

A meeting of the Vestry was held in Platts Hall beginning at 7:30 p.m. on October 15, 2019. Present: Drew Beck (Rector's Warden), Jon Yenney, Ned Travis, Peggy Spinozzi, Josh Ilgen, Bill Kilgour, Gene Goff, Patty Earhart, Sarah Deacle, Steve Jackson, Marilyn Hastings, Father Mike

Absent: Joanne Tatem (People's Warden),

The meeting was opened with the Vestry Prayer.

#### MINUTES.

#### Old Business:

1. The September Vestry Meeting Minutes were reviewed. Drew made a motion to approve the minutes as amended (account numbers to be added from Dale). Passed Unanimously.
2. We had two e-votes since our last meeting:
  - a. One e-vote was to approve Phil Tatem as St. James' Representative for the Hofsas Estate Trust. Passed Unanimously.
  - b. The other e-vote was to approve an amended contract with All About Cleaning for the new Outreach house, with a cost of \$225/month, including some extra services such as window cleaning, and still below our budget. Passed with two abstentions.

#### New Business:

3. Voice was given to Dale Pennapacker.
4. Outreach House Update given by Dale:
  - a. Dale reviewed the final payment report for the Outreach project.
  - b. We saved \$84,000 from the original bid.
  - c. A couple of door replacements remain to be completed.
  - d. There is \$20,000 owed to St. James' from the Escrow Account.
  - e. There is a pending requirement to install a sidewalk from the Goddard School to the corner. There is a 24 month waiver, which buys us some time.
5. Investment Committee report by Dale
  - a. Dale reviewed the investment committee report
  - b. There was discussion of considering the Church fund option, available through the Diocese, rather than doing it all ourselves.
  - c. There will be a meeting soon to learn more about this program to help make a decision.
  - d. Gene made a motion to accept the Investment Committee Report. Passed Unanimously.
6. Outreach Credit Card
  - a. Dale and Father Mike lead a discussion regarding the need to get a Credit Card for use by the Outreach House in purchasing food and household supplies for our clients. Carole would be the only authorized user, and there would be a cap of \$3,000 on the card.
  - b. Drew made a motion for the Vestry to approve acquisition of such card to facilitate operations at Outreach. Passed Unanimously.
7. Financial Reports for August (revised) and September were reviewed by Josh and Marilyn.
  - a. The corrected August report was reviewed, as well as the September reports.
  - b. Dale stated that budgets from the different Vestry areas should be drafted by the end of this month.
  - c. Drew made a motion to approve both the August and September Financial Reports. Passed Unanimously.
8. Ned gave an update on the Ham and Oyster Dinner
  - a. We need more volunteers.
  - b. New St. James' members should be approached by the Vestry and encouraged to get involved with this St. James community event.

- c. Ned needs another Fryer to keep up with the dinner demand. Cheaper to buy than to rent a couple of times. Ned to an action to see if he can get one delivered in time for the dinner, and will submit for e-vote with a final price.
- 9. Father Mike discussed the updated Contract for Dirk's Pest Control Services, for the Outreach House and other of our locations. The new price per the updated contract is \$252/month. Patty made a motion to approve the updated contract at this price. Approved Unanimously.
- 10. Steve gave an update on bids for our needed Electrical Repairs. Wiring and Panels. Steve is working on bids and expects to have three by the end of the month. He will submit preferred bid for approval via e-vote so we can get this work completed soon. It may come in around \$5,000 for the work.
- 11. Father Mike deferred to next month discussion of the Bishop's visit in February.
- 12. Bill Kilgour gave an update on the Creative Gifts Event;
  - a. We raised \$280 so far, and there a few remaining items to auction that should raise more funds.
- 13. Drew reminded the Vestry that the "Safe Training" needs to be completed by everyone by the end of December. He noted that it does take a few hours, so plan the time.

#### Additional Commission Area Reports:

- 1. Buildings & Grounds – Steve
  - a. The railings for the path in front of the church are coming in at about \$1800. Below the budget of \$2500.
  - b. Gene is scoping our needed tree work for bidding.
  - c. The potholes have been patched.
  - d. The Bell Tower Louvers are up, but the frames are rotten, so some additional work is needed.
  - e. Painting the Sacristy will take about 4 weeks. Timing is TBD.
  - f. Father Mike and Steve are working on bids for our needed HVAC work.
  - g. Ned made a motion to accept the Buildings & Grounds report. Passed unanimously.
- 2. Communications – Drew
  - a. Drew reviewed some of the media statistics we are starting to gather, showing the effectiveness of our various communications. This will be very helpful going forward.
  - b. There was discussion of the Pledge Campaign, which is to be lead by Phil Tatem.
    - 1. The four sermons in November will be focused on the Pledge Theme.
    - 2. Pledge Cards should be turned in by the Vestry by Week 1 to set an example.
  - c. The Ham and Oyster Dinner will have some external local advertising to build participation.
  - d. We are suspending the Epistle for now, as other sources of information to the congregation seem to be more effective. Not necessarily stopped forever – we will see how it goes.
  - e. Jon made a motion to approve the Communications Report. Passed Unanimously.
- 3. Outreach – Peggy
  - a. Peggy noted that we had our first client visits to the new Outreach House today, and they love it!
  - b. Ned made a motion to approve the Outreach Report. Passed unanimously.
- 4. Education – Father Mike:
  - a. Father Mike will email out the report as a follow-up.
- 5. Member Ministry – Bill
  - a. New member breakfast will be between services on Sunday, October 20<sup>th</sup>.
  - b. So far, half of the new members have signed up to attend.
  - c. The Church directory is being updated, with new pictures. Details to follow soon.
  - d. The Jobs Club is having their first event at the new Outreach House.
  - e. Ned made a motion to accept this oral report. Passed unanimously.
- 6. Parish Life – Ned
  - a. Ned encouraged Vestry members to sign up for upcoming foyer gatherings.
- 7. Rector's Report – Father Mike:
  - a. No report this month.
- 8. Budget Reports– Josh
  - a. It was noted that the Hofsas Estate Trust is projected to contribute \$30,000 to our budget next year.

- b. There was some discussion of holding Electronics/Computer recycling event similar to a recent event at a church in Skippack to generate community awareness of St. James'.

The meeting was closed with a prayer, and adjourned at about 9:30 p.m.

Respectfully submitted,

*Jon Yenney*

Jon Yenney, Secretary of the Vestry

October 18, 2019