

St James Episcopal Church

Vestry Meeting

February 24, 2026

Present:

Barbara Bateman, Ryan Collins, Gene Goff, Sharon Hansen, Kathy Hutchinson, Chris Mycek, Tanya Millet, Geoff Pinney, Sue Rice, Mark Schultz, Peggy Spinnozzi

Absent:

Candy Nyce, Fr. Mike Sowards, Janice Tabbut

The Meeting was opened with a prayer by Chris.

OLD BUSINESS:

1. A **motion** was made and unanimously approved to accept the January Meeting minutes pending correction of one date from 2006 to 2026.
2. One e-vote was taken since our last meeting. A **motion** was made and unanimously approved to award a \$500 gift certificate to Suzanne Clune upon her ordination to the priesthood.
3. Organ Bench – At our prior meeting, the vestry approved a maximum expenditure of \$3K. Subsequently, Lauren submitted two bids for adjustable benches, both which exceeded this limit. A 3rd bid was difficult to obtain. Since the current organ seat is propped up on book, requiring adjustment based on the individual playing, the vestry agreed we need to eliminate this liability. The bids received: OSI - \$3,350 (with additional shipping charges) and PJM - \$3,621 (local, requiring pick-up to eliminate delivery and assembly charges). A **motion** was made and unanimously approved to purchase the bench from PJM, using general funds while reserving the right to reimburse the general fund from the Music endowment should the need arise.
4. Annual Meeting – Sue reminded the vestry that commission reports should be sent to Sara with enough time for her to develop the reports and slides. The earlier, the better.

NEW BUSINESS:

1. January Financial Update - Mark indicated we had budgeted for a \$37.1K surplus but recorded a \$9.3K surplus.
 - a. We had expected 4 months of school rent in January, however we received 7 months in February. This rent is now paid thru July.
 - b. Pledges received were \$2.4K over budget, while Capital Campaign was \$3.2K under budget.
 - c. Hofsas distribution of \$9.5K was close to budget.
 - d. Total expenses were \$8K over budget due to kitchen flooring and history center expenses.
 - e. A **motion** was made and unanimously approved to accept the January financial reports.
2. Mark also provided a process review related to the Phoenixville Federal Bank. Whenever the treasurer changes, the profile must be changed to allow the treasurer to login to the account. Additionally, now, when using a 3rd party bill pay system, cash is automatically transferred to the 3rd party vendor. We receive no notification if a check is not cashed. We have to notify the vendor to

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get the cash transferred back if we reissue a check. To avoid this, Mark will be using EFT to pay utilities to ensure the funds are received and go back to writing checks directly when needed.

Committee Updates:

1. Member Ministry – Chris indicated they continue outreach to new people in the area, but we have no way to measure if any new attendees resulted thru this effort. Sue will ask Sara to modify the White Cards in the pew to ask how attendees found St. James. A **motion** was made and unanimously passed to accept the member ministry report.
2. Outreach House – Candy previously provided a written report highlighting donation and volunteer statistics. They also hosted the intercounty MAHN meeting. A **motion** was made and unanimously passed to accept the Outreach House Report.
3. Fellowship – Souper Bowl Sunday and Donut Sunday were held in February. Church spring cleaning is scheduled for 3/21. The theme for this year's picnic will be centered on the nation's 250th celebration. A planning meeting will be held in March. A **motion** was made and unanimously passed to accept the fellowship report.
4. Buildings and Grounds – February will reflect increased snow plow costs. A **motion** was made and unanimously passed to accept the Buildings and Grounds report.
5. Communications – creating a social media ad campaign for Easter. A recommendation was made to look into Patch. A **motion** was made and unanimously passed to accept the Communications report.

ACTION ITEMS:

1. All – prepare reports for annual meeting
2. Sue – ask Sara to add a how found line to the white papers in the church pews

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

The Meeting was closed with a prayer by Chris.

Vestry Meetings are held the 3rd Tuesday of each month at 7:30pm in Platt's Hall.

Next Vestry Meeting – March 17, 2026

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary