

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on January 15, 2019. Present: , Barbara Bateman (Rector's Warden), Dale Pennapacker (Treasurer), Drew Beck (by phone), Jon Yenney, Ned Travis, Peggy Spinozzi, Joanne Tatem (People's Warden), Steve Jackson, Josh Ilgen, Jackie Dahlen, Gene Goff, Bill Kilgour, Father Mike

Absent: none

The meeting was opened with the Vestry Prayer.

#### **MINUTES.**

#### **Old Business:**

- 1. Barbara made a motion to approve the Vestry Meeting Minutes from December 18<sup>th</sup>, 2018, as amended. Passed unanimously.**

#### **New Business:**

- 1. Cleaning Contract – the proposed contract from All About Cleaning was discussed. The Vestry had this to review since our last meeting. The service appears to be more flexible, at basically the same cost. There was a motion to accept All About Cleaning's contract, to be effective February 1<sup>st</sup>. Passed unanimously.**
- 2. Vestry Highlights – Jon provided last week for the Epistle. As long as he gets a heads up when due, he will continue to provide for the Epistle.**
- 3. Outreach House construction – Dale gave an update.**
  - a. He noted that the billing process is being worked out with Halteman Bros. for paying subcontractors, township, etc.**
  - b. Dale discussed subcontractor dollar outlays, such as by Steve Folk for some of the materials for his work on the project. Dale has worked this out with Halteman Bros to pay immediately.**
  - c. There was discussion about the practice of holding back 10% of subcontractor payments until project completion. This provides the church and the contractor with leverage to ensure everything is properly completed. This is standard practice in the industry.**
  - d. Dale noted that a tree had to be removed for the new parking lot. The cost was \$1200, and handled by Goff Landscaping. Dale approved the work in this instance, as there was no time in this case to bring it up for a vote – it would have held up the project.**
  - e. We had a discussion about future emergency costs that may arise on the project. Drew made a motion, that in the event of an emergency cost situation, Dale Pennapacker, in consultation with the Clerk of the Work, and any subject matter experts available in the vestry or church, can authorize such work, and the Vestry will be notified. Passed unanimously.**
  - f. The new Outreach House will need a new address. We are working with the Postmaster to get the address assigned.**
  - g. Dale noted that a dedicated person will be needed for the Outreach project audit next year. Suggestions are welcomed. He also noted that accounting support is needed for the project.**
  - h. Father Mike noted that Bob Bateman has a collection of photos of the project so far. These can be used for our Website, the ongoing Capital Campaign, etc.**
  - i. Joanne made a motion that we accept the Outreach House Construction update. Passed unanimously.**
- 4. Protocol for general parish contracts. Dale discussed. It was noted that Building and Grounds should make sure that there are relevant contracts in place, but that Lisa would be responsible for administering the contracts, and for keeping them centralized in our office. This includes contracts such as landscaping, cleaning, snow plowing.**
- 5. Barbara checked on distribution of Vestry Commission Binders. All binders appear to have been forwarded based on recent commission changes.**

6. HVAC system project was discussed by Father Mike. The project will upgrade our system, expand coverage in the building, and replace 13 window units we have been using. Bids have been solicited, and it looks like the cost will be about \$38K. It will save considerably on energy costs over time. Father Mike has applied to the Diocese for a \$30K grant to help us with the project. Peggy made a motion to approve the \$38K HVAC upgrade project, contingent upon receipt of \$30K funding contribution from the Diocese. Passed unanimously.
7. Wawa hoagie fundraiser was discussed by Father Mike. This idea came from Lauren, as a fundraiser for our Youth Group, to help with the pilgrimage, etc. We can buy hoagie coupons for \$4 each and resell at a higher price to raise money. The fundraiser would be over a few weeks surrounding the SuperBowl. Gene made a motion to allow the Youth Group to proceed with a hoagie coupon sale. Approved unanimously.
8. Father Mike noted that our Annual Meeting will be held on May 5<sup>th</sup> this year. Barbara suggested that the Vestry can start now on their 2018 commission reports, which can be used as input for the Annual Meeting presentation.

#### **Committee Reports:**

9. Buildings & Grounds – Gene gave an update.
  - a. He discussed replacement lights for upstairs in the church. He has a \$485 estimate from Mike Zankeman for the work. Per Dale, there is money in the Platts Hall fund (Buildings & Grounds – acct # 5030800 – Repairs, Maintenance, improvements) for this work. Vestry approval not required. Gene to validate the cost.
  - b. Father Mike expressed concern about some nails coming out in the church and concern about sections of the floor.
  - c. Peggy made a motion to approve the Buildings & Grounds report. Passed unanimously.
10. Communications Report – Drew gave an update.
  - a. He noted their next meeting will be on February 12<sup>th</sup>, and Lisa will lead the meeting.
  - b. Barbara suggested we draw attention to the new Outreach House project with a sign – such as “Future Site/Location of the St. James’ Outreach House”. Drew is following up on this.
  - c. There was discussion of the Collegeville website, and whether we can have a link there. Father Mike indicated he would check on this.
11. Outreach House – Jackie gave an update.
  - a. It was noted that Patty Earhardt has raised over \$2500 for Patty Packs, solicited from Skippack Village businesses.
  - b. Gene made a motion that the Outreach House report be approved. Passed unanimously.
12. Member Ministry – Barbara gave an update.
  - a. She noted that Bill Kilgour has joined this commission.
  - b. They are working on the Women’s Retreat for 2019. Barbara will distribute the written report.
  - c. Father Mike suggested we target new membership in the new home development by Superior Tube.
13. Parish Life – Joanne gave an update.
  - a. It was noted that ECW was considering a soup sale during two Sundays in May. A building usage form needs to be submitted for this event. The Vestry can then hold an “e-vote” to approve the event, once submitted.
  - b. Josh volunteered to work on a process for fundraisers going forward.
  - c. Drew made a motion to approve the Parish Life report. Passed unanimously.
14. Rector’s Report – Father Mike gave an update.
  - a. He distributed the Parochial Report, which highlights the growth of our parish, as well as our various Outreach Ministries.
  - b. He noted that 65 children are now enrolled in church school.
  - c. Our membership has grown from 419 when Father Mike arrived, to 558 now. A 33% increase at St. James’.
  - d. Peggy made a motion that the Rector’s Report be approved. Passed unanimously.
15. Dale reviewed the Finance Commission Report.
  - a. Dale discussed the need for additional accounting help given the complexity of the Outreach Construction project in addition to our normal activities.

1. Gene made a motion to hire Ludwig for 4 hours per month to provide this support. The annual cost will be about \$5,000. Passed unanimously. (account # 5071300 – Accountant/Software/Consulting)
2. Barbara made a motion to approve the Finance Commission Report. Passed unanimously.
3. Peggy made a motion that the Investment Report be approved. Passed unanimously.

**16. Additional topics:**

17. Bill Kilgour noted that he will continue pursuing an Antique Roadshow type idea for Outreach fundraising. He plans to follow up with Janice Tabbut, and it was also noted that Jason Gidelson has expertise in the field of coin collecting and is a possible resource for those who might have coins to donate.

**Our Next Vestry Meeting is scheduled to be held on February 19<sup>th</sup>.**

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

**The meeting adjourned at 9:37 p.m.**

Respectfully submitted,

Jon Yenney, Secretary of the Vestry

February 14, 2019