



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

**VESTRY MEETING MINUTES**

**MEETING DATE: June 18, 2019**

**IN ATTENDANCE:** Mother Anne Emry (Rector), Toni Phipps (Senior Warden), Mike Litchfield (Junior Warden), Cott Thompson, Bill Rivoire, Melinda Mokalla, Linda Staples, Anne Martz, Chris Maguire, Dave Trietsch, Judy Rankin, Mary Kim Wood, Kathy Gordon (Treasurer), Kati Arp (Parish Administrator), and Michael Knutson (Vestry Clerk).

**ABSENT:** Mary Anne Bryan and Father Andy McQuery

**OPENING PRAYER:** 6:33 pm, Mother Anne opened the meeting with a prayer.

**BIBLE STUDY:** Luke 8: 26-39

**RECTOR'S REPORT:**

- Mother Anne Emry had relocated to a new domicile.
- The Pentecost service was very positive, to include the positive response to the announcement of Father Andy McQuery as associate rector.
- A discussion regarding the bishop's meeting with the Vestry.

**ADOPTION OF MINUTES:**

- **MOTION:** Cott Thompson moved to approve the May 2019 Vestry Meeting Minutes. Judy Rankin seconded.
- **MOTION APPROVED**

## **LIFE AT ST. PAUL'S AND/OR COMMITTEE REPORTS:**

### **New Business:**

- **Finance Committee (Cott Thompson):**
  - Discussion regarding interviews for new property management and sprinkler repairs.
  - **MOTION:** Cott Thompson moved to approve the use of up to \$2500.00 from the maintenance reserve fund for the repair of fire suppression sprinklers at multiple locations within the parish. Mike Litchfield seconded.
  - **MOTION APPROVED**
  - Discussion of legal review and revision of personnel policy
  - **MOTION:** Mary Kim Wood moved to approve up to \$1500.00 from unrestricted funds for potential fees for legal review and revision of personnel policy to conform to state law, by attorney Bob Sutton. Mike Litchfield seconded.
  - **MOTION APPROVED**
  - Discussion of unpaid accrued sick leave for under 20 hour per week parish employees for the period of January 2016 to January 2019.
  - **MOTION:** Cott Thompson moved \$1000.00 to \$1500.00 from unrestricted funds be used to address/pay for unpaid accrued sick leave by parish employees who worked less than 20 hours per week for the period of January 2016 to January 2019. Separately, a hold harmless agreement would be provided to each of the affected employees with a request for each to sign the hold harmless agreement, as it pertained to delayed compensation for unpaid sick leave. Mike Litchfield seconded.
  - **MOTION APPROVED**
  - Discussion of employee compensation for children's and youth ministry leader.
  - **MOTION:** Cott Thompson moved the children's and youth ministry leader be provided a pay raise to \$20.00 per hour, effective July 1, 2019. The estimated cost was \$2250.00 for six-months (July 1, 2019 – December 31, 2019). The funds were to be taken from the surplus amount of budgeted funds for the administrative assistant. Bill Revoire seconded.
  - **MOTION APPROVED**

- **Personnel Committee (Chris Maguire):**
  - A discussion of a vacancy on the personnel committee created by the Toni Phipps selection/election to the Vestry.
  - **MOTION:** Chris Maguire moved Robert McConville be appointed to the Personnel Committee to fill the existing vacancy, for a three year term completion as the vacancy was created when Toni Phipps became a member of the parish Vestry. Cott Thompson seconded.
  - **MOTION APPROVED**
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- **Transept Repair (Kati Arp)**
  - The cost for the transept flooring repair was donated by Harrison Goldman Construction.
- **Walton House (Kati Arp)**
  - Father Andy McQuery and his partner Michael will take up residence in Walton House in August 2019.
  - The parish administrator was authorized to engage resources to complete a proper cleaning of the residence prior to occupancy by Father Andy and Michael.
  - Several repair issues have been identified and the parish administrator was tasked to obtain bids to update and repair, and maintain the landscape of Walton House.

**Old Business:**

- **Claremont Seminary (Mother Anne Emry):**
  - The seminary is in the process of relocating from Claremont, CA to Willamette University, Salem, OR, over a two-year phase-in process. Further discussions are pending.
- **Treasurer's Report (Kathy Gordon):**
  - The parish budget is on trajectory.
  - Investments are stable and on track
  - Giving for Father Andy McQuery's new position as associate rector has covered any potential negative impact to the budget.
- **First Aid and CPR Training (Chris Maquire):**
  - Fifteen to twenty parish members and staff participated.

- **Promissory Note (Toni Phipps):**
  - The promissory note between the parish and the rector is pending completion. Local Attorney Paul Britton is competing the document.

**CLOSING PRAYER:** At 8:12 pm, Mother Anne closed the meeting with a prayer.