

St. James Episcopal Church

Minutes of Vestry Meeting

February 19, 2019

Present: Barbara Bateman (Member Ministry), Dale Pennapacker (Treasurer), Jackie Dahlen, Peggy Spinozzi (acting Secretary), Bill Kilgour, Ned Travis, Steve Jackson, Joanne Tatem, Drew Beck (Rector's Warden-by phone), Gene Goff, Josh Ilgen, Father Mike Sowards

Absent: Jon Yenney (Secretary)

The meeting was opened with the Vestry prayer at 7:30 pm

Old Business:

1. Steve Jackson noted he needs an official Vestry binder. Barbara Bateman will provide one.
2. January 2019 minutes were accepted as written

New Business:

1. A motion was made and approved for Vestry endorsement of Chris Exley to be ordained as Deacon. The approval letter was signed by the Rector and all vestry members who were present
2. Outreach House Update: Dale reported on a construction meeting on 2/13 (GKO not there)
 - A. The address for the Outreach house has been obtained: 147 Evansburg Road
 - B. Recent good weather has allowed good progress; Steve Folk is working long hours which is greatly appreciated as it is saving on costs.
 - C. Halteman is staking out the area for the pad; this will be dependent on the weather
 - D. The payment schedule is in progress. Using a 1/1/19 start date \$21,348 so far has been paid in soft costs and \$67,433.75 to Halteman.
 - E. Applications are underway for water electric and gas now that an address is established
 - F. The soil test was good. We are on schedule for a July/August completion.
3. Capital Campaign Update: Bill reported on an Antique Roadshow idea to raise money. He spoke with Alderfer's in Hatfield. They will appraise coins, and any other antiques of value for a charge of 15-18% commission. It is planned for after Easter but before the Chicken BBQ.
4. Contingency Plan for Outreach House Director: If and when Carole would leave her position as Director of Outreach we need to plan for replacement and consider the expanding role of the job. It includes not only managing volunteers but increasingly contact with external community organizations such as Philabundance. We may need to split position into two.
 - A. We need to write grants to cover salary. Father Mike spoke with Hilary Gilderson about this.

5. Vestry Openings coming up in 2019: Barbara said that there will be 3 openings. Jackie, Dale and Barbara will be ending their Vestry terms. The Annual Meeting is May 5th. Customarily outgoing members serve as the nominating committee for new members .
6. Chris Exley's Ordination: Date is June 8th. The Vestry agreed to get a bus to take parishioners who would like to attend. It was agreed that Father Mike will buy stoles as a gift (\$200-250 limit)
7. Ending of the Cleaning Contract: Our previous contract had a clause that prevents us from ending the contract without a procedure of certified letters and a 30 day period of waiting for them to correct the problem vs. a \$1500 penalty. The Vestry decision was to go through the complaint process as we have detailed documentation of their deficiencies. Their contract ends in October. Bill will assist Dale with this.
8. Approval of the 2019 Budget: Dale outlined adjustments to the 2019 budget based on new monies available and other changes that have occurred with focus on Outreach House Budget.

Overall, there is a budget deficit which in the future we hope will be covered by estate planning funds from parishioners. Dale will make the changes discussed and send them out for approval.

Commission Reports

1. Building and Grounds- Steve
 - A. Statue will be removed and put in garage. A new statue would cost \$7000-8000
 - B. Need contract for lawn mowing
 - C. Driveway needs patching (\$2-5k) and in next few years a deep repair. We need to get bids.
 - D. We have a list of smaller painting projects which can be deferred to Fall Blue Jean Sunday
 - E. We have quotes for replacement of louvres on top of church
 - F. We have a quote for repair of the weak part of the floor in the sanctuary
 - G. The list of projects will need to be prioritized relative to money available
 - H. Report was approved
2. Communications-
 - A. Drew noted that new external hard drives were purchased to archive sermons and 10:00 am worship services
 - B. A Junior Communications Committee is being developed to involve youth.
 - C. Report approved
3. Outreach –
 - A. Ned suggested that a proposed Breakfast fundraiser be changed to a Dinner in the Fall, He will speak to Carole about it.
 - B. The Hoagie Sale to benefit Outreach has run all of February and almost all coupons are sold
 - C. Father Mike said that the grant for the Fridge/Freezer for the new OH has been submitted

- D. Report was approved
- 4. Education- Lauren's report was reviewed and approved
- 5. Member Ministry- no activity, no report
- 6. Parish Life – A report was submitted by Joanne Tatem and approved
- 7. Rector- No report
- 8. Finance and Budget-
 - A. A motion to accept the audit committee of Bob Brown, Melanie and Jeff Brandon was made and approved. Meetings will be March 9th, 16th and 23rd.
 - B. A motion to have Shigani repair the cemetery walls was made and approved.
 - C. The 2018 financial report will be reconciled with the December financial report
 - D. The St James Golf Outing is scheduled for Sunday Sept 22nd. We'll need giveaway items for prizes. Proposed venues are Turtle Creek, Shannondell, Skippack and Jeffersonville golf clubs.

The meeting ended with Barbara Bateman reading the concluding prayer.

Respectfully submitted,

Peggy Schiavo Spinozzi

