

Minutes of a Regular Meeting
of the Vestry
of St. James's Episcopal Church
September 20, 2016

A regular meeting of the Vestry of St. James's Episcopal Church was held on September 20, 2016, pursuant to proper notice of time and place. Vestry members attending were Mrs. Louise Bald, Mr. Willson Craigie, Mrs. Peggy Crowley, Mr. Ralph Cummins, Mrs. Becky DeCamps, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mrs. Kathe Hetzer, Mrs. Erin Jewett, Mr. Dave Johnson, Mr. Jay Jordan, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, and Mrs. Beth Skidmore. Mr. Tom Porterfield, Mr. Allan Rees, and Mrs. Tina Sherrod were absent. Also attending were the Rev. Dr. Thom Blair, the Rev. Carmen Germino, the Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Anita Lisk, Mr. Matt Presson, and Mrs. Poconna Thiel. Mr. Charlie Whitaker attended as a special guest. Mrs. Crowley served as chair, with Mrs. Lisk serving as secretary.

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 August 23, regular meeting were made, seconded, and unanimously approved.

SPECIAL GUEST

Mrs. Crowley welcomed Mr. Whitaker, Chair of the Search Committee. Mr. Whitaker opened his remarks with the prayer that the Search Committee prays before each of its meetings. Mr. Whitaker thanked the Transition Committee and the Vestry for establishing the Search Committee with people who are very collaborative as a group and who have no personal agendas. There are three parts to the process: planning, searching, and selection. The Committee has established operating principles, which includes strict confidentiality while recognizing the need to keep the Vestry and the parish apprised of its progress. The Committee plans to collect input from the parish that will inform the committee's discernment of candidates. Committee assignments are: Chair - Charlie Whitaker; Vice-chair - Laura McCoy; Secretary - Helen Kemp; Communications - Newnie Rogers; Material Organizer - Scott Ukrop; Chaplain - Chip Woodson.

The Committee has divided into those working on the Community Portfolio, which is being led by Mrs. McCoy, and those who will work on the talent scouting, recruiting, and assessing of potential candidates, which is led by Geoff Sisk. The Committee has met with the Diocesan Transitional Director and plans to send representatives to the Consortium of Endowed Episcopal Parishes conference. The Portfolio will state

- Who we are;
- Where the church is going (the recent Strategic Plan will be a huge help with this section); and
- What qualities are wanted in the next rector.

The website will be used as a communications vehicle and a resource for interested candidates, and will need to be prioritized and focused so that the Parish Resource Guide and the church's legacy can be easily located.

Mr. Harper asked how the Committee is working with the Diocese. Mr. Whitaker responded that the Diocese is a great resource, particularly when it comes to due diligence. Mr. Whitaker said that the Committee plans to actively recruit for the position and not simply rely on receiving applications from interested candidates and welcomed recommendations from the Vestry and parish.

Mr. Cummins asked how recommendations can be sent to the Search Committee. Mr. Whitaker said that recommendations should be sent to the Diocesan Transition database, and the Search Committee also contacted with information about the person being recommended. An email account has been established to contact the Search Committee: stjamesdoers@gmail.com

Mrs. Crowley thanked Mr. Whitaker for his energy and enthusiasm and said she is grateful he agreed to lead the Committee. When asked how the Vestry could support the Search Committee, Mr. Whitaker said that approximately \$2,600 will need to be budgeted for survey and analysis, as well as funds for some travel in 2017.

COMMENTS & CONCERNS

Mrs. Crowley asked for prayers for Mr. Porterfield, who had recently been injured in a fall.

Ms. Germino thanked the Vestry for their cards and notes congratulating her and Mr. Presson on the news that they are expecting a baby in February.

Mrs. Fuller commented that the recent Servant Sunday was great. Mr. Cummins added that he had heard from several people that they really liked going straight to the annual parish picnic immediately after the service projects. Mrs. Crowley said that it was a great way to introduce the Boy Scout troop to the parish and expressed her gratitude for them providing the food.

Mrs. Crowley announced that the September 25 Forum would be a "State of the Parish" and would feature comments from all the clergy, the Search Committee, and the Wardens.

NEW BUSINESS

Endowment Board Representative

The three-year term of the Vestry Representative to the Endowment Board, currently held by Ida Farinholt, has expired. Mrs. Farinholt is eligible for another term and has agreed to serve, if elected. A motion to re-elect Mrs. Farinholt was made, seconded, and unanimously approved.

Servant Sunday

Ms. Germino reported that the Servant Sunday on September 11 was very successful and a great start to the program year. She was particularly pleased that the parish came together for this big event, the first since Mr. Hollerith left to accept his call as the Dean of the National

Cathedral. She also noted that the day happened to be the national day of prayer. Last year's Servant Sunday event, held off-site because of the UCI Cycling Championships, was so well-received that the committee wanted to try something similar on-site this year. Ms. Germino thanked members of the committee, especially committee chair Kendal Sibley. While \$2,000 was budgeted for the event, it actually cost \$3,500. Ms. Germino requested that the loose plate offering for the day, \$688, be directed to the help cover the additional expenses, with the remainder of the difference being absorbed by the Servant Ministry budget line. A motion was made, seconded, and unanimously approved to designate the loose plate offering from September 11 to help cover the expenses for the event.

