



***“TO KNOW CHRIST AND TO MAKE HIM KNOWN”***

**VESTRY MEETING MINUTES**

**MEETING DATE: January 14, 2020**

**IN ATTENDANCE:** Mother Anne Emry, Father Andy McQuery , Toni Phipps, Mike Litchfield, Cott Thompson, Mary Kim Wood, Bill Rivoire, Dave Trietsch, Mary Anne Bryan, Anne Martz, Judy Rankin, and Chris Maguire (on phone.)

**ABSENT:** Michael Knutson (Vestry Clerk), Melinda Mokalla, and Linda Staples.

**OPENING PRAYER:** At 6:35 pm, Mother Anne Emry opened the meeting with readings from The Book of Common Prayer.

**RECTOR'S REPORT:**

- Pastoral Care - Need to focus on improving communication process to congregation, as there had been some recent problems with members sending texts to clergy, which were not received. Suggested to membership that phone calls to either the church or directly to clergy are more fail-safe. Encouraged members who do not get a response to follow up and not make assumptions that they are being ignored.
- Sara Lingle continues to improve and Sharon Toland has been hospitalized.

**ASSOCIATE RECTOR'S REPORT:**

- Year-round Stewardship- working on expending committee charge as well as job description for chair. Also, he is consulting with Mother Anne on potential members for the committee. Any and all recommendations for membership should be forwarded to him.
- Three potential resources for funding the literacy program for Refugees housed at St. Paul's have been identified. Father Andy is looking for someone to assist with grant writing. If one is interested or know of someone in the congregation who is experienced in this area, please reach out to Fr. Andy.

- “Apostle Paul’s Attitude toward Women” is scheduled topic for education class after services sometime this coming February.

**ADOPTION OF MINUTES:**

- **MOTION:** Mike Litchfield moved the December 2019 Vestry Meeting Minutes be approved. Cott Thompson seconded.
- **MOTION APPROVED**

**OLD BUSINESS:**

**On line vote**

- **By-Laws**
  - Toni affirmed that the amendment (5.1 Standing Committees) to the bylaws had been approved as distributed electronically.
    - **MOTION:** On January 7, 2020, by email, Dave Trietsch made a motion to approve revised updated by-laws promulgated to the Vestry by email, with the specific points of revision of the following:
      - Names all the standing committees
      - Property
      - Audit
      - Finance
      - Personnel
      - Budget
      - Stewardship
    - Changes were made to explain/define each committee
    - Changes were made to reduce redundancy
    - Specific tasks for each committee as well as process for appointing members to the committees will be detailed in policy and procedures established by Vestry to be reviewed and approved at the February meeting.
 

Mary Anne Bryan seconded.
    - **MOTION APPROVED (by email vote January 7-10, 2020)**
  - Kudos to Dave T. and the subcommittee for their thorough work were extended.

## **Goulet Building**

- **MOTION:** Mike Litchfield moved the loan repayment from Cascade Sleep Supply in the amount of \$277.78/month be forwarded to the Legacy account at Mellon over the next 3 years. This is repayment for the loan made by St. Paul's to Cascade as part of the remodeling/swap of space between Figaro's Pizza and Cascade Sleep Supply both of which are located in the Goulet building. Mary Kim Wood seconded.
- **MOTION APPROVED (by voice vote)**

## **Draft Budget**

Bill Rivoire presented the subcommittee's draft budget for discussion and approval. It should be noted that the subcommittee incorporated most of the Finance Committee's recommendations. The final draft reflects the following changes:

- Removed SECA charges from both clergy
- Added \$1332 to Rector Pension to reflect loan forgiveness
- Added proposed 4% merit for Rector from committee

### **Projected Revenues**

- Used Finance recommendation for pledges (508)– although confident with year round stewardship, we'll will see increase
- Reduced Legacy rate to 5.7% (\$160,000) For 2019, rate was 5.3%

### **Expenditures**

- Bookkeeping contract will reduce original costs by \$8,576/yr.
- Fund The Word as presented in original draft. Vestry commits to make it a priority to survey membership regarding preferences (digital/written) make adjustments as appropriate.
- Funds administrative assistant for 10 months, which is a position recommendation by the Audit Committee each of the last two years, to include a review of scope of work for parish administrator and adjust her responsibilities accordingly
- Computers to be paid from Maintenance or Unrestricted (\$7,000 – line #124)
  - **MOTION:** Cott Thompson moved and Mary Kim seconded that the budget as presented be adopted. During discussion, the motion was amended as follows: Lines 37, 84, 85, 86, 307 and 308 to read as "zero." Mary Kim Wood seconded, to include agreement to the aforementioned amendment.
  - **MOTION APPROVED (hand count by those present and voice count for one member on telephone)**

## **NEW BUSINESS:**

- **Personnel Committee**
  - The Personnel Committee is not prepared to forward the revised policies and procedures to Vestry for final approval. Subject will be addressed at February meeting.
- **Property Committee**
  - **MOTION:** Toni Phipps moved that Mike Litchfield be appointed to the Property Committee beginning in February when his tenure as Jr. Warden will end. Seconded by Mary Kim Wood.
  - **MOTION APPROVED**
- **Goulet Building**
  - The Goulet building budget was distributed electronically to Vestry last week via email. Property Committee Chairman Neale Quenzel was unable to attend the meeting and the matter will be addressed at the February Meeting.
- **February Vestry Meeting**
  - Because clergy and the Sr. Warden will be attending the Consortium of Endowed Episcopal Parishes (CEEP) conference between Feb. 18 through the 22 and Vestry retreat scheduled the 5-7 of March, the Vestry meeting was moved up to February 4, 2020.

## **Boston Camerata**

- **MOTION:** On January 20, 2020, by email, Bill Rivoire made a motion to approve the expenditure of \$20,000 to cover the contract and an additional \$2,000 for a few extra singers from the Music Account. On January 20, 2020, by email, Dave Trietsch seconded.
- **MOTION APPROVED (by email vote January 20 -21, 2020)**