**ST MARTIN-IN-THE-FIELDS**

E P I S C O P A L C H U R C H

 **Vestry Meeting Minutes**

Date: January 9, 2020 Submitted by: Deanna-Marie Nati

Meeting Open: 7:00 p.m. Adjourned: 8:51 p.m.

Next Meeting: February 13, 2020

Present:

Fr. Chris O'Connor

Jeanne Percival, Sr. Warden

Amber Root, Jr. Warden

Molly Ehlenfield

Megan MacConkey

Marylou Pohl

Lynn Clark - ABSENT

Sharon Jones

Mark Korzelius

Eric Boron

Pete Schlau - ABSENT

Irene Ehde

Ellen Valvo

Tonight’s Meeting is the Vestry Retreat at Ellden’s Restaurant.

Fr. Chris led the Vestry in prayer.

Jeanne Percival began the meeting with New Business from Fr. Chris.

* Fr. Chris officially submitted his resignation to St. Martin’s Vestry, effective Saturday, February 15, as he has been given an opportunity to be part of ministry work for our diocese. His last service will be Sunday, February 9, and he will be announcing it to the congregation this Sunday, January 12
* Amber Root will reach out to Canon Cathy to set up a meeting for her and Jeanne Percival to discuss having someone in place for the short term
* Amber Root and Irene Ehde will discuss confidentially with the Search Team, as they have a meeting scheduled tomorrow evening, Friday, January 10. Fr. Chris would prefer to inform the congregation himself on Sunday
* The Vestry thanked Fr. Chris for the time he has been with St. Martin’s and wishes him well on his next endeavor
* Amber Root suggested conducting an “exit” interview or survey with Fr. Chris because she feels it would be valuable. Fr. Chris suggested reaching out to the Office of Transition Ministry for assistance. Amber will reach out to Canon Cathy

Review of Minutes

* Jeanne Percival asked if there were any additions or corrections for the minutes of the previous December 3, 2019 Vestry meeting. Molly Ehlenfield motioned to accept the minutes, and the motion was seconded by Mark Korzelius. The minutes were passed by a unanimous vote.

Monthly Finances

* Treasurer’s Report for December 2019 - Mike Somer

Operating Fund     $ 25,342

Capital Fund           16,015

Gift Fund                7,123

Total                    $48,480

* Jeanne Percival stated that J2A has requested their funds from the 2019 budget. Anything that was not used was transferred to their account on 12/31. Jeanne stated that 2/3 of the money goes to J2A and 1/3 goes to Rite 13. Elizabeth Wynne believes that more fundraising is needed, maybe a meat raffle, and that could possibly cover the airfare expense
* Eric Boron pointed out to look at Parish Giving from 2018-2019, as the generosity of the parish continued throughout the transition phase
* Fr. Chris added that with his departure, there will be a little bit of savings

Search Team Update

* Amber Root reported that there is a Search Team meeting scheduled for tomorrow, Friday, January 10, to begin creating interview questions for potential candidates, and that Canon Cathy is unfortunately not able to make the meeting
* Amber reported that the position is posted as well

The Vestry took a break from the meeting for dinner.

Rectory Renovation Update

* The Wardens and Fr. Chris met on Sunday and discussed how much Pete Schlau has done for the Rectory
* Suggestions were given as follows:
* have the Vestry do a "walkthrough", possibly during next meeting
* make a list of remaining items that need to be completed
* Eric Boron suggested scheduling set dates to work on finishing items, then have Coffee Hour there, and then an Open House

New Business

* Jeanne Percival thanked all of the outgoing Vestry members for their service
* Deanna will be the new Pest Control Liaison
* Sharon Jones to follow-up with holes by the Vestibule where Marge Schlau has mentioned before
* Paula Cramer was not able to attend this meeting, but has offered to come to the February meeting, and as of right now, there are no changes to the budget
* Jerry & Bonnie Cahill have given a check to the Vestry from the Joseph & Mary Musical. Jerry has concerns that the fundraiser was advertised for Outreach, but Jeanne Percival stated that it was not brought up to Vestry for approval that way. Jeanne opened the floor for discussion.

Jeanne Percival motioned to deposit the check into the Rectors Discretionary Fund and distribute the funds as follows:

* + $1100 for the Neighbors Foundation
	+ $1100 for the North Buffalo Food Pantry
	+ $1000 to remain in the Rector's Discretionary Fund for future Outreach

The motion was seconded by Sharon Jones, Marylou Pohl, and Megan MacConkey. The motion was passed by a unanimous vote.

* Eric Boron suggested that this could be a marketing opportunity for us to show the community our fundraising and outreach efforts. Eric will follow up for marketing.
* The sound system will begin installation soon and is being installed by AudioOne

Vestry Liaison Reports

* Christian Ed - Megan MacConkey reported from Elizabeth Wynne that she has to cancel Sunday Funday on January 19 because she will be in out of town, and there will be regular Sunday school that day
* Funerals - Fr. Chris stated that there was a death from a past parishioner who moved out of the area, Margaret Barrett, and there is a Service of Remembrance at Elmlawn tomorrow
* Office - There is no report at this time
* Communications – Eric Boron will assist Dave Porter with the Liaison for communications
* Scheduling - Irene Ehde will assist Marge Schlau with the Liaison for scheduling
* Buildings & Grounds - Mark Korzelius and Pete Schlau will both be Liaisons for buildings and grounds

Active Shooter Protocol

Amber Root went through training at her current job, and will follow-up to see what training may be available to us

Capital Fund Drive

* No update at this time

Additional Info

* Sharon Jones would like to bring back "Food Sunday" on the 3rd Sunday of every month beginning in February. The Vestry supports this, and Sharon Jones will be he point person and let the congregation know that it will begin on Sunday, February 16
* CPR Training has been scheduled for March 3 for our Nursery Attendant, and Jeanne will follow-up

Next Vestry Meeting

* The next Vestry Meeting will be on Thursday, February 13, 2020.

Who will speak to the congregation on Sunday about tonight's Vestry meeting?

8am – Amber Root

10am - Jeanne Percival

Sunday Announcement Schedule:

Jan. 12 - Jeanne Percival

Jan. 19 - Irene Ehde

Jan. 26 - Marylou Pohl

Feb. 2 - Molly Ehlenfield

Feb. 9 - Mark Korzelius

Motion to adjourn was offered by Sharon Jones. The motion was seconded by Irene Ehde. The motion passed by unanimous vote.

Attachments:

1. Vestry Meeting Agenda – January 9, 2020 - Jeanne Percival
2. December Income Statement - Mike Somer