

## VESTRY MINUTES

Regular monthly meeting  
5:30 p.m., Monday, July 11, 2016  
St. John's Episcopal Church

**Vestry present:** Deanna Lyons, Mary Fitzgerald, Pat Hammer, Robin O'Brien, Bren Pomponio, Cindy Melton, Bob Rosier, Ray Lowther, Leota Bohnert, Christy Morris, Matt Brown

**Clergy present:** The Rev. Marquita L. Hutchens, rector

**Staff present:** None

**Guests present:** Julia Beury, Jane Pritchard, Sara Walker, Sandy Morris, Larry Rowe

**Vestry absent:** Linda Workman

**Call to Order** at 5:32 p.m. by Marquita Hutchens who presided

**Meeting opened** with prayer, led by Marquita and a reading/meditation on peace by Bren.

**Quorum established:** Eleven vestry members were present

**Approval of agenda:** Ray/Matt motion to approve the agenda with a switch in the order to review the audit committee report before the treasurer's report.

**Approval of minutes:** Matt/Pat motion to approve the June minutes with noted minor corrections that carried.

**Rector's remarks:** Marquita is meeting with Josh Saxe, the priest at St. James Episcopal in Lewisburg, later this week in response to the recent flooding in WV. Discussion and concern was expressed by various members of the vestry regarding the devastating floods. Deanna donated a cabin tent via a local Baptist church and mentioned that more tents are needed. Robin mentioned that the Kanawha County Animal Shelter is offering free adoptions for animals 6mos and older in order to make more room for animals that were displaced during the flood. Marquita stated that Saint John's donated \$4,000 to flood relief.

**Audit report:** Sara and Sandy provided a verbal report from their recent audit using the audit procedures list. It was difficult though doable to reconcile cash receipts with deposits, as deposits for discretionary accounts and other cash deposits are going into two different bank accounts. The question was raised as to whether a clearer procedure can be suggested/implemented. Sara pulled up checks to verify that there was back-up documentation (i.e. invoices, billing documentation, etc). Past vestry minutes from 2015 were reviewed to verify that what was voted on agreed with monies spent. Insurance certificates were found for Manna Meal but not for any other outside group that uses the church meeting space. They conducted an asset review. There hasn't been an audit since 2013. It was mentioned that the Edmund Caskie Harrison fund is a different account number. Marquita's pension was overpaid and a refund will show up on the books in July. Withholding taxes had been done correctly. The priest pays her own social security taxes. Pat thinks that a formal audit by an outside auditor is required every 3 years; Julia thinks it is required every 4 years. Julia will confirm.

**Treasurer's report:** An investment committee has been formed with the following members: Priscilla Lawson, Mary Fitzgerald, Tom Brown, Larry Rowe, Margaret Lieberman, Julia Beury, and Marquita Hutchens. The first meeting was held July 7. The committee's first order of business was to set goals. The committee will familiarize themselves with Saint John's current investments. Another goal is how to structure payments to meet St. John's financial goals surrounding the upcoming capital campaign. This committee will be sorting what questions to ask United re our current investments. Bob Rosier provided a handout on socially responsible investing guidance from the Episcopalian Diocese from 2006. Julia will look for a more current version. Moving forward David Ramkey will do month end reports and balance the checkbook.

**Approval of treasurer's report:** July 2016 treasurer's report was accepted following a Leota/Matt motion.

### **Old business**

**Property Committee:** Mary and Pat measured the perimeter of the building. George Soltis N-Visions Architects are working on schematics for the 3<sup>rd</sup> floor renovation. Pat, Mike Klausung, Mary, and Linda met with 4 different contractors on Jun20th at the church to do a walk-through of the work to be contracted. Follow-up information is to be provided to the contractors. Pat hopes to have all the information wrapped up by Friday July15th. The deadline to receive a bid has been extended to the end of the month. An estimate from Lowe's of \$15 – 16K has been received for replacing the St. Elizabeth's house roof. Progress is being made.

