

Vestry Meeting Minutes

Date: November 8, 2018 Submitted by: Deanna-Marie Nati
Meeting Open: 7:05p.m. Adjourned: 9:47p.m.
Next Meeting: December 13, 2018

Present:

Fr. Chris O'Connor	Marge Schlau
Pete Schlau, Sr. Warden	Dave Porter
Ellen Valvo, Jr. Warden	Kris Dodge
Beth Boron	Elizabeth Wynne
Molly Ehlenfield	Paula Cramer
Megan MacConkey	Ken Killian
Bob Mesmer	
Marylou Pohl	

Fr. Chris led the Vestry in prayer.

Peter Schlau asked if there were any additions to the current Agenda for tonight's meeting. There were no additions.

Peter Schlau asked if there were any additions or corrections for the minutes of the October 11, 2018 Vestry meeting. No one opposed, and the minutes were passed by a unanimous vote.

Treasurer's Report for October 2018 (as reviewed by Vestry)

Operating Fund	\$ 1,091.98
Capital Fund	24,563.00
Gift Fund	7,116.00
Total cash in bank	\$32,771

Peter Schlau stated that the inflows are less than the outflows for October. Giving and attendance are also low for the beginning of October. The operating account is low, and the gifts for Fr. Earle's Farewell Event were listed in this month. Megan MacConkey asked what happened when the operating account depletes, and Peter Schlau stated that Mike Somer would hold checks at that point, and if it were to continue, we would move money from other accounts. Peter stated that he is optimistic, and that December is a good month. Beth Boron said that people are thinking about giving.

Beth Boron mentioned that we previously discussed designating the Announcement Leader for Sunday to go over the Vestry Report to the congregation early on in the minute so that person would be able to take notes.

Marylou Pohl asked if the person who does the announcements for that particular Sunday, also do the Vestry Report? The Vestry replied yes, and Dave Porter volunteered, as this was his

Announcement Sunday.

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

8:00 a.m. Kris Dodge & Bob Mesmer

10:00 a.m. Dave Porter

Vestry 10 a.m. Sunday Announcement Leader:

- Nov. 11 - Dave Porter
- Nov. 18 - Elizabeth Wynne
- Nov. 25 - Pete Schlau
- Dec. 2 - Marge Schlau
- Dec - 9 - Beth Boron

Report on Nominating Committee (Peter Schlau)

The Nominating Committee presented the following list of nominations to the Vestry:

- 2 Wardens - Jeanne Percival, Jerry Cahill
- 5 Vestry - Sharon Jones, Anne Paquette, Lynn Clark, Dawn Farquharson, Mark Korzelius

Kris Dodge proposed changing the ballot to make sure this is representation from parishioners that attend both the 8am service and the 10am service. Peter Schlau stated that maybe we could change the bylaws to allow for this.

Search Team Update (Peter Schlau/Kris Dodge)

Peter Schlau stated that the Search Team met the last Sunday in October. There is a lot of managerial experience within the committee, and they are full of energy and excited about the process.

Report from Finance Committee (Paula Cramer)

This is the second Vestry Meeting that Paula Cramer has attended.

- Peter Schlau inquired about the difference in pledges from 2017 to 2018. Paula suggested possibly because there was no Stewardship? Paula stated that they typically take in more than is pledged.
- Marge Schlau stated that there was a tax break for 2018, when people gave in 2017, so that may be why our budget is skewed this year.
- Peter Schlau and Fr. Chris previously discussed possibly having a pledge goal and a display, or "thermometer" to keep people in the loop and give them a visual. Kris Dodge stated that she has seen this at other churches, displayed in their Coffee Hour area. Elizabeth Wynne stated that folks may forget their card, but still want to give money, so a goal is good. Fr. Chris stated that a goal should be: reasonable, sustainable, and attainable. Further discussion of the "thermometer" idea took place, and Elizabeth Wynne volunteered to create this "visual". Paula Cramer and the Finance Committee will provide Elizabeth with the numbers that she will need.
- Further discussion took place regarding balancing the budget. Elizabeth Wynne suggested looking at more creative ways to increase income, such as selling the land by

the rectory.

- Discussion of the J2A money in the budget for 2019 took place, and Elizabeth Wynne stated that if income is down, they can plan so that money for J2A will also be lower.
- Discussion of the Chicken BBQ profit vs. expenses took place. Paula Cramer stated that the number is less if the event is expected to not be big.
- Paula Cramer stated that the Staff changed because of the increase in minimum wage.
- Peter Schlau asked if the Secretary line was changed for next year, and Paula Cramer stated that it was doubled for 2019.
- Further discussion took place regarding a Full Time Priest and a Part Time Priest, and what those numbers look like. Additional expenses this year include relocation, search, etc. Salary, housing, healthcare, vehicle mileage, etc. was discussed as well.
- The Pledge Goal was decided to be \$155,000. Paula Cramer will help give us the number from the Budget Comparison Sheet, line item 6.
- Peter Schlau asked what corrections do we have for the budget for Paula:
 - Propose taking out capital of \$1000/month and take money from other accounts. Paula Cramer suggested having a Capital Drive for this.
 - Raise income for the Chicken BBQ to \$12,500.
 - Discussed relocation expenses and what to offer. It was stated as a reminder that Fr. Earle took Medicare his last year to help with the budget.
- Peter Schlau asked everyone to email, and/or bring ideas about balancing the budget to the next meeting.

