

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on December 19, 2017. Present: Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Rector's Warden), Dale Pennapacker (Treasurer), Jackie Dahlen, Rick Toth, Josh Ilgen, Drew Beck, Kathy Lochocki, Jon Yenney, Chris Kristofco (via phone)

Absent: Melanie Jackson

The meeting was opened with the Vestry Prayer.

#### **MINUTES.**

#### **Old Business:**

1. Meeting minutes from the November 19th meeting were reviewed and approved after a motion by Joanne.
2. Meeting minutes from the December 13<sup>th</sup> Special Vestry meeting were reviewed and, after a minor correction, approved after a motion by Gene.
3. An e-vote was held since last regular meeting, approving the new St. James' Logo. Drew noted a minor correction was made afterward as the logo headers were missing. Now corrected, including on new Style Guides.

#### **New Business:**

1. Capital Campaign Planning Team – Drew gave an update. Key points:
  - a. The initial Growing to Serve communication was shared with the Vestry. Going out to the Parish soon from Father Mike, it will outline Phase 1 which includes both the Outreach House project and the major maintenance/repair projects, including the church roof, just finishing up.
  - b. Father Mike will be announcing the Campaign at all three services the weekend of January 13<sup>th</sup>/14<sup>th</sup>, and describing the newsletter as well during announcements that weekend.
  - c. On January 14<sup>th</sup>, there will be a Vision Gathering presentation of Phase 1 by Drew following Coffee Hour.
  - d. On Tuesday, January 30<sup>th</sup>, there will be an early commitment banquet at the Copperfield Inn, which Ned is arranging.
  - e. February 11<sup>th</sup> will be Commitment Day, the date targeted for parish members commitments to the Campaign (this is also Scout Sunday, it was noted by Gene).
  - f. February 25<sup>th</sup> will be Celebration Sunday.
  - g. Any parish members wishing to make an early contribution, such as for tax planning purposes, can provide a check before the end of the year to St James', and note that it is for the Capital Campaign.
2. Barbara distributed the updated St James' job descriptions. Barbara gathered a few additional comments. Jon made a motion to approve the updated job descriptions, with the final edits. Passed unanimously.
3. Dale circulated the updated budget figures, including some minor corrections to the salary section. Gene made a motion that the Vestry approve the 2018 staff salaries. Passed unanimously.
4. Dale asked that any final comments or changes to the 2018 budget be submitted to him shortly, so the budget can be approved at our January Vestry meeting.
5. Dale discussed the proposed 2018 parish contribution of \$4500 for gifts for Mission to the Diocese. This would be paid out of the Program Budget. Josh made a motion that this contribution be approved, and it was passed unanimously.
6. Dale discussed the need to merge the ECW and Altar Guild accounts into the General Parish Account. This is needed for more administrative efficiency, and is a requirement in order to use Vanco for e-giving for flowers.

ECW and Alter Guild will have funds designated within the General Parish Account. Rick made a motion to approve this account merger. Passed Unanimously.

**Commission Area Reports: Written reports on file.**

1. Finance – Dale circulated and reviewed the November Financial Statement. Gene made a motion to accept the statement. Passed unanimously.
2. Dale reviewed the Investment Account Summary. Rick made a motion to accept the report. Passed unanimously.
3. Buildings and Grounds report reviewed by Joanne and Rick. Issues discussed:
  - a. Rick reviewed the fact that the steps in the front of the church have a separate cost of \$3400, on top of the \$7500 for the porch and supporting work, previously approved. Dale made a motion to approve the expenditure of \$3400 for the steps. Approved unanimously.
  - b. It was noted that the roofing project is basically completed. There will be some minor final steps in the spring when the weather is better, with the total project coming in at about \$77,413, which is under the expected cost.
  - c. Gene noted that a couple of the upcoming planned projects, such as some painting, could be scout projects. He will follow up with Rick on this.
  - d. We have had 3 snow plowings so far, at a cost of \$660 each, which has been reasonable so far.
  - e. Dale made a motion that the Buildings and Grounds report be accepted. Passed unanimously.
4. Communications report was submitted by Drew. Joanne made a motion to accept the report. Passed unanimously.
5. Outreach Report was reviewed by Jackie. Key points:
  - a. Outreach House had 35 clients served the previous day, which was a record.
  - b. Jackie noted that the Job Club, lead by Bill Kilgore, will be reported on in Outreach reports going forward.
  - c. Joanne made a motion that the Outreach Report be accepted. Passed unanimously.
6. Parish Life report was reviewed by Kathy.
  - a. She noted that we are coming up on Father Mike's 5 year anniversary at St James. We plan to have a special coffee hour recognition on January 14th.
  - b. Gene made a motion that the Parish Life report be accepted. Passed unanimously.

Barbara led the Vestry with a closing prayer

Our Next Vestry Meeting is scheduled to be held on January 16<sup>th</sup>.

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Jon Yenney, Secretary of the Vestry

December 28, 2017