

ST. MARY'S EPISCOPAL CHURCH
VESTRY MEETING MINUTES
October 26, 2017

Present: Senior Warden- Linda Drummond, Treasurer- Chris Bartlett, Clerk– Mattie Gustafson, Paul Westrom, Christian Myers, Trish Culver, Dave Ferkinhoff, Chris Barker and Peter Collins.

Absent: Junior Warden-Dave Monroe, Jenny Williams, Michelle Freitas, Steve Downing, and the Rev. Jennifer Pedrick, Rector.

Linda began the meeting at 6:12 with a prayer.

Presentation to the Vestry by Ann Hackett, Owner-Operator of Island Child Care Center and The Island Day Care. She is purchasing the Old Parish House and asking to lease 15 parking spaces.

- The combined day care operation would serve 78 children (maximum) and be open Monday through Friday, 7am – 5:30pm.
- There are usually no more than 2-3 cars dropping of children at any one time.
- There would be a staff of 15 – and the parking spots would be primarily for them.
- She plans to re-grade the entry eventually, but must now concentrate of renovating the building itself. Until the re-grade takes place, Ann would like us to allow fire engines to use our entry way in case of an emergency.
- She has to be out of the other buildings she leases by June 30th, so she hopes to be occupying the new building sometime in May.
- She is looking for “as-built” plans for the Old Parish House and also some property line information. (Folks suggested she check with Jim Farrar for property line information.)

Ann left and the Vestry discussed her proposal.

St. Paul's (in Newport) rents their parking spaces for \$70/month per space – but they are in a very busy downtown Newport, where demand for parking is high. St. Paul's also has a disclaimer in the lease agreement that they are not responsible for damage, etc. Paul W. noted that the parking lot lights might need to be turned back on.

It was determined that Paul W. and Dave M. would meet to outline all the information we needed to have from Ann before making any decision. Then Ann needs to send in a **written** proposal answering any questions posed, and specifying a money amount she proposes to pay for these leased spaces. Only then can the Vestry make a decision and send their recommendation on to the Trustees.

Consent Agenda

Chris Bartlett made a motion, seconded by Dave F, that we accept the Consent Agenda, which included the Minutes for September, and the Property Report and Financial Report for October. The motion passed.

Senior Warden's Time

Norms for Vestry Communication

Chris Myers sent a copy of a *Leadership Covenant*, used previously, to each Vestry member. A motion by Chris M., and seconded by Paul W. was made to approve this *Leadership Covenant*, which was discussed and revised slightly. The motion passed. In the future, we will start each Vestry meeting with a prayer and reading this Covenant. (A copy of the revised Covenant is attached to these minutes.)

Recognition Events for Marilyn H. and Stephanie S.

Marilyn, who is leaving her post as Musician for the Contemporary Service on November 30th, has been invited to be Guest of Honor at the Harvest Gratitude Dinner.

Stephanie will be leaving her post as Associate Priest on December 10th. Plans are still being made to recognize her service.

Meeting with Canon Linda Grentz

The Vestry are scheduled to meet with the Canon on Tuesday November 16th at 6:00 p.m. Chris Bartlett's outline of discussion points for this meeting will be sent out to all Vestry prior to the 16th. Please let Chris Bartlett know, via email and prior to this meeting, if you have any questions or additional thoughts. This is an important meeting on an important topic and it is vital that all Vestry members attend.

Paul W. reiterated his appeal to put a solid discussion of finances, the endowment, spending and church growth on the agenda for Vestry meetings, at the very least, on a quarterly basis.

Harvest Dinner

Only 30 people have signed up so far. Please urge people to sign up and to attend. It's going to be a delicious dinner and a wonderful parish community event.

Sexton

We currently have a cleaning service that comes 2 times a week for 6 – 6 ½ hours total. This costs \$8,000 annually. Linda D. proposed that we hire a part-time sexton for 15 hours per week. The Vestry discussed pros and cons of having only a sexton, only a cleaning service or a combination of both.

A motion was made by Chris Bartlett, seconded by Paul W. that we hire a sexton for 15-19 hours per week at a rate of \$13/hour, and reduce the cleaning service to coming once a week, with the goal of eliminating them all together, once the Sexton gets up and running. The motion passed.

Chris Barker, as head of the Personnel Committee, will put together a job description and post the position within the next 7 days. Linda will email Chris Barker all the information she has that might be relevant for creating this job description. Drug testing, a background check and going through Safe Church training will be required.

Dave F. made a motion, seconded by Chris Barker, that the Vestry go into executive session to discuss some additional personnel matters. The motion passed.

[Discussion]

Paul W. made a motion, seconded by Dave F. that the Vestry come out of executive session. The motion passed.

Catch-All

Corporate Credit Card – being worked on by Michelle Freitas. There will be a \$2,000 limit and the card will be kept in the Administrative Office by Kim. Michelle and Kim are developing the procedures to be required for using this card.

Amazon Smile – is being worked on by Chris Bartlett and Kim.

By-Laws

Paul requested that Dave F. send out a copy of our current by-laws with the changes being proposed clearly marked. Dave will send these out 1 week before our next meeting. Questions and comments should be submitted by email before the Vestry meeting.

Capital Campaign

A committee needs to be formed to start plans for this much needed campaign. Chris Barker suggested that only 2-3 people be involved, at least to start; the committee set clear goals and anything they plan be low cost.

Dave F., Chris Barker and Mattie will be involved initially. We are waiting for Jennifer to return to begin any actual work.

Miscellaneous announcements

- The new boiler is in!
- The new phone system installation has been awarded to United Communications. Cox will be the service provider. We chose a very basic plan.
- Paul W. advised that we need a professional assessment of the water in the church basement, with some concrete recommendations for how to fix the situation.
- Linda asked for a replacement for Mattie as the Vestry representative to Diocesan Convention. Many folks are interested. They will be in touch with Linda and a decision will be made before the Convention on November 4 and 5.

The meeting adjourned at 8:20 p.m.

**Important upcoming meetings -
Vestry meeting with Canon Linda Grentz – Tuesday, November 16th at 6pm
Regular Vestry meeting – Thursday, November 30th at 6pm**

Respectfully submitted,
Mattie E. Gustafson, Clerk