

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on July 17, 2018. Present: Gene Goff, Barbara Bateman (Rector's Warden), Dale Pennapacker (Treasurer), , Rick Toth, Drew Beck, Jackie Dahlen, Jon Yenney, Ned Travis, Peggy Spinozzi, Father Mike

Absent: Joanne Tatem, Steve Jackson, Josh Ilgen

The meeting was opened with the Vestry Prayer.

#### **MINUTES.**

#### **Old Business:**

1. **Barbara made a motion to approve, with minor modifications, the Vestry Meeting Minutes from June. Passed unanimously.**

#### **New Business:**

1. **Ned Travis gave an update on Ron Davis' retirement party, which will be on September 16<sup>th</sup> at 5:30 pm. Tickets will be sold and promoted from August 15<sup>th</sup> on. Gift donations are up to about \$1300 so far. The icon gift project is on track to be ready by then.**
2. **Father Mike gave an update on church electrical work. The contractor has started metering the electrical panels to measure loads. They pulled off the panels and uncovered both aluminum and cloth wiring, which will need to be replaced.**
3. **Father Mike gave an update on plans for a ground-breaking ceremony and picnic. A 30x60 tent which can hold about 170 people can be rented for about \$2700, plus about \$2200 for catering. Dale made a motion that we approve up to \$5,000 in unrestricted funds from the capital campaign budget to cover the tent and catering. There would be a noon ceremony followed by lunch. The motion was approved unanimously. The charge will be to capital campaign account # 5031005. As a follow-up, buildings & grounds will check on extra gravel for the tent area, across the street, and likely have an e-vote to approve gravel purchase.**
4. **Drew updated on the Capital Campaign:**
  - a. **Bill Kilgour and Ned Travis will run the ground-breaking event.**
  - b. **Lisa will get out Parish updates on the event in Happenings. Father Mike will handle this.**
5. **Other Business – Father Mike mentioned that Ursinus is holding an incoming Freshmen day. The CDC is involved, and Father Mike recommended that we put a St James' logo/promo on the side of the goody bags that the freshmen will receive. The estimated cost for 500 bags is \$880. Barbara will follow up with Father Mike on this opportunity.**
6. **Drew gave an update on the phone system for the church. He discussed an iPath Cloud proposal, which costs \$93/phone and includes two hard lines plus internet. He will be doing some additional research and we should be able to decide on a provider at our August meeting.**
7. **There was discussion about the Diocese Wapati property in Maryland. The Bishop and diocese are looking at what to do with this property to not lose money on it. Father Mike will be paying a visit and providing input to the decision process.**
8. **Committee Reports:**
9. **Dale reviewed the Financial Committee reports.**
  - a. **Dale noted that the Outreach House is going through their budget faster than planned, as they grow their service. They have \$1700 left in their budget. There was discussion of developing better expense and budget tracking tools for the Outreach House, especially with the new facility coming soon. Father Mike and Jackie will meet with Carole Exley to discuss Outreach needs and options for process improvement, possibly with better tools to use.**

- b. Barbara made a motion to approve the Finance Report. Approved unanimously.
  - c. Dale reviewed the Investment Report. Drew made a motion to approve the Investment Report. Passed unanimously.
  - d. Audit Report – Dale reviewed the Balance Sheet Conciliation report, which has now been corrected. Gene made a motion to approve the amended Audit Report, which passed unanimously.
  - e. Dale gave a short update on the Vanco system, to be used for automated church donations. Dale is testing it, and it uses a Give Plus app on your phone.
  - f. Gene made a motion to approve the Finance Report. Passed unanimously.
10. Rick gave an update on Buildings & Grounds:
- a. He discussed some issues with the sidewalks of the church. He discussed an add-on to the project on the front of the church to address about 48 feet of deteriorated sidewalk. The estimate is \$3500 for the add-on work. Barbara made a motion to amend the Shegani contract to add the sidewalk work, at a cost of \$3500. This would go against the Capital Improvements account, 5031002. Approved unanimously.
  - b. Rick noted that the railings for the church front sets need some repairs. He is still gathering price information for this work.
  - c. Rick noted that soffit painting is needed, and he is in the process of getting bids.
  - d. The tree work by Goff is underway, and should finish up soon.
  - e. Drew made a motion to approve the Buildings & Grounds report. Passed unanimously.
11. Drew noted there is no Communications Committee report this month.
12. Jackie distributed the Outreach Committee report. Barbara made a motion to approve the report, passed unanimously.
13. Father Mike noted that there was no Education Committee Report for this month.
14. Barbara noted that there was no Member Ministry Committee Report for this month.
15. Ned gave a Parish Life Committee Report.
- a. He discussed the deep fryers, which cost \$720 apiece. Can use propane or gas. Dale made a motion to approve purchase at up to \$900. To be charged to Capital Improvements, account # 5031002. Approved Unanimously. Will pay for itself after about 3 or 4 uses.
  - b. Father Mike noted that we should have a special church school coffee hour in the fall.
  - c. Rick made a motion to accept the Parish Life Committee Report. Passed Unanimously.
16. Father Mike noted that there is no Rector's Report for this meeting. He also noted he is going on vacation, and will also miss the next Vestry meeting.
17. Jackie mentioned that Vestry members had identified objectives last August, and we should review progress towards those objectives. It was agreed that we would review these at our next meeting in August.
18. It was also suggested that the different commissions should start considering their budget needs for next year, as we approach the end of this year.

**Our Next Vestry Meeting is scheduled to be held on August 21<sup>st</sup>.**

**The meeting was closed with a prayer.**

**The meeting adjourned at 9:32 p.m.**

Respectfully submitted,

Jon Yenney, Secretary of the Vestry

September 18, 2018