

St James Episcopal Church

Vestry Meeting

July 15, 2025

Present:

Barbara Bateman, Gene Goff, Kathy Hutchinson, Candy Nyce, Geoff Pinney, Sue Rice, Mark Schultz, Fr. Mike Sowards, Peggy Spinnozzi, Janice Tabbut

Absent:

Ryan Collins, Sharon Hansen, Tanya Millet, Chris Mycek

The Meeting was opened with a prayer by Father Mike.

OLD BUSINESS:

1. A **motion** was made and approved to accept the June minutes, correcting the wording that the Outreach House report was approved.
2. The May annual meeting minutes were approved via e-vote.
3. Father indicated that we received the \$50,000 check from the archdiocese. The 5-year 2% loan repayment will be \$876.39 per month with first payment due 8/1/2025. Once the load is paid off, the 2% interest will be returned to St. James.

NEW BUSINESS:

1. Financial Reports
 - a. April 2025 Monthly Reports – Following last month’s review of the April reports as of 4/20, it was discovered that a few small adjustments were made subsequently on 4/21 for the accounting month of April. These adjustments resulted from the ongoing research Janice has conducted on unallocated transactions from 2024. Mark provided amended April financial reports.
 - b. May 2025 Monthly Reports - \$13.5K in the red for the year. Income was higher than anticipated with the school pre-paying June, July, and August rents. Expenses were also higher with the final sound system payment and 2 months of employee health payments. The church foundation statement shows a \$16.5K gain in value.
 - c. A **motion** was made and unanimously approved to accept the revised April financial reports, as well as the May reports.
2. Finance – Capital Campaign
 - a. Prior to the meeting, Father distributed a list of projects we need to address, along with estimates: church parking lot (\$120K), A/C unit (\$20K), Upstairs Window Replacement (\$20k), Outdoor Painting of Church (\$53K). The vestry would also like to include replacement of the history center windows and lighting upgrade for the parking lot in scope for the capital campaign. If any money is left over, we can look at the church shutters. The parking lot was deemed the highest priority.
 - b. Towards the capital campaign, we have the \$50K loan, a generous \$50K parishioner match of funds raised, as well as \$19K just received from the government for COVID-19 employment

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- incentive. Based on the project needs, a **motion** was made and unanimously approved to initiate a 3-year capital campaign effort to raise a grand total of \$240K. Given the \$119K we already have, we need to raise \$121K.
- c. A **resolution** was unanimously agreed to invest the capital campaign assets into the short-term church foundation fund. This will allow St. James to earn interest while only requiring 72 hours' notice for fund withdrawal.
3. Finance – Ask Rate Modification
- a. To begin paying the monthly loan payment without further adding to our deficit, a **resolution** was unanimously passed to raise our withdrawal ask rate from the church foundation from 4.5% to 7.0%. Once the \$50k loan is paid back, we will revisit this decision and look to lower the ask rate. Father Mike will have the resolution documented and asks vestry members to sign.
4. Building and Grounds
- a. Church Parking Lot –Gene received 4 bids. Maintain it All was very proactive in the bid process, provided references, and was the lowest bid received at \$120,900. Asphalt prices are increasing and will add additional cost. Gene visited 4 of their jobsites of varying completion ages and said they did a good job with seams and edges. A **motion** was made and unanimously approved to award the parking lot contract to Maintain It All. Gene will get the formal contract with payment schedule sent to Father Mike.
- b. Outreach House Parking Lot cracks – Gene will follow up on when this repair will be completed.
- c. Gene informed the vestry there is a large hemlock tree that needs to be removed due to an infestation that is attacking hemlocks. Due to size and location, it will be expensive. He will obtain bids and report back. There are funds in the cemetery endowment that can be used to cover this expense.
- d. The current cleaning contract was extended thru September. We are currently soliciting bids for the new contract.

Other Committee Updates:

1. Candy provided an Outreach House report.
- a. Green Drop agreed to pick up clothing that we cannot use. It is important that we do not send stained and torn items, as they will audit our donations. If they find it unacceptable, they will no longer take our donations. We have appealed to donors to only provide new and gently worn clothing and shoes.
- b. A **motion** was made and unanimously approved to accept the Outreach House Committee report.
2. Education
- a. Father has been speaking with Lauren. She continues to rehab with physical therapy. She would like to move the welcome back church school and coffee hours to 9/14.

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Vestry Meetings are held the 3rd Tuesday of each month at 7pm, which conflicts with the Outreach House client hours. Due to other church commitments, Tuesday night is the only night that the vestry can meet. Father asked the vestry to consider pushing the start time back to 7:30 again or moving the meeting to the 4th Tuesday. Reminder that in September, we will meet Friday evening 9/12 and Saturday morning 9/13. There will be no meeting on 9/16.

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

The Meeting was closed with a prayer by Father Mike.

Next Vestry Meeting – August 19,2025

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary