

A meeting of the Vestry was held via Zoom beginning at 7:30 p.m. on May 19, 2020. Present via Zoom: Joanne Tatem (People's Warden), Jon Yenney, Ned Travis, Gene Goff, Peggy Spinozzi, Josh Ilgen, Bill Kilgour, Steve Jackson, Marilyn Hastings, Sarah Deacle, Patty Earhart, Drew Beck (Rector's Warden), Maeve Vogan, Father Mike

Absent: none

The meeting was opened with the Vestry Prayer.

MINUTES.

Old Business:

1. The April 21st Vestry Meeting Minutes were reviewed. Josh made a motion to approve the Minutes. Passed Unanimously.
2. There was one e-vote since last meeting:
 - a. Gene noted in early April via e-mail that Venezia, the HVAC contractor, needed St. James' to contract someone to install access to the attic above the day care to allow them install part of the system. This needs to be done ASAP because Venezia is starting right away. Gene contacted Tim Kane, one of our reliable contractors. He met with Venezia's rep yesterday and found out there needs to be two access points because there are two separate attics.
 - b. The access will be pull-down stairs which will also allow us easier access to the attics in the future for servicing of the system.
 - c. Gene made a motion that we accept the verbal proposal from Tim Kane to install two pull down stair access points into the attics above the "day care" area for a cost of \$3,800.00 with a written proposal/contract to follow. Motion passed unanimously via e-vote.

New Business:

3. Drew discussed the issue of a sidewalk section on Evansburg Pike. This is an issue with the township. He reviewed the letter from our attorney trying to resolve this issue fairly.
4. Gene made a motion to add Voice to Dale Pennapacker and Phil Tatem. Passed unanimously.
5. Father Mike discussed the Diocesan procedures for reopening when the time is right. The Bishop has made clear that we should not re-open if not yet ready. A draft document of St. James' Rules and Procedures for Use of Buildings was distributed, and it is based upon the Diocesan procedures. It is still being reviewed and finalized. The Vestry concurred with Father Mike's desire to continue with virtual services for now for the safety of our Parish. We will be setting up a communion at 11:30 a.m. on Sundays at the church, with bread only for the communion. It will follow the virtual service online. Parishioners will enter through the front left door of the church and exit via the right front door, for safety.

Commission Area Reports:

1. Buildings & Grounds – Steve and Gene
 - a. Steve reviewed several items, including:
 1. Status of the HVAC project. Steve noted that the install was going well and that it is expected to complete by the following Monday.
 2. A motion was made to accept the Buildings & Grounds report. Passed Unanimously.
2. Communications – Drew. Lisa had provided a written report.
 - a. Tables in the Parish hall are being moved and separated to meet social distancing guidelines.
 - b. Church doors are being rekeyed for better security and safety, and to help manage traffic. There will be a lockbox set up for extra keys. It as noted that a wifi repeater disappeared, and there was a key issue at the Outreach house, indicating a need to rekey our facilities.

- c. A motion was made to approve the Communications report. Passed Unanimously.
3. Education – no report this month.
4. “New” Member Ministry – no report this month. Father Mike noted that we continue to grow.
5. Parish Life – no report this month.
6. Rector’s Report – Father Mike
 - a. Father Mike noted that we continue to Feed the Hungry via our Outreach House. About 200 families are being helped now.
7. Treasurer’s Report Dale reviewed the written Treasurer’s Report.
 - a. Cash donations for Outreach food have been coming in at this time of need.
 - b. Estimated cost of sidewalk by Outreach House is \$25,000.
 - c. St. James’ received almost \$45,000 from the Payroll Protection Plan which may be used for payroll and benefits if needed.
 - d. Patty made a motion to approve the Treasurer’s Report. Passed Unanimously.
8. Dale noted that Financial Reports will be distributed by Friday via e-mail for Vestry review. He told us that Pledges are currently about \$16,500 above budget. He also noted that our investments are down about \$72,000 year to date due to the recession and bear market.
9. Outreach – Peggy. Written report was distributed.
 - a. There is a need for additional volunteers due to the higher need in the community.
 - b. There was discussion of the challenges keeping up with the growing need at Outreach House. Father Mike will be working on ideas to improve the structure for efficiency and redundancy. A board may be advantageous to provide better support and direction as we grow.
 - c. Drew made a motion to accept the Outreach Report. Passed Unanimously.

Our virtual Vestry meeting was closed with a prayer, and adjourned at 9:25 p.m. Our next meeting will be held on June 16th, and likely will be held via Zoom as well.

Respectfully submitted,

Jon Yenney

Jon Yenney, Secretary of the Vestry

June 16, 2020