

## St James Episcopal Church

### Vestry Meeting

June 17, 2025

#### **Present:**

Barbara Bateman, Ryan Collins, Gene Goff, Sharon Hansen, Kathy Hutchinson, Tanya Millet, Chris Mycek, Candy Nyce, Geoff Pinney, Sue Rice, Mark Schultz, Fr. Mike Sowards

#### **Absent:**

Peggy Spinnozzi, Janice Tabbut

The Meeting was opened with a prayer by Father Mike.

#### **OLD BUSINESS:**

1. A **motion** was made and approved to accept the April minutes as written. Abstaining were Chris, Candy, and Geoff as they were not present at the April meeting. Kathy to send out minutes of the May annual meeting and call for an e-vote to approve.
2. No e-votes were taken since the April meeting.

#### **NEW BUSINESS:**

1. New Vestry Member Welcome
  - a. Father welcomed our new vestry members and reviewed vestry assignments.
    - i. Outreach House – Barbara and Candy
    - ii. Member Ministry – Chris and Sharon
    - iii. Building & Grounds – Gene and Geoff
    - iv. Communication – Janice and Ryan
    - v. Parish Life – Tanya and Peggy
    - vi. Rector’s Warden – Sue Rice
    - vii. People’s Warden – Ryan was nominated and unanimously approved to serve as the people’s warden.
    - viii. Secretary – Kathy.
    - ix. Additionally, Janice will continue to assist the finance committee with reconciliation and Kathy will assist Father Mike on education when needed.
  - b. Our next meeting will be held on 7/15 via Zoom. The vestry retreat has also been set for: Friday 9/12 dinner (6:30 pm Bella Rosy’s) and Saturday 9/13 (9:00am-12pm in Platt’s hall).
2. Finance
  - a. April 2025 Monthly Reports - Mark indicated we had a larger than expected loss in April, with Easter donations and monthly pledge amounts significantly lower than anticipated. We had budgeted for a \$3K profit but incurred a loss of \$10.2K. For the year, we are currently \$13.4K in the red. May reports look better but still need reconciliation.
    - i. The 2024 audit should be completed by June.
    - ii. The church foundation statement reflects a \$2k loss in value for April due to market volatility. The end of March balance was \$522K.

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- iii. A **motion** was made and unanimously approved to accept the April financial reports.
  - b. Mark indicated that the AMEX card has a \$26K limit on it. One of the audit recommendations was to lower the limit, reducing the exposure to fraud. A separate limit exists for the Outreach House of \$5K. While grocery shopping, Tish has been declined, requiring calls to Mark and then to AMEX to approve the charges. While the Outreach House uses the AMEX card, grants and donations are used to reimburse these expenses.
    - i. Barbara and Candy will review and determine what amount is needed for the Outreach House.
    - ii. Father Mike asked the vestry to think about the total limit, taking into account the variability that exists and increased need during pilgrimage.
  - c. Father informed the vestry the diocese can offer a \$50K loan at 2% interest rate for a 60-month term. When the loan is paid off, the diocese will return the interest paid. This could be used as part of the funding for the church parking lot. While waiting for the remainder of the funding, this money could be invested in the church foundation and earn interest. The loan repayment would be approximately \$850/month. All agreed the parking lot repair is a priority. A **motion** was made and unanimously approved to allow Father Mike to apply for the \$50k loan with 2% interest rate for a 60-month term.
  - d. A **motion** was made and unanimously approved to provide a \$250 ordination gift to Suzanne Clune. Additionally, Father Lou wanted to return the St. James stole he was given at his ordination, so it could be presented to Suzanne.
3. Parish Life
- a. New Member Welcome – Sharon and Chris will work on a special coffee hour to welcome new members registered the last two years.
4. Building and Grounds
- a. Church Parking Lot – Although Gene requested 6 bids, they are slow to come in. At the July meeting, he and Geoff will present the bids received, along with their recommendations and a vote will be taken. Aside from the loan, Father has an anonymous parishioner that may be donating \$30-\$40K. The vestry will need to determine how to fund the remaining amount for the contract awarded.
  - b. A **motion** was made and unanimously approved to provide the current cleaning company with a 3 months' extension and notification that we will be bidding the job out, providing them the option to bid.

#### Other Committee Updates:

- 1. Candy provided an Outreach House report.
  - a. Keystone Recycling is out of business. They are working to provide an alternate solution to items which are not usable.
  - b. A **motion** was made and unanimously approved to accept the Outreach House Committee report.

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A **motion** was unanimously passed to adjourn the meeting.

The Meeting was closed with a prayer by Father Mike.

**Next Vestry Meeting – July 15,2025 via Zoom**

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary