



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

**VESTRY MEETING MINUTES**

**MEETING DATE: October 15, 2019**

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

**ABSENT:** Cott Thompson

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

**BIBLE STUDY:** Luke 18: 1-8

**RECTOR'S REPORT:**

- Dr. Carl Deer's workshop of theology of hymns was inspirational, as was the subsequent Evensong concert.
- The Blessing of the Animals Eucharist was well attended
- Orientation for the delegates to the Diocesan Convention is forthcoming
- The Diocesan convention will be held at the Salem Convention Center on October 25 and 26, 2019
- The 2021 Vestry retreat will be March 6-8, 2020, in Troutdale, OR
- CEEP will be February 19-22, 2020
- Salem population is expected to significantly increase over the next 15 years. This presents opportunities for St. Paul's to grow

## **ASSOCIATE RECTOR'S REPORT:**

- Father Andy McQuery's days off have shifted to include Monday as a day off, and he will be working on Saturdays.
- The stewardship mailers have gone out
- Consideration of members for the stewardship committee is under way
- Youth Program – A focus on efforts directed toward middle school congregants on the first Sunday of each month
- The youth group will be taking a trip to the pumpkin patch after church service on October 20, 2019
- Christmas Share – A reminder that the families served through the Christmas Share Ministry generally have nothing and this should impact decision making regarding Christmas gift purchasing

## **ADOPTION OF MINUTES:**

- **MOTION:** Mary Kim Wood moved the September 2019 Vestry Meeting Minutes be approved. Judy Rankin seconded.
- **MOTION APPROVED**

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

- Discussion of a St. Paul's welcoming statement (Father Andy McQuery)
  - **MOTION:** Mary Kim Wood moved to adopt the welcome statement submitted by Father Andy McQuery, to be used on the St. Paul's website, bulletin, other publications, and social media with the edit of replacing the word humans with people. Melinda Mokalla seconded.
  - **MOTION APPROVED**
- Discussion of the welcoming sub-committee activity (Melinda Mokalla)
- Discussion of update of by-laws to be reviewed and approved at the annual meeting in January 2020. (Dave Trietsch)
- Other sub-committee updates

## **OLD BUSINESS:**

- **Treasurer's Report (Kathy Gordon)**
  - 3/4 of the year has passed and the budget is on the expected trajectory
  - The investment portfolio is performing extremely well

- **St. Paul's Staff Health Insurance Coverage (Toni Phipps)**
  - Discussion of staff health insurance coverage and cost
  - **MOTION:** Bill Rivoire moved St. Paul's stay with the current health insurance plan offered to St. Paul's employees, which is provided through Kaiser-Permanente. The plan will have a 4.76% cost increase in 2020. The total additional cost will be \$13,554.00 to bring the total cost for 2020 health insurance to \$63,810.00, which is a 27% budget increase for 2020 as compared to the 2019 budgeted amount. This plan will include parish fully paid premium cost for the covered St. Paul's employees and the parish will pay 50% premium for spouses of covered St. Paul's employees, with the remaining 50% to be paid for by the employee. Mike Litchfield seconded.
  - **MOTION APPROVED**
  
- **Finance Committee - Goulet Building Property Management (Mike Litchfield)**
  - Discussion of Goulet Building property management
  - **MOTION:** Mike Litchfield moved in 2020, St. Paul's continue with Dearing management as the property management firm to manage the Goulet Building on a year-by-year basis. Bill Rivoire seconded.
  - **MOTION APPROVED**
  
- **Audit Committee Resolutions**
  - Discussion of the Audit Committee's four recommended resolutions
  - **MOTION:** Dave Treitsch moved for the adoption of the Audit Committee recommended resolution stating:

*Resolved that all real property and physical inventory of the Church be overseen by and become the responsibility of the Property Committee. Further, the Property Committee shall be responsible for creating Policies and Procedures (to be approved by Vestry) as well as preparing an annual budget, capital budget and oversight of the Goulet Building budget.*
  - Mary Kim Wood seconded.
  - **MOTION APPROVED**

- **MOTION:** Mike Litchfield moved for the adoption of the Audit Committee recommended resolution stating:

*Resolved that all Fund Managers create maximum line item detail in their annual budgets, including those funds that serve to fund other funds.*

- **MOTION APPROVED**

- **MOTION:** Chris Maguire moved for the adoption of the Audit Committee recommended resolution stating:

*Resolved that manuals for operational procedures and records management be created. Further, policies governing the above be developed.*

Dave Treitsch seconded.

- **MOTION APPROVED**

- **MOTION:** Mike Litchfield moved for the adoption of a Vestry amended Audit Committee recommended resolution be amended to state:

*Resolved that the "Technology Audit" be implemented immediately so that needed expenditures can be included in the 2021 budget.*

Judy Rankin seconded.

- **MOTION APPROVED**

## **NEW BUSINESS:**

- **Goulet Building Update (Toni Phipps)**
  - Discussion of leases and changes at the Goulet Building
- **Diocesan Meetings at St. Paul's**
  - Discussion of equipment needed for Diocesan meetings at St. Paul's
  - **MOTION:** Mary Kim Wood moved St. Paul's authorize the Episcopal Diocese of Oregon to install a projector and screen, as well as other necessary equipment to operate the aforementioned items, in the St. Paul's parish hall with all costs to be borne by the Episcopal Diocese of Oregon. Bill Rivoire seconded.
  - **MOTION APPROVED**

- **Poverty and Homeless Commission (Mother Anne)**
  - Discussion of submission of a Vestry sponsored basket to be donated for auction
  
- **Vestry Recruitment (Mother Anne)**
  - Discussion of four Vestry positions will become vacant in 2020 as terms expire. Vestry was asked to consider possible candidates and refer their names to Mother Anne.

#### **EXECUTIVE SESSION**

#### **OPEN SESSION II (Mother Anne Emry and Father Andy McQuery absent)**

- Discussion to address the motion discussed and approved in Executive Session
- **MOTION:** Mary Kim Wood moved to approve debt forgiveness of the Promissory Note 2019 obligatory debt payment to be made by Mother Anne Emry. Melinda Mokalla seconded.
- **MOTION APPROVED**

**CLOSING PRAYER:** At 9:14 pm, Toni Phipps closed the meeting with a prayer.