

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on June 19, 2018. Present: Gene Goff, Joanne Tatem (People's Warden), Barbara Bateman (Rector's Warden), Dale Pennapacker (Treasurer), Rick Toth, Josh Ilgen, Drew Beck (via phone), Jackie Dahlen, Jon Yenney, Ned Travis, Steve Jackson, Peggy Spinozzi, Father Mike

Absent: none

The meeting was opened with the Vestry Prayer.

#### **MINUTES.**

#### **Old Business:**

1. Gene made a motion to approve, with minor modifications, the Vestry Meeting Minutes from April and May, as well as the Annual Meeting Minutes. Passed unanimously.
2. It was noted that there was an "e-vote" since last meeting to approve tree work on our property, which passed 8-3.

#### **New Business:**

1. Job descriptions and contracts – Dale noted that, per our most recent Audit, there would be changes to job descriptions. This includes separating bill paying from the bookkeeping function, and also splitting reporting lines.
2. Father Mike brought up the recommendation that Ron Davis be honored by being named Director of Music, Emeritus.
  - a. Jon made a motion, passed unanimously, to award this title to Ron.
3. Update on Ron's party and gift – It was noted that the Icon gift for Ron has been ordered. Ned reported that the party is scheduled for Sunday, September 16<sup>th</sup>, at 5:30 p.m. at Copperfield's. The expected cost is about \$32.95/person and \$12.95 for children. There was discussion about subsidizing a portion of the cost.
  - a. Peggy made a motion that we subsidize \$10 per person for individuals, and \$25 per family. The motion passed unanimously. To be charged to account: 5100600 – General Parish Activities.
4. Miriam Robinson was given voice, and provided an update on the electrical work being planned for the church. She noted three aspects of the projects:
  - a. Metering of the electrical panels for a week to determine loads and needs. She has one bid for \$700 and will be getting another bid.
    - i. Rick made a motion to approve up to \$1,000 to cover this testing. Passed unanimously.
  - b. Electrical Upgrades, including replacing knob and tube.
  - c. HVAC project.
5. Contractors List for the Bids on Outreach project was distributed
6. Report on the Timeline. Final schedule for building will be subject to Penndot Approval of the plan.
7. Communications issues as noted in report – Drew provided some updates, including:
  - a. Drew noted that our new website does have some content layout restrictions.
  - b. Drew noted that there is a flashpage link to the Impact Stewardship Capital Campaign page.
    - i. Rick made a motion to approve \$200 to cover the fee for this page for one year. Approved unanimously. To be charged to Network Services budget – account # 5070400.
  - c. The next push for the Capital Campaign will be timed to occur when we break ground for the new Outreach building.

- d. Drew discussed the Parish Picnic in the Grove, tentatively scheduled for September 15<sup>th</sup> this year. There could be conflict with Ron's party, and construction activities, which are a consideration. Drew suggested this activity might better fit now in Parish Life or Member Ministries. Also, there was discussion of inviting the neighborhood residents to the Picnic. More to follow....
  - e. Drew discussed the evolution of the Parish Administrator role, which can include more of a defined communications role, which could then free up the Communications Committee to focus on other activities.
8. The Ham & Oyster Dinner was discussed. With construction activities, should it be a take-out only event this year? Also, Ned discussed purchasing a fish fryer for \$650, rather than renting for \$230 a pop. It was agreed to decide the Ham & Oyster plan, and fryer purchase plan at our July Vestry meeting.
9. Dinner in the Grove – it was discussed to possibly combine this event with the Outreach Breaking Ground ceremony.
10. Chicken Barbeque event Review – Ned updated the Vestry – We did well this year, netting \$687 from the BBQ. He is targeting June 1<sup>st</sup> for the BBQ next year. Rick discussed a possible cover or pavilion for the Barbeque. This will require more research.
11. Drew gave an update from the Capital Campaign Committee:
  - a. He noted that our pledges are now up to \$526,000 – above our goal. About 60 individuals or families have pledged so far, as compared to about 120 regular St James' pledges.
    - i. Gene made a motion to approve the Communications Committee Report – passed unanimously.
12. Tree Work – Gene discussed the Goff proposal for additional tree work. Several trees are recommended for removal, rather than trimming. This will ultimately save costs of trimming and then later removing down the road.
  - a. A motion was made to approve the additional \$4,695 of tree work, to be amended to the original award. The motion was approved unanimously.
13. Committee Reports:
14. Dale reviewed the Financial Committee reports.
  - a. We reviewed the Statement of Operations.
    - i. Barbara made a motion to approve the Statement of Operations report. Approved unanimously.
  - b. We reviewed the Investment Summary.
    - i. Gene made a motion to approve the Investment Summary. Approved Unanimously.
  - c. Dale reviewed a new report – the Designated Funds report. This report will be distributed monthly going forward.
  - d. Dale noted that the Vanco system for automatic donations to the church is being tested, and working well so far. There is a 1% fee plus 0.45 per transaction.
  - e. Dale noted that the Audit picked up a \$153K discrepancy between the Annual Report and the Audit Report. He is working to amend the reports to correct this finding.
15. Rick reviewed the Building and Grounds report.
  - a. He noted that Shenagi is starting work on the front of the church next week.
  - b. He noted that building inspections have been completed, and there will be fire inspections soon.
  - c. Next meeting of B & G is July 1<sup>st</sup>.
    - i. Jon made a motion that we approve the B & G report. Passed unanimously.
16. Jackie gave an Outreach Report.
  - a. She noted that they just published their first electronic newsletter.
    - i. Joanne made a motion that the Outreach Report be accepted. Passed unanimously.
17. Barbara presented the Members Ministry Committee Report.
  - a. Jon made a motion that the report be approved. Passed unanimously.
18. The Parish Life Report was presented.
  - a. Peggy made a motion that the report be approved. Passed unanimously.
19. Father Mike presented the Rector's Report.
  - a. Gene made a motion that the report be approved. Passed unanimously.

**Our Next Vestry Meeting is scheduled to be held on July 17th.**

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

**The business meeting adjourned at 9:45 p.m.**

Respectfully submitted,

Jon Yenney, Secretary of the Vestry

June 26, 2018