Report on Proposal for LED Lighting (Ken Killian)

- Lights in Undercroft are original
- Proposing replacing all lights to be energy efficient - with rebates
- Michael Sanfilippo from Rising Tide Energy Services went over the services he offers
- Discussed incentive from National Grid, longer lasting, monthly energy bill difference, and improving lighting outside
- Peter Schlau opened up the discussion to the Vestry following the presented material.
 - Peter Schlau stated that the lighting has been brought up previously by Jack & Jill
 - Marge Schlau suggested not doing the entire building
 - Kris Dodge agreed with Marge
 - Megan MacConkey suggested drawing up an estimate for only the areas we want
 - Bob Mesmer has completed this for his business, but went with a different company - Bob will get comparison pricing

Code of Conduct (Fr. Chris)

- Fr. Chris has spoken with the Wardens regarding the stalking situation that is taking place, and the Code of Conduct can be referred to if any situation gets out of control
- Further discussion took place regarding the situation, and an order of protection. Marge Schlau suggested tabling it for a future meeting until we have more information for the order of protection. Molly Ehlenfield volunteered to make some phone calls to get more information.

- Elizabeth Wynne stated that the Code of Conduct was well written and good for the parish.
- Fr. Chris will forward a copy to the Vestry members for review, and will then keep a copy on file in the office, and post for the congregation.

Endowment Board Report (Peter Schlau)

- The Endowment Fund has not received a gift in 6 years
- To encourage people, they would like to purchase this recognition tree
- It would recognize people who donate above a certain amount
- Marge Schlau proposes a spotlight also be installed above the tree to ensure proper lighting
- Kris Dodge motioned to authorize \$2500 to cover the cost to purchase, install and engrave the Donor Recognition Tree for the Legacy Society from the Endowment Fund. The motion was seconded by Marge Schlau and Beth Boron. The motion passed by unanimous vote.

Fundraising for Giselle

- Fr. Chris wrote a check to Giselle from the Thanksgiving Box for October
- Discussion took place regarding the Thanksgiving Box money, and where we can commit to for each month.
- The Vestry supports \$100 per month for Giselle.
- Ellen Valvo will find out about the Family Justice Center and Fr. Earle's commitment.

Rectory Project Update

- Peter Schlau forwarded the Vestry the Rectory Rehab Outline from Tom DeAngelo that he previously worked on
- Marge Schlau suggested having a Coffee Hour at the Rectory to coincide with the Open House idea to see the house as is, prior to renovations
- Peter Schlau asked if we should maybe form a sub-committee for this project. Marge Schlau volunteered, and said that she would reach out to folks that would be an asset to this team. Marge will contact Julie DeAngelo to see if she would like to be on the team, as well as Lorraine Gibson and Art Morth. Marge Schlau and Bob Mesmer will head the committee and report back to the Vestry by email, and plan to move forward with the Open House.
- Canon Cathy stated previously to have a home inspection before and after renovations, and that is reported to the Diocese.
- Beth Boron asked why the Diocese doesn't fund the renovations of the Rectory, or offer grants for such, and Peter Schlau stated that he would look into it.
- Beth Boron asked Bob Mesmer if he had any information about repairing the parking lot. Peter Schlau has quotes, but Ken Killian volunteered to get additional quotes. Peter is just waiting to hear back from Ken.

Chicken BBQ - Future Leadership

- Peter Schlau will head the Chicken BBQ

- Marge Schlau suggested soliciting help at the Annual Meeting.
- Dave Porter volunteered himself and Allie for tickets for next year.

Marylou Pohl asked Fr. Chris if he had the Christmas Service Schedule complete yet, and he stated that it will stay the same.

The next Vestry meeting will be Thurs. December 13, 2018 at 7pm.

Motion to adjourn was offered by Marylou Pohl and Elizabeth Wynne. The motion was seconded by Kris Dodge. The motion passed by unanimous vote.

Attachments:

1. Vestry Meeting Agenda - November 8, 2018 - Ellen Valvo
2. St. Martin's Budget Comparisons Sheet - Paula Cramer
3. St. Martin's 2019 Budget - 1st Draft - Paula Cramer
4. St. Martin's 2019 Budget - 4 Month Full - Paula Cramer
5. St. Martin's 2019 Budget - Full Year - Paula Cramer
6. St. Martin's Staff Compensation Sheet - Paula Cramer
7. Energy Efficiency Project Summary - Ken Killian
8. October Income Statement - Mike Somer
9. Endowment Board Recognition Tree Proposal - Pete Schlau
10. Rectory Rehab Outline (Tom DeAngelo) - Pete Schlau