**Website:** Blaine and Pat continue to meet. Soft launch of the new website will happen this week. The vestry will be notified so that they can provide input while Blaine is on vacation then he can update any items that are needed when he returns. Pat and Lisa should be contacted to post items on the website. Blaine will show Pat and Lisa how to update. Many thanks to Pat for all her work for over the past year!

**Columbarium:** Marquita, having just returned from inurning her parents, reported that the price for niches in Lubbock, TX are \$3000 each in perpetuity. Wayne Johnson at Barlow Bonsoll suggested charging more for the higher level niches. A 12 x 12 x 12 niche can accommodate a couple vs. single individual. Wayne suggested that the average price for a vertical column to be \$1,250. Marquita also made the suggestion of creating a memorial wall where "In Memory" plaques could be purchased and placed for ~\$50. Cindy asked if the payment for niches could be arranged over time; answered yes. Vestry has to decide if we want to sell back niches if the decision is to accommodate a couple vs. an individual. Ray commented that we need to look at how many couples who are currently inurned separately that might want to be together. Cindy, Bob and Ray volunteered to review the chart to assess issues that may be raised. Leota mentioned that some folks have had ashes scattered in the garden. Discussion re legalities of scattering ashes in various locations.

**Possible van purchase for the church:** Decision was previously made not to purchase.

**Op Shop HVAC – was repair completed:** Jerry Hilbert told Brenda that the system was old and it would cost more to repair than replacing the units. It is leaking Freon and thus must be recharged every spring. Cindy suggested that we just replace with a window unit. Saint John's has a maintenance contract. Mary will review the warranty, what it covers and the cost of replacing the units.

## **New business**

**Sale of Wilson property:** The sale of this property on Benedict Circle has been announced as required during the past two weeks during Sunday services. Paul David Wilson was a parishioner who left his house to two individuals and St. John's. The house burned so now it is a residential lot for sale for \$13,500. A resolution to sell the property has been written and was reviewed by the vestry. All vestry members voted yes to sell the property with the exception of Deanna who abstained. Once all signatories at St. John's has sign the resolution will go to the bishop for signature.

**Desktop computer in the church:** Lisa has been having issues with the desktop computer in the church office. The question of whether to upgrade or replace it is on the table. The issue may be a software issue, Mary will look into it in more detail and update the vestry. Pat suggests 4GRAM Dell Optiplex 790, Window 7 professional, service pak 1 Intel processor.

**Episcopal Migration Ministry – use of 3<sup>rd</sup> floor:** Topic was tabled.

**St. John's History:** Larry stopped by the vestry meeting and distributed a 10 page History Book Notes document that he wrote based on George W. Peterkin's book, *A History and Record of the Protestant Episcopal Church in the Diocese of West Virginia*, Charleston, WV: The Tribune Company, 1902. His research supports that St. John's did not form until 1835. Email Larry re the Peterkin books for more information.

**Donations for flood relief:** Donations for flood relief are sent to the diocese for distribution. Leota asked if we would like to adopt a family. Discussion on how and if this should be undertaken. Matt has been in contact with Forest Akers, a parishioner who was affected by flooding, and the feeling was that we would continue to follow-up with Forest informally to see if we can assist him.

**Aesthetics Committee:** Suggestions of people to approach to be on this committee are Rose Smith, Janet Richardson, Robin O'Brien, and David Costelli. Gail Twigger-Shaw has been consulted, but she did not have more time to devote. The goal is to have this committee be responsible for selecting and harmonizing paint, carpet, colors, and lighting fixtures and to obtain an estimate for this work. Carpeting replacement is to go out in a bid to three carpet suppliers. Bren/Cindy motion was approved.

**Gifts Committee:** Ray, Matt, and Leota volunteered to be on the Gifts Committee. This group will assess if a gift offered to St. John's should be received.

**Thank you notes:** A list was composed of several people who are deserving of a written thank you note which will be written and signed by vestry members.

**Adjournment:** A Cindy/Bren motion to adjourn the meeting was made and agreed.