

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on April 17, 2018. Present: Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Rector's Warden), Dale Pennapacker (Treasurer), , Rick Toth, Josh Ilgen, Drew Beck, Kathy Lochocki, Jackie Dahlen, Jon Yenney, , Melanie Jackson, Father Mike

Absent: Chris Kristofco

The meeting was opened with the Vestry Prayer.

MINUTES.

Old Business:

- 1. Meeting minutes from the March 27th meeting were reviewed and approved with a minor correction after a motion by Rick.**
- 2. Vestry Retreat update – Father Mike, Barbara, and Joanne will be meeting to plan for the upcoming Retreat (May 11th and 12th).**
- 3. Barbara gave an update on the Newcomer's Breakfast, May 6th. Barbara has put a handout together with background on the church for the Newcomers. She said she will circulate to the Vestry.**
- 4. Update on plans for the Retirement Celebration for Ron Davis was provided. Father Mike suggested a St. James Icon as a gift, which would run about \$500. Dale made a motion to authorize a \$500 gift from Memorial funds (account 5071000 Vestry Discretionary). Passed unanimously. Father Mike is putting together a letter thanking Ron for his long and generous service to St. James. The letter will be circulated next week to the Vestry for review, then sent to the Congregation.**

New Business:

- 1. Drew gave an update from the Capital Campaign Committee – the Campaign now has about \$385K in commitments, not including in-kind gifts, so we are doing very well so far. Father Mike noted that Bill Kilgour will be giving the congregation another opportunity to pledge, when we break ground later this year.**
- 2. Regarding our Outreach House project, Father Mike noted that we had to pay a fee of \$1,700 for the Zoning application with the Lower Providence township. Final approval is expected at meeting Thursday at 7:30 at the Lower Providence township building. Additional timeline updates:**
 - a. Mike O'Rourke indicated it should take 30 days to finalize the Construction RFP.**
 - b. The Diocese will then review the RFP within 30 days.**
 - c. O'Rourke will evaluate and bring St. James the top three RFP responses within another 30 days.**
 - d. The target is to award the construction bid by June, and start construction shortly thereafter.**
- 3. Barbara made a motion to approve up to \$1,600 for battery backups for our two sump pumps. Approved and passed unanimously. Will be charged to account 503-1002 Capital Improvements.**
- 4. Rick discussed the floor reinforcement projects for the Outreach House and History Center. Tim Kane is targeted to do the work. Dale made a motion to approve up to \$7K to cover both projects. Passed unanimously. Will be charged to account 503-1002 Capital Improvements. Gene noted that the Boy Scouts could help with moving anything that needs to be moved as part of the project.**
- 5. Father Mike gave an update on electrical work needed for St. James. He is working with Mike O'Rourke and Miriam Robinson to review recommendations and to create an RFP for the needed work. The extent of some of the work won't be known until we look behind the Panels. We will be updating the Panels, and adding outlets outside our buildings. The cost may run in the neighborhood of \$30-50K. This work falls under the**

Capital Campaign budget. Dale made a motion to approve \$5,600 for the initial planning work. Approved unanimously. Will be charged to account 503-1002 – Capital Improvements.

Commission Area Reports: Written reports on file.

1. **Finance Committee – Dale distributed February reports with corrections. He noted on the Balance Sheet that ECW will be closing its account in May, and will switch to a designated fund. Altar Guild will be next in this process, following ECW. Joanne made a motion to approve the February Financial Reports. Approved unanimously. The March Reports had also been distributed and were reviewed. Dale noted that the Capital Campaign is on track. He also noted that we are now showing capital gains/losses on the reports, per CPA GAP requirements. Rick made a motion to approve the March Financial Reports. Approved unanimously. The Vanguard Investment Committee report was also distributed, and approved unanimously.**
2. **Member Ministry – Barbara gave an update. She is encouraging more participation in the casserole brigade, and will be spreading the word for this opportunity.**
3. **Joanne gave an update on the Buildings & Grounds Commission. They are working on spring clean-up sign ups, including for the garden, painting a wall, flowers, and work at the cemetery. Father Mike encouraged us to look for items to toss or recycle that aren't needed any longer.**
4. **Dale made a motion to accept all commission reports. Passed unanimously.**

Father Mike led the Vestry with a closing prayer

Our Next Vestry Meeting is scheduled to be held on June 19th.

The meeting adjourned at 9:00 pm.

Respectfully submitted,

Jon Yenney, Secretary of the Vestry

April 28, 2018