

St James Episcopal Church

Vestry Meeting

June 16, 2026

Present:

Karen Anderson, Barbara Bateman, Ryan Collins, Gene Goff, Kathy Hutchinson, Bill Kilgour, Chris Mycek, Candy Nyce, Geoff Pinney, Sue Rice, Mark Schultz, Fr. Mike Sowards, Peggy Spinnozzi

Absent:

Tanya Millet

The Meeting was opened with a prayer by Father Mike.

OLD BUSINESS:

1. Two **motions** were made and unanimously approved to accept the minutes from the 4/26/2026 Annual Meeting and the 5/19/2026 Vestry Meeting.
2. One e-vote was taken since our last meeting. A **motion** was made and unanimously approved to elect Ryan Collins as the People's Warden.
3. The chicken BBQ will be held on 9/26/2026. A **motion** was made and unanimously approved to designate all proceeds for the pilgrimage fund. Because the pilgrimage fund is the beneficiary, those participating in the pilgrimage will assist Janice: adults will help with planning, and youth will volunteer on the day of the event.

NEW BUSINESS:

1. Financials
 - a. Mark reviewed the April Financial Statements. St. James had a \$14.3K loss versus a \$38.7K budgeted deficit for the month of April. Year-to-date, we have a \$14K surplus reflecting revenue \$51.5K over budget and expenses within \$800 of budget.
 - i. Income was \$13K over budget, with pledges \$13K over budget and capital campaign \$2.6K under budget. We received a distribution from the Hofsas Trust equal to \$8.6K. Additionally, we received \$6.3K in Outreach House Donations.
 - ii. Expenses were \$12K under the budget. The largest expense incurred was the downpayment of \$18K for the shutters. The final sacred-ask payment for the year was made.
 - iii. The Church Foundation investment account gained \$33.5K with an end of month balance of \$588k. The short-term investment account balance grew to \$46.7K.
 - iv. A **motion** was made and unanimously approved to accept the April financial statements.
2. Father informed the vestry that Lauren has scheduled surgery for 7/17. She has been proactive in contacting the disability insurance carrier and also with education planning for the fall. In her absence, two people will fill in to play during service. Both will be given a W-2 to fill out so taxes are taken out for them.
3. Small Games of Chance PA State Act – Sue spent a considerable amount of time researching licensing, recording and reporting requirements, as well as any potential penalties for non-

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compliance. She provided a simplified overview document to the vestry. Regulations vary based on the type of game, the location of sales, and prize values.

- a. The act requires St. James (ECW, Outreach House), as well as any auxiliary organization chartered thru St. James (Boy Scouts) to comply. The Montessori school has their own state license and is not considered an auxiliary of St. James.
- b. The act defines small games of chance as: 50/50s, pull tabs, punch boards, bingo, race night, daily and weekly drawings, and raffles.
- c. St. James will permit the Boy Scouts to hold raffles. The Boy Scouts will be responsible for notifying St. James, the county, obtaining the license, and meeting all reporting requirements. In addition, the Boy Scouts are required to maintain documents for required record keeping and audit purposes. Finally, if St. James is fined, the Boy Scouts are required to pay the fine.
- d. No other organization affiliated with St. James is permitted to hold raffles.
- e. A **motion** was made and unanimously passed to allow the Boy Scouts to hold small games of chance, holding the organization responsible for compliance with all regulatory requirements and record keeping, as well as any financial penalties incurred.

4. Building and Grounds

- a. Exterior Painting – A revised exterior painting estimate was provided by Star Painting. Shutters were removed from the bid, while a few additions were included to ensure uniformity of appearance across the church, history center, and signage. The new bid is approximately \$2K higher. A **motion** was made and unanimously approved to accept the new contract. Work is scheduled for August.
 - i. The initial capital campaign goal was \$235K. To date, we have \$261K pledged. Adding in the \$50K diocesan loan, we have a grand total of \$311K. To date, we have spent \$230K. When painting occurs, we will need to withdraw from the short term investment account that was opened for the capital campaign contributions.
- b. Shutter Hardware – We received an estimate for \$1.9K from Tim Kane for welding repair, straightening, stripping and repainting of the hardware, which will be used with the new shutters. A **motion** was made and unanimously passed to approve the estimate.
- c. Organ – Our organ tuner provided 2 recommendations for companies to renovate the organ: Rogers and Walker. We are asking for a 3 phase proposal: immediate need, mid-point, and ideal.
- d. Eagle Scout Project Request – Jaxson Skonier asked for permission to build a little library for faith based books on the church grounds. A **motion** was made and unanimously passed to allow for placement of the library on grounds when exiting the church driveway towards Evansburg Road. Next step for Jaxson is approval for the project from the Boy Scouts. On a separate note, now that the wood has aged appropriately, David Deacle will be painting the rails this summer as part of his scouting project from last year.
- e. Mulching – Our sexton, James Dowman, provided a letter to the vestry communicating the damage to the plants and shrubs that has occurred due to excess wood mulch applied as

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part of the scouting effort this year. The vestry passed a resolution to pause mulching for one year and thanks James for bringing this to our attention. When mulching does resume in 2 years, Karen asked that she be notified and she will help supervise to ensure the correct amount is applied.

- f. Gene informed the vestry that the Outreach House diseased trees have been removed. He is hoping that one Eagle Scout Project will clean out the chips from the stump grinding, level the ground, and apply top soil to the area.
- g. Cemetery – Barbara received a \$400 estimate to repair the 2 head stones which were overturned. The work will be completed in August.
- h. Father Mike will ask the neighbors if we can trim the bushes on their property when exiting on Evansburg Road. It is difficult to see traffic coming and the mirror no longer exists across the street to aid drivers.

COMMITTEE UPDATES:

- 1. Fellowship – Planning is underway for: faith night Reading Phillies game (8/14), catering for the Bishop's visit (10/11), and the dinner to thank the Veterans in Recovery Group(11/11).
- 2. Outreach House – Candy provided a written report highlighting donation and volunteer statistics. A few numbers: 150 clients served, 3.3K pounds of food donations, and 255 volunteer hours. A **motion** was made and unanimously passed to accept the Outreach House Report.
- 3. Communications – A new form, possibly pink or blue, will be created to allow our members to submit events they are celebrating, such as birthdays, anniversaries, births, baptisms, and other life events. These will be included in the bulletin. They will also follow-up with St. Paul's on placing an ad with us at the Oaks movie theater.
- 4. Member Ministry - Working on getting items for the welcome baskets. Father Mike would like to see one of the baskets. Our current member directory listing is out of date, both members and photos. Father Mike and Sara are looking to clean-up the directory, along with different parish software to help manage members. As we look to update the directory, one possibility is to have members supply their own photos.

ACTION ITEMS

- 1. Father – games of chance form for next vestry meeting, approach neighbors about trimming bushes on Evansburg Road, BBQ pilgrimage volunteer notification
- 2. Bill/Ryan – follow-up with St. Paul's on Oaks movie theater ad placement

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

The Meeting was closed with a prayer by Father Mike.

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

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Next Vestry Meeting – July 21, 2026

Respectfully Submitted,

Kathy Hutchinson

Vestry Secretary