

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on January 16, 2018. Present: Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Rector's Warden), Dale Pennapacker (Treasurer), Jackie Dahlen, Rick Toth, Josh Ilgen, Drew Beck (by phone), Kathy Lochocki, Jon Yenney, Chris Kristofco, Melanie Jackson, Father Mike

Absent: none

The meeting was opened with the Vestry Prayer.

MINUTES.

Old Business:

- 1. Meeting minutes from the January 16th meeting were reviewed and approved with minor corrections after a motion by Barbara.**
- 2. Revising By-Laws to read "pledge" rather than "support financially" in reference to potential new vestry members. Barbara made a motion to approve this change, which was passed unanimously.**
- 3. Barbara also circulated draft language about vestry electronic votes. There was some discussion and it was agreed that she will make some revisions and distribute for consideration at the next Vestry meeting.**

New Business:

- 1. Father Mike discussed writing a letter to Bishop Gutierrez thanking him for his donation of \$21,000 towards our Capital Campaign. Rick made a motion that we present a letter to the Bishop in person, thanking him. Passed unanimously.**
- 2. Father Mike gave an update on the plans for a new Outreach Building. Father Mike noted that the planning commission accepted our proposal of donating \$14.9K towards intersection improvements. We are consolidating changes to our plans, to reduce the number of times (and cost) we need to go back to the planning commission. We are waiting for a final approval meeting to be scheduled. Once approved, the Vestry votes to build, then the Diocese votes to approve our project.**
- 3. Melanie gave an update from the Vestry nomination committee – we have a few good candidates the committee will be asking, with a focus on diversity as one criteria. The committee will report results at our next Vestry meeting.**
- 4. There was a discussion about availability for the 2018 Vestry Retreat. May 11/12 appears to be the best choice.**
- 5. There was a discussion about providing a gift for Lou Steffenhagen's ordination. Barbara made a motion that we approve an expense of \$100 for a set of Deacon stoles to be charged to account 5-07-10-00, Vestry Discretionary. Passed unanimously.**
- 6. Father Mike discussed an official endorsement of Chris Exley as Candidate for Holy Orders. Gene made a motion to make this endorsement, a requirement of the process. Passed unanimously.**
- 7. Dale reviewed the proposed 2017 Audit committee, to include Bob Brown, Melanie Jackson, Geoffrey Brandon, and Dale Pennapacker. Barbara made a motion to approve this committee, passed unanimously.**
- 8. Dale discussed the Hofsas Estate donation to St James. The estate had a wish that the funds be managed by a local institution. Dale discussed moving the investments to Phoenixville Federal Bank & Trust Wealth Management. Rick proposed that we petition to make this change, passed unanimously.**
- 9. The letter of resignation from Ron Davis, our organist and choirmaster, was distributed. The Vestry will be considering how to best honor Ron's many years of service to St. James.**

10. There was discussion of the Bishop's upcoming visit to St. James on March 4th. There will be a special coffee hour after the 10 a.m. service. It was noted that the Bishop would like to meet with the Vestry after coffee hour.

Commission Area Reports: Written reports on file.

1. Finance – Per Dale, the finance reports were just distributed, so the Vestry will review and vote on the reports at our next meeting.
2. Buildings and Grounds report reviewed by Joanne. Issues discussed:
 - a. The floor reinforcement projects for the Glebe House and the History Center were discussed, with the committee moving forward with a RFP process. The recommendation will then be presented to the Vestry for approval.
 - b. There was discussion of needed electrical work for the church, to bring our systems up to code for safety, and also add outlets outside. There will be a RFP process after information gathering discussions.
 - c. Kathy made a motion to approve the B & G report. Passed unanimously.
3. Communications committee report was discussed by Drew (by phone). Items discussed:
 - a. Capital Campaign commitments are now up to about \$313K, over half of our internal target! Father Mike noted that he is working on external contributions as well.
 - b. Drew discussed the new Phone system for the church, to add more flexibility and capabilities transfer, put calls on hold, etc. We have received three bids. The recommended bid will come in at about \$3K. Drew made a motion that the bid be approved and we proceed with the project. Passed unanimously, and to be charged to account 5031002 – Capital Improvements.
4. Member Ministry report was circulated and presented by Barbara.
 - a. Barbara noted that there will be a social hour meeting for the new St. James' members, which will be held between services on Sunday, May 6th. Vestry members are expected to attend and meet our newest parishioners.
 - b. Joanne made a motion that the Member Ministry report and all other committee reports be accepted. Passed unanimously.

Barbara led the Vestry with a closing prayer

Our Next Vestry Meeting is scheduled to be held on March 20th.

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Jon Yenney, Secretary of the Vestry

February 28, 2018