

VESTRY MINUTES
5:30 p.m., Monday, July 24, 2017
St. John's Episcopal Church

Vestry present: Travis Baldwin, Fred Boothe, Mary Fitzgerald, Ray Lowther, Cindy Melton, Bren Pomponio, and Christine Teague

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

Guests present: Julia Beury

Vestry absent: Matt Brown, Christy Morris, Robin O'Brien, Scott Rogers, and Dale Snyder

Call to Order: 5:37 p.m. by Marquita Hutchens.

Meeting opened: Marquita Hutchens offered prayer.

Quorum established: Seven members were present.

Review Agenda: The agenda was modified and accepted as modified. Ray Lowther made the motion and Fred Boothe seconded. The motion passed.

Review Minutes: Minutes from the meeting held on June 26, 2017, were amended and accepted as amended. Bren Pomponio made the motion and Travis Baldwin seconded. The motion passed.

Rector's Remarks: Mother Marquita got voicemail messages from four people who stated complaints about St John's hosting the refugee ministry. She would like to contact either the FBI or the state police to see about a way to track numbers/individuals who call in opposition, in case of an untoward future event to the church.

Treasurer's Report:

Julia Beury presented the financial operating statements through June 2017. Account numbers have been added to these statements. As of June 30th, there is a current balance of \$176,031.34 in the church checking account, which may be a little higher than average due to the Capital Campaign contributions. Julia noted that there was nothing in the financial statements that is of concern to her presently.

There was discussion about splitting out Capital Campaign and older restricted fund projects by category, such as the third floor renovations, roof, etc. Marquita will get a list of Capital Campaign items from Pat Hammer for the vestry to review. Approximately \$214,000 has come in currently to the Capital Campaign, of which some has been moved to pay out current projects. \$131,000 has been spent on the third floor and there is approximately \$90,000 left. Durable Slate is to give estimates on doing parts of the roof in three areas in three phases.

13% of the United Bank investment fund is cash (2% is what financial advisors recommend); Julia recommends that \$80,000 be invested into an endowment fund. Bren recommended discussing with the Finance Committee whether outside help will be needed to look at the Capital Campaign and older endowment/restricted funds.

Bren Pomponio made the motion to approve the June financial statements; Fred Boothe seconded. The motion passed.

Old Business Updates:

Property:

1. The fire alarms all still need to be tested on the second and third floors.
2. The nave lighting and sound system needs to be updated as soon as possible to prepare for the Diocesan Convention this fall. The Property Committee will look at nave lighting and they have received two estimates. Tom Pasinetti with the Clay Center has been ill and not able to come back to St Johns to assess sound system needs. Mother Marquita is going to order a new microphone.
3. Ed O'Dell will be contacted by the Property Committee to see what can be done about foliage that is growing in the church steeple.

The Property Committee needs to come up with a list of priorities and estimates. Mary Fitzgerald and Mother Marquita will get the list of Capital Campaign projects and meet with them to discuss.

Insurance Risk Assessment Projects: Fred Boothe is working on the MOU with Manna Meal to make sure it is current. Bren offered to help. He would like to pull the indemnity clause out of Manna Meal to develop with other MOUs with the 6 other groups that use the building and have responsibility. Fred checked and there is nothing in the current

MOU with Manna Meal about Worker's Compensation – they will need to provide their own.

Bylaws (postponed until Christy Morris can be present)

Marquee sign replacement: Needs to be added to list of project expenses to be prioritized. The marquee needs to be updated and enlarged.

Diocesan convention: Nothing to report at this point. The theme surrounding the liturgy and music will be peace. Everything has to be approved by the Bishop before Marquita leaves for Switzerland for 10 days in September.

Capital Campaign: previously discussed.

Absentee ballot voting resolution for convention: Some changes were made by Mary Fitzgerald regarding the definition of "homebound" and subsections were spaced differently. Both Bren and Christy reviewed the document. Bren made the motion to approve the resolution; Cindy Melton seconded. The motion passed. Mary will send to the Diocese before September to get on the agenda.

New Business:

Security system: In light of the recent break-ins at St. Elizabeth's house, security systems need to be re-evaluated. St. Elizabeth's house needs to be alarmed, metal doors with metal frames installed, and the key changed to Medco. The cost will be split with Manna Meal. Currently the church uses two alarm companies: Tyco (fire) and ADT (security). Marquita wondered if we bundled them together could the church get a discount? Cindy Melton will make a note of things she is concerned with and Marquita will get together with Kay Albright of Manna Meal to review. Ray Lowther will set up appointment with Lisa and Augusta of Manna Meal and Dale Snyder to discuss the possibility of policy/security presence given the increase in violent activity secondary to escalating drug problem in the area. Manna Meal is beginning to ban some clients.

Additional administrative assistant: Marquita would like to add an additional full-time employee to help with all property issues, communications (Pat Hammer is retiring), press releases, marketing ads, and brochures. This person would also be a liaison for all

the MOUs with the various groups that use the building. Lisa Nolan will continue to do bulletins, Servant Keeper (parish directory), pledges, stewardship, and QuickBooks. Marquita has Linda Workman in mind. Currently Lisa Nolan's employee package is \$50-\$55,000 (salary + benefits), so the additional position would be in the same range.

Stewardship campaign: The Stewardship Committee needs a budget goal by September from the Finance Committee. The Stewardship Campaign for 2018 starts on October 1st going through November 19th. Fred Boothe, Doris Redfield and Bren Pomponio have already met. A webpage will be laid out. On October 2nd a letter from Mother Marquita will go out to parishioners with pledge cards to include the last year's pledge. Once the vestry approves a budget goal, that can be communicated to the parish. It should highlight how much it costs to run the church and do work for the community. The committee will do follow-up with parishioners who have not pledged to make sure vestry members are not on the list. Vestry pledges should be in no later than November 19th.

Old playset: Barbara Knight would like everything out of her garage as soon as possible. A truck is needed to move it all. The child's swingset will be set up and placed outside of the church after the deck is completed. Folks who can help are to meet at Barbara Knight's house on Saturday, August 12th at 9am.

WVIRM: will start paying St Johns \$1,000 per month starting soon.

Meeting adjourned at 7:45pm.