounds Report, which passed unanimously.

Melanie distributed the written Parish Life Report

1. There was no discussion required.

Chris made a motion to accept the Parish Life Report, which passed unanimously.

Jackie presented the Outreach Report.

Items discussed:

1. It was mentioned that the Outreach PaddyPack program came up at the Township meeting, with positive feedback

A motion was made by Joanne to accept the Outreach report. Passed unanimously.

There were no written Rector's or Christian Education reports this month.

Barbara and Drew (by phone) presented the Communications Committee report.

2. Drew noted that the Shredder event will be on September 16th.

3. The Parish Picnic, renamed the Fall Social, will take place on Sept 16th, from 6-8 pm, following the 5 pm Saturday service.
4. A calendar of summer St James events has been put out on our Facebook page.

Melanie made a motion to accept the Communications Committee report. Passed unanimously.

Dale provided a Financial Committee/Treasurer's report update. Due to the recent data corruption problems on our systems, he is still working on March/April/May reports which he will distribute in the Vestry mailslots when completed.

Rick made a motion to accept Dale's Financial Committee/Treasurer's Report. Passed unanimously.

Rick made a motion to adjourn the meeting. Passed unanimously.

Our next Vestry Meeting will be on Tuesday, July 18th at 7:30.

CLOSING PRAYER AND ADJOURN

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

Adjournment was at 9:20 p.m.

Respectfully submitted,

Jon Yenney, the
Secretary of the Vestry

August 15, 2017