

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
November 17, 2015

A regular meeting of the vestry of St. James's Episcopal Church was held on November 17, 2015, pursuant to proper notice of time and place. Vestry members attending were Mr. Willson Craigie, Mrs. Peggy Crowley, Mrs. Becky DeCamps, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mr. Knox Hubbard, Mr. Jay Jordan, Mr. Harry Moore, Connell Mullins, Mr. Tom Porterfield, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Tina Sherrod, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mrs. Carrie Montague was absent. Also present were The Rev. Randolph Marshall Hollerith, The Rev. Carmen Germino, The Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Poconna Thiel, and Mrs. Emily Thrower. Mr. Hollerith served as chairman, with Mrs. Emily Thrower serving as scribe.

The meeting opened at 5:00 p.m. with a service of Evening Prayer. The business of the meeting was called to order at 5:25 p.m.

Motions to adopt the agenda and approve the Minutes from the October 20, 2015 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Ms. Germino reported that the 20,000+ meals prepared by the congregation on Servant Sunday at St. Catherine's were on their way to Zambia.

Mrs. Streever reported on a successful Shrine Mont parish retreat in October.

Mr. Moore told the vestry that 60+ youth and about two dozen adults cooked for the Taste of St. James's at a planned event on November 15.

Mr. Hollerith reported that about twenty newcomers and as many St. Jamesers were entertained at a party at the home of Mason and Wyatt Beazley on November 16 and that there was a great spirit in the room. Ms. Prevatt added that the Beazleys have given a great gift of hospitality to the parish on many occasions.

FINANCIAL REPORTS

Mr. Moore reported that we have received auditing bids for the next 4-year term. He moved that we accept Harris, Hardy & Johnstone for another four-year term. The agreement would stipulate that an audit be performed one year and a review the next for this four-year term. The motion was adopted by a voice vote.

Mr. Moore distributed a revised Vestry Policy for the annual audit procedure. The policy was adopted by a voice vote with the provision that the second paragraph would receive a minor revision to remove a redundant sentence.

Mr. Moore distributed the monthly financial reports. He still anticipates a year-end deficit of about \$77,800.

Stewardship

Ms. Hall reported that we are making progress on pledged income for 2016 but the work is not done. Some 428 acknowledgements have been sent. Emails will go out on November 19 to those who have not yet pledged, to be followed by letters in early December to those who do not respond.

COMMISSION REPORTS

SERVICE COMMISSION

Mrs. Ukrop presented a report from Mrs. Nancy Warman, Director of Servant Ministry (attached).

Bellevue Lunch Buddies

St. James's has successfully begun a new lunch buddy program with first graders at Bellevue Elementary School in Church Hill. The call has gone out for additional volunteers for a similar kindergarten program.

Peter Paul Development Center & Jessie Ball duPont

The Jessie Ball duPont Fund has awarded a 3-year grant for \$110,000 to support the Campaign for the Children of Richmond's East End. This will be matched by \$19,000 from St. James's. These monies will be used to expand programming at the Peter Paul Development Center. Damon Jiggetts, Executive Director of PPDC, will speak at the forum on November 29 to talk about advocacy for children and the new programming.

Outreach Committee

The Outreach Committee will meet at the Circle Center Adult Day Services on Tuesday, December 1.

CARITAS Intake is taking place at another location right now and will finish up at St. James's November 28-December 18.

Virginia Supportive Housing

VSH will have its annual Christmas party for special needs adults in Valentine Hall on December 3.

projectHOMES lay leader Kyle Martin has taken on the project of installing new ceiling tiles in the catacombs of the Parish House where about two dozen self-help groups meet on a regular basis.

MISSIONS

Our Little Roses

Mrs. West reported that a successful Jacmel, Haiti, mission team had returned to St. James's. In late January, Mrs. Diana Frade, President and Founder of Our Little Roses School in San Pedro Sula, Honduras, will be at St. James's January 30-31 and she will speak at the forum. St. James's has had a mission relationship with the school since the 1980s.

Cuba Mission

Ms. Germino reported that a small team of veteran Cuba missionaries will return to Cuba in January to explore a relationship to build the ministry of a priest with 4 parishes in addition to the ongoing ministry to help build a retreat center for the diocese there.

FOUNDATION

Buildings & Grounds

Mr. Harper reported that the steeple will undergo a structural inspection in conjunction with a possible TMobile contract for cell equipment installation. He expects a report from the engineering firm at the end of November.

Chiller

Mr. Harper reported that we have received a \$325,000 proposal for the replacement of the chiller that serves the sanctuary building and much of Gibson Hall. According to industry representatives, chillers the size of ours are replaced about every 17 years. The one at St. James's is 20 years old. Mr. Harper will meet with an engineer this month and develop a strategy for replacement with the Endowment Fund. During the replacement project, the equipment would be off-line for 2-3 months and we would want to do the project during the cooler months.

Electric Panel Distribution System

Mr. Harper and Matt Presson, Facilities Manager, are currently reviewing the need to replace the Electric Panel Distribution System in the main building.

Property Insurance

St. James's has renewed the insurance for property and casualty insurance. The premiums remained essentially unchanged except for the Parish House. The property coverage for the Parish House was increased to reflect the current replacement cost. The annual premium increased by approximately \$600 as a result of this change.

LED Lights outside the steeple

Now that all the lights and equipment for this project have arrived, the project is about to get underway.

Annual Giving

Ms. Hall reported that she had learned of a highly successful giving program in place at Christ Church in Charlotte, NC. One of the strengths of their program is the high percentage of congregants who pledge. She is studying their best practices to see if there are parts that of their program that would work at St. James's.

Safety & Security – no report

Communications – Russell Lawson

Mr. Lawson reported that the new website is fully in operation and he is hopeful that the online directory will be coming by the end of the year. The Communications Committee has begun meeting quarterly. Work on the new St. James's mobile APP will begin in 2016.

LIAISONS

ECW

Mrs. West reported that everything was ready for Taste of St. James's tomorrow, November 18. Ms. Germino said ticket sales for WomanKind would begin this week. Mrs. West said planning has begun for a spring event for the Episcopal Church Women.

Children's Center

Mrs. Whitaker reported that the Children's Center will have a thank you lunch for about 20 major donors on December 2. The annual Christmas party is scheduled for December 14. Santa will appear and presents will be given.

SENIOR WARDEN'S REPORT

Mr. Sisk encouraged everyone to attend the forum with Damon Jiggetts on November 29, saying that Mr. Jiggetts was a dynamic speaker not to be missed. He also encouraged the Vestry to attend the Virginia Supportive Housing Christmas party and introduce themselves to clients.

Mr. Sisk also thanked Ms. Prevatt for the wonderful reception for the Three Choirs Evensong.

RECTOR

Mr. Hollerith thanked the staff for its wonderful work during a busy fall. He told the vestry he was heading to Florida to officiate at the wedding of Betty and Chuck Molster's granddaughter later this month.

There being no further business, the meeting adjourned at 6:30 p.m.

Emily Thrower
Scribe

Approved:

Rev. Randolph Marshall Hollerith
Rector

Geoff Sisk
Senior Warden