

ST JAMES' VESTRY

MINUTES

DECEMBER 21, 2021

Present: Josh Ilgen, Maeve Vogan, Marilyn Hastings, Drew Beck, Iva Ferrell, Phil Tatem, Bill Kilgour, Chuck Rogers, Marc Wezner, Peggy Spinozzi, Patty Earhart, Fr. Mike Sowards

The meeting was opened with a prayer at 7:30 pm

OLD BUSINESS

1. There was one e-vote regarding parapet work which was approved unanimously for \$4,900 total cost from account # 5030800
2. The Vestry minutes from November were approved as amended correcting the sexton's name from Steve to James and changing the verbiage about the Sunday Nursery caregiver to say that "the discussion was tabled and no decision was made at this time".
3. Globus Medical Reception- Fr. Mike spoke to someone at the company in HR and was told that they will contact us after the holidays to schedule a date.

NEW BUSINESS

1. Alatha V. Sherrod Balcony Update- Fr Mike discussed latest plans for the balcony, showing the prepared architectural plans. Three windows on the back balcony wall will be reframed and replaced with thick glass for a cost of \$6,400 because the existing wood frames are disintegrating. A motion passed to accept the bid on the windows. Mike O'Rourke, the architect, estimates the balcony work to cost \$47,000 with a separate cost of \$4,500 for carpet. Custom pews from New Holland Pews are additional. Fr. Mike will send out quotes for the rest of the balcony plans. We will vote when we get more detailed plans from Tim Kane.
2. Financial report- Phil announced that there have been thefts of parishioner's checks, the suspected source is the mailbox. Precautions have been put into place to thwart thieves and Phil will be filing a report with the LP police and is talking to TD bank.
He also said that he has been working on our new accounting procedures which will allow us to generate standardized reports.
Financial disbursements from the Sherrod estate were \$87,000 received so far with \$120,000 outstanding from the sale of the house which is still in probate.
St. James' will end 2021 with a \$25,000 deficit as of the end of November.
We will need to have a professional financial audit this year; expected cost \$6,000
3. Electric lights update- Fr. Mike noted that the dark parking lot problem has been improved with \$120 worth of LED lights to replace halogen lights. Timers have been adjusted to come on at dark.

COMMISSION REPORTS

1. Outreach House –Report sent out was approved
2. Education report was approved
3. Member Ministry- Bill announced a Day of service planned for January 17th, we are partnering with LP
4. No other reports this month

The meeting was closed with a prayer at 9:14pm

Respectfully submitted,

Peggy Spinozzi

Vestry Secretary