

A meeting of the Vestry was held via Zoom beginning at 7:30 p.m. on December 15, 2020. Present via Zoom: Jon Yenney, Ned Travis, Gene Goff, Steve Jackson, Peggy Spinozzi, Josh Ilgen, Bill Kilgour, 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 by Marilyn.

MINUTES.

Old Business:

1. The November 17th Vestry Meeting Minutes were reviewed. Bill made a motion to approve the Minutes, subject to adding two account numbers to be provided by Phil. Passed Unanimously.
2. There were no e-votes in between meetings.

New Business:

3. Discussion of Christmas Eve Services –
 - a. Father Mike will preach at 10, but not at 5 pm.
 - b. The church will be dark, with candles. Wear your "Sunday Best"
 - c. People can bring their Christmas offering wrapped up as a Christmas gifts and/or gift bags
4. Insurance Claim for New Beginnings employee
 - a. A neighbor's tree branch fell and damaged car.
 - b. St. James' is responsible.
 - c. Turns out our insurance does not cover the deductible of \$500.
 - d. Ned made a motion that St. James' pay the deductible for the damage. Passed Unanimously. To be charged to account # 5070000, Finance and Administration
5. Globus Medical donation of \$10,000.
 - a. We discussed using the donation for a "Covid 19 Relief Fund" to help out parishioners who may be suffering from the Pandemic. Peggy made a motion to set this up, which passed unanimously.
6. Sidewalk update by Gene:
 - a. Gene finished up the related tree work.
 - b. Steve has been delayed in his sidewalk work, but is working to get the gravel down at least, by early January.
 - c. Gene noted that the trees were in worse shape than expected, and there is an extra \$1200 cost for the tree work. Patty made a motion to cover the \$1200 overrun. Passed Unanimously.
7. November Financial Statements
 - a. These were distributed to the Vestry for review.
 - b. Patty made a motion to accept the November Financial Reports. Passed Unanimously.
8. Stewardship Campaign – Sarah gave an update:
 - a. By meeting time, there had been 109 pledge cards received, with a commitment of \$220,000 for 2021.
 - b. 80% of the cards are in.
 - c. We will make calls in January to follow up on remaining pledges.
 - d. It was noted the raffle went well.
9. PPP Loan Forgiveness update – Phil:
 - a. Phil has submitted the required paperwork for loan forgiveness, and it should be approved soon.
 - b. Apparently any loans under \$50,000 are approved with little problem.

Commission Area Reports:

1. Outreach – Patty provided an update.
 - a. A written report from Carole was distributed previously.
 - b. There was discussion of the need to increase the limit on the Outreach credit card, due to higher demand during the Pandemic.
 - c. Gene made a motion to approve an increase to \$6,000 from \$3,000. Passed Unanimously.
 - d. There was discussion of the need for a two-week break for the volunteers working on clothing and household goods, due to the high workload. Peggy and Patty will sort out how this is addressed and announced. Careful wording is needed for the announcement.
 - e. Demand is up considerably, to about 300-400 families per month, compared to about 85 families per month previous to the Pandemic.
 - f. Drew made a motion to approve the Outreach report. Passed Unanimously.
2. Parish Life
 - a. Maeve and Ned discussed the idea of a virtual Foyer Gathering. They plan to give it a try in the new year.
 - b. A book club meeting was held this month.
 - c. There was discussion about how to stay in touch with some parishioners who may not have internet access. Maeve and Ned will look into how to best reach out to these folks and keep them engaged in our community.
3. Buildings & Grounds – Gene
 - a. Gene discussed the need to replace some ancient and ineffective lights going up to the daycare. An electrician is needed to upgrade and move a couple of lights.
 - b. Gene made a motion that the Vestry authorize expense of up to \$1500 for this work, by contractor Landis. Passed Unanimously. To be charged to account # 5031002, Capital Improvements
 - c. Gene noted that the Eagle project to enclose the closet in the basement has been completed.
1. At this point, Father Mike left the meeting, and Drew took over hosting to discuss 2021 salaries and budget.
 - a. Phil shared the proposed salary adjustments for 2021, followed by discussion.
 - b. Jon made a motion to approve the proposed salary adjustments. Passed Unanimously.
 - c. There is a standard form letter to the Diocese that must be submitted each year related to the salary adjustments. Gene made a motion that we approve submission of this letter. Approved Unanimously.
 - d. There was discussion of the work above and beyond the call of duty by Lauren and Lisa during this Pandemic year. Ned made a motion to give a one-time award of 5 working days off for both Lauren and Lisa in 2021, in honor of their extraordinary efforts. Passed Unanimously.
2. Phil reviewed the draft 2021 Budget.
 - a. He indicated that the budget will need to be approved either in January or February at the latest.
4. Peggy made a motion to adjourn our meeting. Passed unanimously.

Our virtual Vestry meeting was closed with a prayer, and adjourned at 9:30 p.m. Our next meeting will be held on January 19th, via Zoom.

Respectfully submitted,

Jon Yenney

Jon Yenney, Secretary of the Vestry

February 16, 2021