

## St James Episcopal Church

### Vestry Minutes

December 20, 2022

Present Fr. Mike, Drew Beck, Bill Kilgour, Chuck Rogers, Marilyn Hastings, Phil Tatem, Janice Tabbut, Peggy Schiavo Spinozzi, Josh Ilgen, Iva Ferrell, Francois Springuel, Barbara Bateman Absent: Sarah Deacle, Marc Wezner

The Meeting opened with a prayer at 7:30pm

#### OLD BUSINESS

1. The Minutes from November which had been emailed to vestry members were approved as written
2. E-votes: There was an evote which passed to provide a cemetery plot for Bill Small however a family member stepped up to cover burial costs so this was not needed

#### NEW BUSINESS

1. Treasurer's Report- Phil reviewed highlights of October and November Financial Reports.
  - A. The money from the Alatha V. Sherrod Estate has been deposited into our checking account. That in addition to the \$10 K received for the Outreach House grant from St. Andrews makes income look elevated. The first \$3K payment was made for our planned cemetery repair work.
  - B. Phil noted that Fr. Mike had been paid although it did not show in the report.
  - C. Building usage figures were improved as the incoming Daycare has started to pay rent. They will open in January or February.
  - D. October Financial Report was approved
  - E. Phil reported that not all bills were paid in November. One large outlay was \$1,700 for heating oil for Glebe House. Usually, it requires 1 oil delivery per year. Fr. Mike suggested changing to Marshall's budget pre-pay plan to get lowest price for oil.
  - F. Investments were up for the month. Fr Mike stated that Church Fdn management fee would be increasing in 2023
  - G. Outreach house monetary donations increased in November from many different contributors
  - H. November Financial Report was approved
  - I. Phil requested a motion to pay back Church Foundation for money borrowed earlier in the year. A motion passed to move \$109,311.03 to Church Foundation as soon as he can
2. BUDGET
  - A. We will budget \$24K for a P/T administrator. Phil to revise figures for pensions, auto expense and professional education expense. Also Sonja will go onto Medicare which will affect medical insurance costs.
  - B. We do not have a defined Maternity Leave policy. We determined that we need to discuss this with Lauren to find out what she wants and needs before proceeding further.
  - C. A motion passed to approve the Budget for 2023
3. Glebe House Issues- Janice discussed ideas about the future of the Glebe House such as selling it vs tearing it down. It was agreed that we would talk to a commercial Real Estate agent to help make the decision.
4. Security Cameras for Outreach House- Barbara reported that there have been repeated problem with people rifling through the donation bin and leaving a mess/taking things. She requested an inexpensive camera system to deter this. Francois described s camera system he uses at his vacation home that was

reasonably priced. A motion passed to allow up to \$300 towards the cost of a camera system and to ask Tim Kane to install it.

5. Driveway Patching- Francois reported that there is a Scout planning to do an Eagle Scout project filling holes in our parking lot; he will cost out the supplies and do the work and we will assist with cost for the materials.
6. Replacement Posting for Lisa- The HR committee (Bill, Phil, Janice) developed a rough job description for the position. In the short term we will have a temporary person to fill the job (agency charges \$31/hr). Barbara suggested advertising through the Diocese. Fr Mike agreed to also use other episcopal publications. Maximum working hours are 1000 per year; either 18 hrs/wk or variable by season in which case they must be carefully monitored. A motion was made and passed to approve up to \$7,500 for first quarter to fill the P/T position for (\$31-32/HR, 230 total hours).
7. A motion was made and passed to send a formal thank you letter to Steve Folk and Gene Goff for their generous help in making Blue Jean Sunday leaf clean up a success. Peggy will do this.

#### Commission Reports

1. Building and Grounds- There is a hole in the Daycare wall which they will need to fix. Plaster needs repair in the Kitchen to pass Health inspection. Report was accepted.
2. Outreach Report- There have been many food drives and donations made in the recent month for the holidays. Volunteers from the community outnumber those from St James. Will look for opportunities to encourage parishioner engagement with OH. Outreach report accepted.
3. Rector's Report- Fr. Mike submitted a written report of accomplishments highlighting growth in numbers of both in-person and online worshipers.  
The Annual Meeting was changed from February to March 19<sup>th</sup> at 9:00 am, between services. Annual reports due before then  
Fr. Mike noted that since the parish administrator position will now be more a parish secretary, we will need to re-examine commission responsibilities. Rector's report accepted.

Respectfully Submitted,

Peggy Schiavo Spinozzi  
Vestry Secretary