

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on September 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, Rick Toth, Josh Ilgen, Drew Beck, Chris Kristofco

Absent: Kathy Lochocki

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

MINUTES.

Old Business:

- 1. Drew made a motion to approve the July 18th Vestry Meeting Minutes. Motion passed unanimously.**
- 2. Joanne made a motion to approve the August 22nd Vestry Meeting Minutes. Motion passed unanimously.**
- 3. Review of annual goals. Annual goals were included in all of the Commission Reports. Education goals to follow. Joanne will provide a consolidated list from the individual reports for our next meeting.**

New Business:

- 1. New Building Project Update – Father Mike updated the Vestry that the Diocese Property Committee approved our Project. The Finance Committee will review for approval next week.**
 - a. GKO/CMC/LP Township status – Rowan has drawings from CMC and working to get on the Lower Providence Agenda. They believe we can start digging dirt on the project by the Spring.**
- 2. Capital Project – new roof on sanctuary & Parish Hall. Father Mike has enlisted Bob Bateman to facilitate the bidding process. Five bids are in so far. One issue is whether to use composite or asphalt shingles for the roof. Can make about a \$49K difference in total price. They both have about a 50 year life.**
- 3. New Cleaning Service for the main church building and Outreach House. The Vestry reviewed and discussed a comparison table prepared by Joanne.**
 - a. Dale made a motion that the Vestry approve contracting with Jan-Pro for the Main Church. Passed Unanimously.**
 - b. Rick will talk to Conquest Cleaning about their Outreach House bid and verify their stand-alone price. If that price is higher, Rick will also check with Jan-Pro, and the Vestry will vote via email to decide on the Outreach House cleaning service.**
- 4. Proposal for structural engineering services for floor reinforcement in the History Center as well as the Outreach House.**
 - a. Rick made a motion that the Vestry approve this proposal from GTA (recommended by Mike O'Rourke). Combined cost is estimated at \$2,210. The motion passed unanimously, and is to be charged to account # 5031002.**
- 5. Rick also discussed the requirement for Flag Work on the road next to the St James cemetery while the cemetery wall is being repaired. The estimated cost from Flagger Force is \$1900.**
- 6. Drew discussed the need for a new Outreach House sign. The consensus was that low cost temporary signage would be best, as there will eventually be new signs with the new Outreach House.**
- 7. Rick discussed construction of three new picnic tables for the church yard. Supplies will cost \$850, and George Drexler and team will do the work.**
 - a. Rick made a motion to approve the expenditure, to be charged to Repairs, Maintenance and Improvement – account number 503 0800. Check to be sent to George to cover the expenses. Motion approved unanimously.**

8. There was a discussion by Father Mike to honor Jim Earhart by changing the Job Club name. Barbara made a motion to change the name to “the Jim Earhart Job Club, a ministry of St. James”. Passed unanimously. Bill Kilgour will be restarting the club. A Certificate of the honor will be prepared and presented to Patty Earhart.
9. Drew gave an update on the IMPACT Capital Campaign training – Kickoff was held, and the process will be Turnkey from Impact.
10. Father Mike discussed planning for the Capital Campaign. Marilyn Hastings is the Project manager; Chris Kristofco is in charge of communications/social media; Ned Travis and Trish Goonan are responsible for Events; Janice Tabbut heads up Creative Giving.
11. Drew gave an update on the Shredder Event and Fall Social. The Fall Social was a success, with about 110 – 125 attendees, from all different services.
12. Budget Committee is being formed. Jon Yenney and Josh Ilgen were recruited at the meeting to join in this committee with Dale. It was noted by Dale that budgets are due in by October 31st.
13. Father Mike discussed the Worship Schedule for Advent, Christmas, and Epiphany. Mike noted that Lou will be handling the Christmas morning service. Christmas Eve will have four services. Father Mike will be promoting a Deanery service (possibly in Pottstown) on Epiphany Day.
14. November will be Stewardship Month. Father Mike will have 4 weeks of sermon services around the Stewardship subject. Father Mike plans to write a Stewardship letter to the congregation as well.

Commission Reports:

1. Finance discussed by Dale. He noted our balance sheet stands at about \$1.4 million. And our Outreach building fund is in good shape so far.
 - a. Gene made a motion that Dale’s Finance report be approved. Motion passed unanimously.
 - b. Chris made a motion that the Investment Report be approved. Passed unanimously.
2. A motion was made to approve all the other written commission reports. Motion passed unanimously.

There was discussion by Joanne and others about concerns voiced to the People’s Warden. One concern is guidelines for fundraising announcements during services. There were also some concerns expressed about changes to the Education program, including the Pilgrimage. Father Mike noted that parishioners should feel free to come to him with their concerns. He will follow up on fundraising guidelines.

Rick led our Closing Prayer

Our Next Vestry Meeting will be held on October 17th.

The meeting adjourned at 9:35 pm.

Respectfully submitted,

Jon Yenney, the
Secretary of the Vestry

September 25, 2017