

# St. Paul's Vestry Meeting Minutes

November 16, 2021

**Present:** Rev. Sarah Hurlbert, Rev. Melissa Congleton, Debbie Batchelder, Eric Magnusson, Dennis Marsh, Barney Rudolph, Elaine Themm, Romelle Frey, James Grant, Dana Burkey, Jan Osborn, and Marco Shehab.

**Absent:** None

Agenda	Discussion	Action/Responsibilities
Call to order, prayer	Meeting called to order at 6:30 pm with an opening prayer by Rev. Sarah.	
Review and approve previous board minutes	Advised Vestry members of the new format requested by Rev. Sarah to highlight action items.	<i>Minutes approval:</i> Motion: Debbie 2 <sup>nd</sup> : Dana <i>Approved</i>
Acceptance of Consent Agenda		Motion: Elaine 2 <sup>nd</sup> : Barney <i>Approved</i>
Holy Question: Why do you pledge to St. Paul's?		<b>Action:</b> Rev. Sarah asked that vestry members who have not yet emailed her this answer to please do so asap.
Finance Report: <ul style="list-style-type: none"> <li>• Approve October financials as presented</li> </ul>	Treasurer Marco reported: <ul style="list-style-type: none"> <li>• Pledge contributions are still exceeding the amount budgeted, with 6 weeks still remaining for 2021.</li> <li>• We are currently low on cash due to recent expenses like the new snowblower and copier.</li> <li>• Rev, Sarah advised that we were granted the \$10,000 requested from the Diocese for the new boiler expense.</li> </ul> <b>Questions:</b> Barney asked what is "Misc. income" on the Income Statement? Marco said that is misc. donations specified to go to operating expenses. It also includes the "Get Real" Program payment.	<i>Financials Accepted:</i> Motion: Barney 2 <sup>nd</sup> : Romelle  <b>Action:</b> Rev. Sarah and Marco will be putting in a request to the Diocesan Trustees (Financial Committee of the Diocese) for another \$10,000 for the church boiler project.

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<p>Auditing by Markowski Co: Do we need a full CPA audit every year?</p>	<p>Rev. Sarah informed vestry members about info pertaining to this in the Canons of EDOMI, as well as advice received from the Diocesan Treasurer. A CPA audit is never required according to the canons, only an internal audit is required annually. Also, should we shop around for another CPA to do the audit? Outside audits are costly.</p> <ul style="list-style-type: none"> <li>• Debbie said maybe do internal audit every year and every 3<sup>rd</sup> year or so have an outside audit?</li> <li>• Dana said maybe alternate internal and external audits?</li> <li>• Rev, Sarah suggested taking the issue up with the Finance Committee at their next meeting to get their input and see if they want to take it on.</li> <li>• Eric suggested using the money budgeted for the audit for furthering the mission and ministry of St. Paul's, and "liberating that money for a purpose".</li> </ul>	<p style="text-align: center;"><b>Action:</b></p> <p>St. Paul's Finance Committee (Joe Lathrop, Jim Grace, Kyle King, Barb Duke, Marco &amp; Rev. Sarah) meets on Thursday, Dec. 18<sup>th</sup>. This question will be presented to them then and it will be taken up again at a future vestry meeting.</p>
<p>Replacing Rev. Melissa in her role leading St. Paul's Youth Ministry</p>	<p>Rev. Sarah: Rev. Melissa will be beginning her second year at St. Paul's. She's currently coordinating Sunday School and Youth Group activities. She needs to be freed up to experience leadership in other ministry areas.</p> <p>Discussion followed regarding what age groups the youth ministry currently has and current curriculum. People are needed to coordinate youth ed on Sundays as well as youth outings.</p> <p>Rev. Sarah advised that she would like to go back to a model of one Sunday of acolyte training, one Sunday of youth bonding, and one or two curriculum based.</p>	<p style="text-align: center;"><b>Action:</b></p> <p>Rev. Sarah and Rev. Melissa will put together an article for the newsletter discussing the change. The Vestry is charged with thinking about who to approach with helping, and talk to any leaders and parents who might be interested.</p>
<p>Succession Planning for Kyle King as head of B&amp;G</p>	<p>Discussion of Kyle's retirement at the end of this year from Building &amp; Grounds: Rev. Sarah said that she would like the vestry to consider breaking the job into three parts:</p> <ol style="list-style-type: none"> <li>1. A systems Coordinator (Heating &amp; Cooling Systems, Safety Systems, etc.)</li> <li>2. Repair &amp; Maintenance Supervisor (Someone who is a project manager of building repairs, replacing lightbulbs, repairing doors, locks, work with Terry, etc.)</li> <li>3. Grounds &amp; Yardwork Supervisor.</li> </ol>	

Agenda	Discussion	Action/Responsibilities
B&G succession (cont.)	<p>Dana asked if we can just hire someone to do this?  Rev. Sarah said that in light of needing to hire a choir director soon that she would like to give this idea a chance first, since we are breaking the job up to make it more manageable.</p>	<p><b>Action:</b>  The Vestry is charged with thinking about whether they might be interested in one of these roles or thinking about who might be.</p>
Succession Planning for outgoing Vestry members	<p>Vestry members Debbie Batchelder, James Grant &amp; Eric Magnusson have terms that expire after 2021 and will need to be replaced. We will also need an alternate. Our bylaws require that vestry members must have one year off before they can serve again (unless you are an alternate). *Since Dennis took over for vestry members who vacated their spot before their term, we don't currently have an official alternate.</p>	<p><b>Action:</b>  Rev. Sarah asked current vestry members to help recruit new members needed.</p>
Meeting adjourned at 8:05 pm	<p>Closing prayer by Rev. Sarah</p> <p><i>Minutes taken by Alice Mulhearn, Vestry Secretary</i></p>	