

# St. Paul's Vestry Meeting Minutes

**Date: July 19, 2022**

\*Note: There was no vestry meeting held in the month of June

**Present:** Rev. Sarah Hurlbert, Joe Lathrop, Dana Burkey, Dennis Marsh, Deanna Leicht, Elaine Themm, Barney Rudolph, Marco Shehab (Treasurer), Christie Swanson (alternate)

**Absent:** Romelle Frey, Tom Bowman, Jan Osborn

**Recorder:** Alice Mulhearn, Vestry Secretary

Agenda	Discussion	Action/Responsibilities
Call to order, prayer	Meeting called to order by Rev. Sarah at 6:31 pm with an opening prayer.	
Review and approve May board minutes	No changes noted.	<i>Minutes approval: Deanna</i> 2 <sup>nd</sup> : Elaine Motion: <i>Approved</i>
Acceptance of Consent Agenda	Rev. Sarah's July report is the letter she sent to the Vestry and congregation advising of her new call as Dean of the Cathedral of All Souls, in Ashville, North Carolina.  Sr. Warden Barney Rudolph sent a report which was printed in the July epistle newsletter.	Motion: Joe 2 <sup>nd</sup> : Deanna Motion: <i>Consent Agenda Approved</i>  <b>Note: The next Vestry Meeting will be on Tuesday, August 16<sup>th</sup>. Rev. Sarah advised that she will submit a report for it before she leaves on Aug. 14<sup>th</sup>.</b>
Finance Report:	Treasurer Marco reported: <ul style="list-style-type: none"> <li>We are doing well on pledges so far, and are \$10,000 over pledges received at this time last year. We can expect to have income exceed our budget due to the amount of non-pledge donations. We have only needed to use \$60,000 of the \$125,000 budgeted from our endowment.</li> <li>\$2,016 was collected for Ukraine relief. (\$170,000 was collected by the Diocese as a whole.)</li> <li>Building expenses are up from last year due to more in-person activities and repairs needed.</li> </ul>	Motion: Dana 2 <sup>nd</sup> : Joe Motion: <i>Approved</i>  <b>Action:</b> <b>Rev. Sarah will do a check request for the \$2016 collected for Ukraine and it will be sent to the diocese to add to the funds they have raised.</b>

Agenda	Discussion	Action/Responsibilities
	<ul style="list-style-type: none"> <li>○ Q: Joe asked what line item “B&amp;G A” is? Marco advised that it is from our switch to new software, previously everything was lumped into one B&amp;G account but now he is breaking it down into different categories. Marco will include it in the 2021 total.</li> <li>○ Q: Deanna asked where the budget for supply priest is. Marco pointed out that we do have a supply clergy line item under expenses and the cost will be coming out of our budget for the curate and rector’s salaries. There is a flat fee for supply plus mileage (guidelines for this are from the Diocese.)</li> <li>○ Q: Marco asked what to do with the money in the “Curate Discretionary account” now that Melissa is gone? It was decided to roll it into the Rector’s Discretionary account for now. After Rev. Sarah leaves, the account will have to be closed since it is in her name.</li> <li>● 2023 Diocesan Apportionment Pledge: This is a 3-year average of what the apportionment has been. It is based on donations received, not our endowment, and is approx. \$1000 more than last year.</li> </ul>	<p style="text-align: center;"><b>Action:</b> Discuss at the next Vestry meeting what to do with the Rector’s Discretionary account. It can be rolled into M&amp;O or left for the next interim priest.</p> <p style="text-align: center;"><b>Action:</b> A motion was made to accept the 2023 apportionment of \$27,834 1<sup>st</sup>: Dennis 2<sup>nd</sup>: Barney <i>Motion Passed</i></p>
<p>Topic: Areas of Ministry Responsibility</p>	<p>Pastor Sarah has been working on a flow chart for our different areas of ministry and leaders:</p> <ul style="list-style-type: none"> <li>● Worship (Had a meeting last Sunday with altar guild, music director and wardens to discuss next steps.)</li> <li>● Pastoral Care (Pastor Sarah is reaching out to the deanery and area ministers.)</li> <li>● Education/Sunday School ( A meeting is scheduled for tomorrow with Carmen Piggins, new Diocesan Missioner to children and youth.)</li> <li>● Admin/Vestry</li> <li>● Altar Guild/Flowers</li> <li>● Building &amp; Grounds (see topic below)</li> <li>● Mission &amp; Outreach</li> <li>● Hospitality</li> <li>● Tech</li> </ul>	<p style="text-align: center;"><b>Action:</b> <b>Next Steps-</b> Pastor Sarah will set up meetings with all groups and report back to the Vestry via email. Secretary Alice will start working on a new church directory and can put the ministry committees and contacts in it.</p> <p>Barney advised he has secured a supply priest for 3 weeks. Going forward, a member of vestry will be updating the congregation during the announcements as to how the search for an interim and permanent replacement is going.</p>

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	<ul style="list-style-type: none"> <li>○ Dana asked about security? Discussed creating a team again</li> </ul>	<p>We can put security on the agenda for the next vestry meeting.</p>
<b>B&amp;G Planning Needs:</b>	<p>Pastor Sarah discussed the idea of having previous heads of B&amp;G help with projects needed. Barney discussed how constant leaks in the roof that are not being fixed by the current roofer need to be addressed. We need to look at getting another roofer.</p>	<p><b>Action:</b> The wardens or someone with B&amp;G need to meet with landscaper to coordinate care of the grounds.</p> <p>Deanna said she has a name of roofer that she will forward to Barney.</p>
<b>Update on Choir Director Search</b>	<p>Pastor Sarah said she and Julie have conducted phone interviews with two candidates.</p>	<p><b>Action:</b> Pastor Sarah and Julie have a second in-person interview scheduled with one of the candidates to see if he might be a good fit.</p>
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>• Pastor Sarah announced that organist Julie’s title is being updated to “Organist &amp; Director of Music” and Secretary Alice’s title and position is officially “Parish Administrator.”</li> <li>• Pastor Sarah’s good-bye party will be after the 10:30 am service at the Cascades Manor House. A flyer is going out and it is being advertised in all our newsletters and announcements so that the parish and the community has the chance to bid her farewell.</li> </ul>	<p><b>Action:</b> The next Vestry meeting will be on Tuesday, August 16<sup>th</sup>. Putting together a search committee will be on its agenda.</p>
<b>Adjournment:</b> at 7:50 pm	<p>Closing Prayer by Pastor Sarah.</p> <p><i>Minutes taken by Alice Mulhearn, Vestry Secretary</i></p>	