

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
January 21, 2014

A regular meeting of the vestry of St. James's Episcopal Church was held on January 21, 2014, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Mimi Herington, Mr. Knox Hubard, Mr. Jay Jennings, Mr. Michael Lantz, Mr. Steve McCoy, Ms. Mary Watt New, Ms. Gloria Prevatt, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Britt Van Deusen, Mr. Stephen Watts, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Mr. Chip Woodson. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary.

Due to inclement weather, the meeting was held by conference call. After attendance was established, the meeting began at 5:00 p.m. Mr. Hollerith thanked Mrs. Sibley for arranging the conference call. Reports were sent digitally in advance of the meeting and were received by all members of the Vestry.

Motions to adopt the agenda and approve the Minutes from the December 17, 2013 regular meeting were made, seconded, and unanimously approved.

NOMINATING COMMITTEE REPORT

Mr. McCoy, Senior Warden and Chair of the Nominating committee, reported the Nominating committee's slate of nominees for the Vestry Class of 2017, to be presented at the Annual Parish Meeting on February 16, 2014: Peggy Crowley, Carol Ann Fuller, Matt Harper, Carrie Montague, Harry Moore, and Allan Rees.

On a motion made and seconded, the slate was unanimously approved.

OTHER BUSINESS

Mr. McCoy requested that the next regularly scheduled Vestry meeting be moved from February 18 to February 11 in order to finalize the 2014 budget before the Annual Meeting. The budget subcommittee will meet beforehand and create a budget to submit to the full Vestry at that meeting. Mr. Hollerith noted that February 11 would be the final meeting for the Vestry class of 2014. All agreed to move the regularly scheduled meeting to February 11.

FINANCIAL REPORTS

Audit

Mr. Jennings reported that there were no issues with the recent 2012 audit and management letters from the auditing firm were emailed to the Vestry in advance of this meeting.

Operating Budget

Mr. Jennings referenced the monthly financial reports previously emailed to the Vestry and reviewed the income and expenses, reserve accounts, and the balance sheet through the end of December, 2013. Mr. Jennings noted there is a small deficit of a little over \$7,000 at year-end, but the books remain open as there are still outstanding expenses and stock transactions made at the end of the year that haven't been processed. Mr. Jennings said he felt the year ended in pretty good shape. Mr. Jennings also noted that the \$50,000 previously withdrawn from Cash Reserves has been repaid to the Reserve Fund.

Mr. Hollerith thanked Mr. Woodson, the staff, and all those who contributed so generously and said that he expects 2013 pledge payments to continue into 2014, which will be recorded under the "Prior Year Stewardship" line item in the budget.

Stewardship

Mr. Woodson distributed a written report and thanked those on the Vestry who have agreed to make calls to parishioners who have pledged in 2013 but have not yet pledged for the 2014 budget year.

Mr. Jennings reported that the annual pledge to the Diocese has been made, based on 10% of the pledges received by December 31, less shrinkage. The Finance and Executive committees have established that the December 31 date is an objective one to use in order to determine the church's annual pledge to the Diocese.

COMMISSIONS REPORTS

SERVICE COMMISSION

Mr. Acey referenced the written report submitted by Nancy Warman, Director of Servant Ministries, and the Mission committee report submitted by Ms. Germino, which were emailed to the Vestry prior to the meeting. Mr. Acey especially noted two upcoming events – the Forum on Outreach and In-reach Ministries, which will be held on March 2, and the annual Mardi Gras for Missions, which will be held on March 4.

FOUNDATION COMMISSION

Mr. Watts reported that the Buildings and Grounds committee are getting estimates for improvements to the sound system in the sanctuary. Mr. Hollerith remarked that he has been advised that technology has improved vastly since the installation of the current system in 1997. Mrs. Van Deusen reminded the Vestry that, not only does the system amplify those who are speaking, but there is also an interplay with the sound system and the Internet broadcast over the website, which needs to be evaluated when determining the best direction to go.

Mr. Watts reported that the cost of furniture repair caused by the flood damage in the Peterkin Parlor will cost approximately \$1,000 more than the insurance claim will cover. Mr. Watts proposed that this balance be taken from the church's Memorial Fund, as the furniture involved was given to the church as memorials. On a motion made and seconded, the Vestry unanimously approved using Memorial Funds to pay the balance for the furniture repair.

Mr. Hollerith announced that designated memorial gifts from contributions given in memory of Buck Paul will be used to purchase an additional two chairs for the chancel.

ECW REPORT

Ms. Prevatt reported that in the next ECW Lecture Series, Dorothy Suskind will be speaking on “Writing, both for work and personal reasons” in February. Kristin Wickersham will speak about “Prayer” in March.

RECTOR’S REPORT

Mr. Hollerith noted that a comparison of 2012 and 2013 attendance had been emailed prior to the meeting. Mr. Hollerith reminded the Vestry to review the upcoming events listed on the Agenda.

There being no further business, the meeting adjourned with a prayer by Mr. Hollerith at 5:55 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Steve McCoy
Senior Warden