



“TO KNOW CHRIST AND TO MAKE HIM KNOWN”

VESTRY MEETING MINUTES

MEETING DATE: November 19, 2019

IN ATTENDANCE: Mother Anne Emry (Rector), Father Andy McQuery (Associate Rector), Toni Phipps (Senior Warden), Mike Litchfield (Junior Warden), Melinda Mokalla, Linda Staples, Chris Maguire, Mary Kim Wood, Bill Rivoire, Mike Litchfield (Junior Warden), Kathy Gordon (Treasurer), Kati Arp (Parish Administrator), and Michael Knutson (Vestry Clerk).

ABSENT: Mary Anne Bryan, Anne Martz, Dave Trietsch, Cott Thompson, and Judy Rankin

OPENING PRAYER: 6:32 pm, Mother Anne opened the meeting with a singing of the Doxology

RECTOR'S REPORT:

- Bookkeeper was let go. The plan is to interview outside companies to contract the bookkeeping service.
- Shirley Van Orman has been declared cancer free
- Betsy Steinberg, daughter of previous St. Paul's rector, had recent serious surgery.
- Sara Lingle has had recent health difficulties. A request for prayers.
- Mother Anne celebrated her fifth anniversary at St. Paul's by singing a postlude solo of Stop Rocking the Boat, with choir back up.

ASSOCIATE RECTOR'S REPORT:

- The recent Sunday youth group post service trip to the pumpkin patch was attended by 18 children
- Diocesan youth event will be held at St. Paul's, with camping out for two nights

- The youth group went shopping for Christmas Share families
- St. Paul's Youth (SPY) program will be on hiatus until the youth coordinator returns from maternity leave
- Father Andy McQuery recently attended a meeting of the Salem Alliance for Refugees
- Father Andy McQuery will attend upcoming Diocesan training in Wilsonville, OR
- English as a Second Language Program - St. Paul's in collaboration with Mid-Valley Literacy. In addition to space, St. Paul's offers nursery care during class time. For three years the aforementioned has been paid for out of a designated fund; however, the remaining balance will not cover all of 2020. Father Andy is working with Mid-Valley Literacy and Salem for Refugees to discover grant sources to keep the program going.
- Father Andy McQuery accepted an appointment from the Bishop of the Episcopal Diocese of Oregon to the Diocesan Commission for Liturgy and Music.

ADOPTION OF MINUTES:

- **MOTION:** Mike Litchfield moved the October 2019 Vestry Meeting Minutes be approved. Melinda Mokalla seconded.
- **MOTION APPROVED**

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

- Documents were distributed for review

OLD BUSINESS:

- From November 8, 2019 – November 11, 2019, via email, Senior Warden Toni Phipps initiated a discussion about a Goulet Building tenant remodel and loan.
- **MOTION:** Via email, Bill Rivoire moved St. Paul's is to use funds from the TI Goulet Reserve account held at Mellon for the initial payment to contractor of \$15,000 in January 2020.
 - St. Paul's float a \$10,000 loan to Cascade that will be repaid in the form of \$277.78 monthly for 3 years to St. Paul's. Cascade will use these funds to pay balance owed to contractor upon satisfactory job completion. St. Paul's will earn back \$5,000 of the cost of the remodel from the increased rent from Cascade over approximately 5 years. (\$77.29/month)

- Finance recommended the monthly payments be funneled back to the TI Goulet Reserve account. Mother Anne Emry and Senior Warden Toni Phipps will keep this option open for future discussion.

Additional information in support of the funding request:

- Cascade will pay contractor \$10,375 upon job completion.
- Figaro's current monthly rent will be reduced by \$1,242.84 after giving up 754 square feet of accounting space. Figaro's also agrees to give up 2 parking spaces to Cascade.
- Cascade will pick up the space at Cascade's current monthly rental rate, paying an additional \$1,320.13 for the expansion space.
- Cascade will pay the mover directly for the move of Figaro's furniture across the hall and to Figaro's warehouse off-site.

Via email, Melinda Mokalla seconded.

- **MOTION APPROVED (Via email vote)**

- **Treasurer's Report (Kathy Gordon)**

- No treasurer's report was offered as the month of October 2019 financial transactions had not been closed.

NEW BUSINESS:

- A discussion of the 2020 St. Paul's budget was initiated.
- Discussion will continue with Finance Committee representatives on December 2, 2019, at 6:30 pm.

CLOSING PRAYER: At 8:07 pm, Father Andy McQuery closed the meeting with a prayer.