

St James' Episcopal Church

Vestry Minutes

January 17, 2023

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

Absent: Janice Tabbut, Iva Ferrell

OLD BUSINESS

1. The meeting opened with the Vestry prayer read by Marilyn at 7:30pm
2. Minutes from December were approved with the correction of 2 spelling errors: in 1B and correct Sonja to Sonya
3. There were no evotes in the past month

NEW BUSINESS

1. Financial Reports- Copies of the 2022 financial Reports were distributed and reviewed by Phil. He noted that Income from Holy Days is being lumped in with Pledges and he will fix this accounting error.

A. We've had no rent payment from the new daycare due to the owner's illness; future of this is uncertain at this point.

B. A batch of bills were not paid in December (mostly utilities) and will appear in January statements

C. Christmas giving was good this year but may not be reflected in the numbers

D. Landscaping payments are paid using an installment plan. Green Scene applied credits to reflect savings for services we dropped. It was a Feb. to Feb. contract which will be ending next month.

The contract with the new company will be signed soon.

E. Miscellaneous- We received 2 grants from the Diocese. One for Glebe House repairs of roof, windows, garage roof and purchase of electric garage doors (\$27,950) and one for non- food items for Outreach House (\$15K).

F. End of year statements to be mailed to parishioners next week

G. Phil applied for access to our account in Church Foundation

H. Vendor info is being generated for the 1099 process. Going forward, all vendors must produce W-9's and insurance info prior to starting work.

I. Phil will fix items in 2022 financial report then send out to vestry for evote approval

2. Eagle Scout Project- Francois reported that planning is actively in progress. He expects that the garden edging will be completed by April 1st and the driveway patching done ASAP.
3. Cameras for Outreach House- Francois has investigated camera systems and will have cameras electronically connected to church and Outreach House.
4. Temporary Office Coverage- Bill, Phil and Fr. Mike have interviewed a prospective candidate named Sarah who seems well qualified and prefers P/T work. She will start work soon at 18 hours per week (4 ½ hours/day on M, T, Th, F). After 420 hours of working here, we have the option of hiring her w/o charge, if we are satisfied. Pay rate will be \$31/hr while a temp.; \$22/hr if hired directly by us.
5. New Vestry Recruitment- Marc, Drew, Bill, and Josh are ending their Vestry terms this year. We need to begin recruiting replacements. Bill will head this committee. Call for vestry will be placed in Happenings and announced during services.
6. Annual Meeting date is March 19th. End of year reports are due
7. EYE Funding- There will be an episcopal youth event in July in Maryland, cost \$600 per youth (9-12 grades). We hope to have some youth participation; cost will be split equally between diocese, us and their family. The Pilgrimage fund will be renamed the Youth fund because not all youth trips will be to England. A motion was passed to approve up to \$1200 for this cause.
8. Maternity Policy- In alignment with many other businesses' maternity policies, it was recommended that we offer a 12 week paid maternity leave in our policy. A motion was made and passed to create a 12 week paid leave for F/T staff.
9. Suzanne Clune- is in her last year of Divinity School and needs a year of conversation with a priest for her discernment process. She has visited St James' and would like to participate here as a quasi-worship leader for her required year.
10. Windows- Our sexton alerted us that the windows facing Evansburg Rd. (1st and 2nd fl) are in poor condition. Francois will get a bid and get Alderfer to modify their bid to be for the same type of window. Upon receiving the bids, we will vote.

COMMITTEE REPORTS

1. Outreach House- Policy and Guidelines written and distributed to clients. Written report accepted
2. Buildings and Grounds- Francois distributed a written report
 - A. Pest control service came but found no evidence of mice. Bakers have been leaving out food items and not cleaning up well and have photos of mouse damage on their supplies. Fr. Mike spoke to them about cleaning thoroughly and not leaving food out; there has been no further mice sightings. Pest control company will return every other month.
 - B. Blue Jean Sunday for Spring Clean-up is planned- date TBA
 - C. A policy will be written to clarify particulars of how bids will be handled when a bidder is a parishioner. The Vestry agreed that all standards must be adhered to by all bidders.
 - D. B&G Report was accepted as written

Respectfully Submitted,

Peggy Schiavo Spinozzi