

St. John's Parish
Vestry Meeting Minutes
March 28, 2018

Present: Fr. Todd Young, Rector; Lou Lamb, Sr. Warden; Bob Speelman, Katherine Foreman, Treasurer; Iris Heichel, Cathy Bushey, Kim Halsey, Will Goodwin, Karla Davis, Jane Rozes, Missy McCray, Bob Rauth, Dusty Graham, Jr. Warden; Becca Burford, Margaret Clinch, Associate for Youth & Young Adults & Susan Sunnarborg

- I. Meeting called to order at 7:15 PM
- II. A motion was made by Will Goodwin to accept the minutes of the 2.28.2018 meeting as printed.
 - a. Seconded by Becca Burford
 - b. Motion passed
- III. Reports
 - a. Treasurer—Katherine Foreman
 - i. Hollingsworth loan for the repairs to St. John's House will be fully paid in December, 2018
 - ii. Historic Properties is composed of Historic Properties, Cemetery & Columbarium funds
 - iii. The remaining report under New Business
 - b. Rector—Fr. Todd Young
 - i. Commission Liaisons for 2018
 1. Christian Stewardship
 - a. Becca Burford
 - b. Iris Heichel
 2. Fabric & Grounds
 - a. Bob Speelman
 - b. Bob Rauth
 - c. Missy McCray
 3. Service & Outreach
 - a. Karla Davis
 - b. Cathy Bushey
 - c. Kimberly Halsey
 4. Christian Formation
 - a. Susan Sunnarborg
 5. Parish Life
 - a. Jane Rozes
 6. Welcoming
 - a. Will Goodwin
 - ii. Vestry Retreat
 1. April 14, 2017

2. 9:00 AM- 4:00 PM
 3. St. Mark's, Lappans Crossroads
- iii. Holy Week
 1. Reviewed schedule of services for the rest of Holy Week
 2. Vestry encouraged to attend a many services as possible
 - c. Senior Warden—Lou Lamb
 - i. Vestry Vitality Workshop
 1. Attended by Kim Halsey & Senior Warden
 2. Many topics will be discussed at the Vestry Retreat
 - d. Junior Warden—Dusty Graham
 - i. Amended Charter
 1. Unable to locate
 2. Chancellor recommends hiring legal counsel to locate document
 3. Will contact the Diocese to seek assistance
 - ii. Change of Resident Address
 1. Previously legal mail went to Chancellor's law office
 2. Now will use Chancellor's residence
 - iii. In Process of establishing Corporate Document Storage
 - iv. Silver ware Sales
 1. Sold 23 sets
 2. Sold 10 individual pieces
 3. Funds went to Parish Life
 - v. Sold 3 cemetery plots
 - e. Associate for Youth & Young Adults—Margaret Clinch
 - i. Mystery Walk—Palm Sunday
 1. Conducted Mystery Walk for Sunday School
 2. Expressed appreciation to participating Vestry members
- IV. New Business
- a. A motion was made by Will Goodwin and seconded by Iris Heichel to accept the Treasurer's recommendation to withdraw \$2,191.53 per month for 2018 from the Unrestricted Endowment to the parish operating budget.
 - i. Represents 5% of the balance of \$525,966.99 as of 10.1.2017
 - ii. Excess funds may be deposited back to the Unrestricted Endowment
 - iii. Motion passed
 - b. A motion was made by Will Goodwin and seconded by Bob Speelman to accept the Treasurer's recommendation to withdraw \$1,068.29 each month of 2018 from the Assistant to the Rectory Endowment Fund.
 - i. Represents 5% of the balance of \$256,390.70 as of 9.30.2018
 - ii. Used toward Associate to Youth & Young Adult's salary
 - iii. Motion passed

- c. A motion was made by Bob Rauth & seconded by Cathy Bushey to stop accruing interest on the Preschool loan from the Hollingsworth Fund.
 - i. Interest not accrued since May, 2015
 - ii. Recommended by Christian Stewardship Commission
 - iii. Motion passed
- d. A motion was made by Will Goodwin to go into Executive Session at 7:30 PM to discuss personnel matters.
 - i. Seconded by Karla Davis
 - ii. Motion passed
- e. A motion was made by Bob Rauth to come out of Executive Session at 7:40 PM
 - i. Seconded by Susan Sunnarborg
 - ii. Motion passed
- f. A motion was made by Bob Speelman and seconded by Bob Rauth to transfer \$2,645.97 from the operating fund to the All Saints Memorial Investment Fund.
 - i. Represents memorials/contributions; minus expenses
 - ii. Motion passed
- g. A motion was made by Bob Rauth & seconded by Susan Sunnarborg to appoint the Treasurer as chairwoman of committee to revise the 2018 operating budget.
 - i. Commissions must resubmit budget requests by 4/13
 - ii. Motion passed
- h. A motion was made by Becca Burford and seconded by Cathy Bushey to establish a PNC credit card.
 - i. Limited to \$1,000 maximum
 - ii. In the name of Parish Administrator
 - iii. Purchases of over \$500 still require Vestry approval
 - iv. Motion passed
- i. A motion was made by Jane Rozes and seconded by Karla Davis to reimburse the Rector \$1,348.34.
 - i. Deposit for first half a lodging for J2A urban trip
 - ii. Motion passed
- j. A motion was made by Susan Sunnarborg & seconded by Iris Heichel to approve the 2017 Parish Parochial Report.
 - i. Use by Diocese to calculate annual Parish assessment
 - ii. During 2017
 - 1. Increased parish membership by 5 members
 - 2. 460 members in good standing
 - 3. Average Sunday Attendance is 167
 - 4. 2017 Easter attendance 297
 - 5. 7 baptisms & 3 confirmations
 - iii. Motion passed

- k. A motion was made by Bob Speelman & seconded by Cathy Bushey to accept maintenance contract from Eastern Elevator for the amount of \$1,620 a year.
 - i. Current contract expires in October, 2018
 - ii. New contract will go into effect when the current contract expires
 - iii. Motion passed
 - l. A motion was made by Bob Speelman & Bob Rauth to authorize \$1,738.00 to Miller Anderson from the Equipment/Repairs for steam pipe repair.
 - i. Steam pipe under the nave leaked
 - ii. Motion passed
 - m. A motion was made by Bob Speelman & seconded by Bob Rauth to authorize \$3,542.20 to M.S. Johnston for the purchase and installation of a convection oven in the kitchen.
 - i. Funds were donated for this purpose
 - ii. Motion passed
- V. Commission Reports
- a. Service & Outreach—Cathy Bushey
 - i. Mayfest
 - 1. Saturday, May 12
 - 2. Recipients
 - a. St. Etienne's
 - b. Children In Need
 - c. Holly Place
 - d. Community Free Clinic
 - 3. Each recipient will receive 25% of proceeds minus expenses
 - b. Parish Life
 - i. Hosting Maundy Thursday dinner
 - ii. Betty Markle in charge of Easter Day Breakfast
 - c. Fabric & Grounds—Bob Speelman
 - i. Quarterly insurance payments due
 - ii. Spring Clean Up 4/29
 - d. Remaining Commission reports submitted as printed
- VI. Meeting adjourned at 8:45 PM

Respectfully Submitted;

Ruth Ann Ogle, Registrar