Mrs. DeCamps asked what the next steps would be for these projects that weren't completed on Servant Sunday. Ms. Germino said that volunteers would be recruited to do that work.

FINANCIAL REPORTS

Stewardship

Ms. Hall distributed a report in the Dashboard format, crediting her new assistant for providing the format. The Peer-to-Peer effort is well underway. Calls are being made, the leadership is motivated, and the data being compiled has revealed several discoveries. This process has been very helpful to clean up the church's database. The goal for the campaign is to have 650 pledging units for 2017 and to reach people who haven't pledged previously.

Ms. Hall announced that Julie Simonton from the Diocese's Office of Stewardship will lead a forum in October on the topic of generational giving.

Mrs. Crowley encouraged Vestry members to talk to their family and determine their pledge for 2017 soon.

Finance

Mr. Moore distributed the financial reports, noting that the amount left to collect from pledge receivables for 2016 is less than what was received during the last four months in 2015. Mr. Moore reported that selected designated funds will be depleted because of upcoming expenses, specifically monies in the Chiller Reserve Fund, which was used to pay for the engineering study necessary for the replacement of the chiller, and the Capital Reserve Fund, which has been used for capital improvement projects.

Mr. Moore reported that, in an effort to begin the budgeting process early, the staff will be asked to submit their budget requests by mid-October. He also reported that the audit is in process and the report is expected to come to the Vestry before the end of the year.

ONE TO ANOTHER REPORTS

Hospitality

Mrs. Skidmore distributed a written report and a mission statement for the committee for the year. The committee plans to provide receptions for large church events and special events. Approximately 50 volunteers serve on the committee, several of whom serve regularly and faithfully.

Buildings and Grounds

Mr. Harper introduced Matt Presson, Facilities Manager, and remarked that he considered Mr. Presson an asset to the church and that he was delighted to work with such a detail-oriented and talented person.

Mr. Harper distributed the previously sent email which detailed discussion items for capital projects, as well as a summary of upcoming major capital expense projects with anticipated timelines and cost. Completed projects include:

- replacement of the fire alarm system
- Memorial Garden lighting replacement
- refinishing of floors in Valentine Hall

In addition, the lighting improvement in the parking deck, which is being funded by the Endowment for the percentage of the deck that is owned by St. James's, is currently in progress and nearly complete. The remainder of the lighting improvement expenses are funded by Beth Ahabah, which owns the remaining percentage of the deck. Capital Reserves funds were used for the fire alarm system replacement, and the Memorial Garden lighting was funded by gifts to Memorials.

Mr. Harper brought up four points of discussion, as previously emailed:

1. *Plaster repair of the ceiling in the sanctuary*

Mr. Harper proposed the expense of \$13,906 be funded with the Capital Reserve Funds.

2. *New Power Distribution Electrical Panel for main buildings*

Mr. Harper proposed the expense of \$30,000 be funded with the Capital Reserve Funds.

Mr. Moore commented that, given the previously reported completed projects, if these expenses are approved the Capital Reserve funds will be depleted to approximately \$30,000.

3. *New Chiller(s) for the main buildings (sanctuary, Gibson Hall, and Parish House)*

Mr. Harper reported that the engineering study indicated that the size of the church's facility warrants use of enough cooling capacity that a second chiller may be necessary. Mr. Harper recommended installing two 80 ton chillers, which would help with efficiency.

Air handling units, which manage and reduce humidity levels, are also recommended to reduce issues related to moisture and mold.

4. *Steeple and Chimes Overhaul*

Mr. Harper reported that there is water incursion in the steeple due to roof leaks and multiple interior and exterior cracks. While the steeple is structurally sound, there is a need to address these issues before further damage is incurred.

The chimes are due for an overhaul, which requires their removal. Mr. Harper proposed timing this work during the steeple repairs so that the equipment necessary for those repairs can be used to remove the chimes.

The Finance Committee will meet to determine a recommendation for the best course for the funding for the steeple and chimes work, though it is likely the Endowment Board will be asked to fund part or all of this capital project.

A motion was made and seconded to expend \$15,000 from the Capital Reserve Fund to pay for the plaster repairs and \$30,000 to pay for the new power distribution electrical panel. The motion was unanimously approved.

Mr. Cummins requested the opportunity to discuss Buildings and Grounds issues in more depth, since so much money was involved. Mr. Jordan recommended creating a budget for future facility maintenance.

Communications

Mr. Lawson reported that the Communications Committee met and discussed implementing the current app and use of various social media. He commented that monitoring of the video broadcasts indicate that they are being viewed.

Memorial Garden

Mr. Craigie remarked that the new lighting in the Garden is beautiful.

SENIOR WARDEN'S REPORT

Mrs. Crowley had no report.

INTERIM RECTOR'S REPORT

Mr. Blair emphasized that this year's stewardship campaign is extremely important because candidates for the rector position will use the results to help assess the vitality of the church.

OTHER

Attendance for the month of August was distributed.

Mrs. Crowley asked the Vestry to note upcoming events listed on the reverse of the agenda.

There being no further business, the meeting adjourned at 7:25 p.m.

Anita Lisk
Secretary

Approved:

Rev. Dr. Thom Blair
Interim Rector

Peggy Crowley
Senior Warden