

St. James' Episcopal Church
Vestry Meeting Minutes
July 18 2017

Note- numbering correlates to meeting agenda items

1. Present: Reverend Mike Sowards, Vestry: Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Senior Warden), Dale Pennapacker (Treasurer), Jackie Dahlen, Melanie Jackson, Kathy Lochocki, Rick Toth, Drew Beck, Chris Kristofco. Absent: Jon Yenney, Josh Ilgen

2. St. James' Episcopal Church Vestry prayer said aloud by all

- Meeting began at 7:33 PM EDT

3. Minutes authored by: Mike Lochocki, STJ Member

- Construction project advisor: Steve Jackson, STJ Member

Old Business

4. Received changes to June 18 2017 minutes

- Mike Lochocki to provide to Jon
- Motion to accept by Drew, 2nd by Mel, all approved

5. Vestry presented graduation gift to Father Mike

- A painting of St James
- Father Mike is considering displaying the painting on the church property, for all to enjoy

6. New Christian education program

- Joanne- discussion on class size, and aspects of how the pilgrimage will be conducted in the future

New Business

7. Impact's feasibility study

- Unsatisfactory report- corrected by Impact company president
- Impact president stated- will hire editor to create future reports
- Impact will provide marketing materials
- STJ will save approximately \$10,000 by editing materials ourselves
- Impact should provide electronic materials in universal file formats
- We should not have to purchase specialized editing software

8. Impact's Proposal to Lead Capital Stewardship Campaign

- Rick- discussion on training

- Dale- bad experience in past with church personnel running campaign, highly recommends hiring Impact, Impact should provide milestones with dates and a project plan
- Drew- should start in January, due to STJ pledge campaign conducted in the fall
- Joanne- requested sample campaign program, and number of people involved and who
- Father Mike- Impact needs a 6-week lead time, will send vestry memo with revised contract
- Motion to approve \$27,000 by Joanne, Dale 2nd, all approved. To be charged to account 5031001 – Strategic Planning.

9. Proposal from GKO Architects for Architectural / Engineering services in support of Outreach House project

- Joanne- discussion on who will work with GKO, is this the complete cost: Father Mike said yes
- All, discussion on bid services- GKO will make recommendations to vestry on who will bid
- Drew- requested to receive documentation on process of construction aspects
- Rick- suggested having working space available to show people what the outreach house is and what we do
- Father Mike- we should focus and communicate one mission: to provide nonperishable goods to our clients, we (the vestry) are the bid review and approval committee
- Motion to give Steve Jackson voice, all approved
- Steve- provided the following addendum, “The description of the architect’s role as described in the “clerk of the works” description be included in the proposal/contract.”, stated GKO will provide design docs, construction docs and diagrams
- Drew- discussion people to review contracts, lawyers will review
- Motion to accept proposal for \$79,500 with addendum provide (above) by Steve, including a billing schedule and includes all work unless there is a change in the scope by Dale, Rick 2nd, all approved. To be charged to account 5031001 – Strategic Planning.

10. Proposal from CMC Engineering for Engineering Services in support of Outreach House project

- Steve- time & material will occur due to changes required from township meetings, proposal should include at least 1 revision for each operation, fee details should be provided, describe what is not included
- Joanne- is concerned that the cost is not actual
- Motion to approve \$39,890 with addition of 1 revision for each operation, detailed fees and describe what is not included, by Drew, Mel 2nd, Joanne abstained, all except Joanne approved
- Father Mike to send vestry memo after collecting obtaining info in the motion above
- Motion to receive vestry memo and the approve by Joanne, Chris 2nd, all approved. To be charged to account 5031001 – Strategic Planning.

11. Deacon assignment

- Father Mike- asked bishop for deacon to provide pastoral care, to visit sick members, will have to pay mileage of approximately \$5,000 per year. To be charged to account 5112007 – Supply Clergy.
- Motion for Father Mike to accept deacon if bishop calls with offer by Gene, Rick 2nd, all approved

12. Mutual ministry recap

- Joanne- next steps, proposal that each commission set 2-3 main objectives for the year, a good way to reflect on progress
- Motion to accept, all accepted assignment

13a. Outreach

- Focus on mission, no mission creep
- Grant process step 1- present grant idea to vestry prior to proceeding

13b. Finance

- Motion to purchase \$50,000 of mutual fund VTV and \$40,000 of mutual fund VDADX on recommendation of investment committee by Joanne, Drew 2nd, all approved

13c. Communications

- Reported on new web site- vestry photos and email addresses for web site
- Fall social- catered and potluck, stereo for music, bring yard games, invite new comers

13d. Parish Life, Buildings & Grounds, Member Ministry

- Joanne- Casserole belongs to Member Ministry
- Father Mike- thankful for donations left in wills- some to be allotted for property maintenance and investments
- Next buildings and grounds meeting- August 2

13d. Continued, Rick- Buildings and Ground

- Parish hall- shades to be cleaned, painting to begin this week, usable during painting
- New globes will arrive at end of month, old globes are available or will be trashed
- Received new fire extinguishers
- Outlet replaced in daycare
- Motion to fix cemetery wall for \$7,800, and cemetery gate columns for \$8050 by Barbara, Joanne 2nd, all approved. Dale provided account number 5031302 – Capital Improvement.
- Motion to repair basement wall water leak by Basement Waterproofing Systems for \$10,000 (not to exceed \$11,000), expert approval by Steve Folk, by Barbara, Gene 2nd, all approved. Dale provided account number 5031002 – Capital Improvement.

Motion from Father Mike to thank Mike at Steve for their support, Kathy 2nd, all approved and thanked

Closing prayer by Father Mike, meeting ended at 9:51 PM EDT