

St. John's Parish  
Vestry Meeting Minutes  
January 23, 2019

Present: Lou Lamb, Sr. Warden; Missy McCray, Katherine Foreman, Treasurer; Bob Rauth, Dusty Graham, Jr. Warden; Fr. Todd Young, Rector; Iris Heichel, Will Godwin, Bob Speelman, Kim Halsey, Becca Burford, Karla Davis, Cathy Bushey, Susan Sunnarborg & Peter Vazquez, Intern  
Absent: Jane Rozes

- I. Meeting called to order at 7:10 PM
- II. A motion was made by Becca Burford to accept the minutes of the 12.19.2018 meeting as printed.
  - a. Seconded by Karla Davis
  - b. Motion passed
- III. Reports
  - a. Treasurer—Katherine Foreman
    - i. Audit
      1. Completed
      2. Recommendations
        - a. Written investment & spending policy
          - i. Committee currently at work
          - ii. Policy will be presented to Christian Stewardship Commission & Vestry for review & approval
        - b. Copy of property & equipment inventory be maintained off site
          - i. Fabric & Grounds chairman to maintain print or digital copy
          - ii. Currently information is backed up on the "Cloud"
        - c. Review insurance coverage for St. John's Shelter
          - i. Current coverage under St. John's policy
          - ii. Fabric & Grounds will review coverage
      - ii. Remaining report under old business
    - b. Rector—Fr. Todd Young
      - i. Several new families attending Sunday services
      - ii. Junior Warden
        1. Dusty Graham is stepping down
        2. Ellen Collins has been recommended to take her place
        3. Vestry will vote at the next meeting
        4. Dusty's service was recognized; she will be missed
      - iii. J2A Trip
        1. A "cyber bullying" incident occurred during the New York trip in June
        2. Participants were confronted & parents notified
        3. A meeting was supposed to be scheduled with all the parents, but was delayed
        4. Rector & chaperones apologized for mistakes
        5. J2A has been scaled back

- 6. Concerned parents given opportunity to express their concerns to Vestry
  - c. Senior Warden—Lou Lamb
    - i. Retiring Vestry Members
      - 1. Recognized retiring Vestry Members
        - a. Becca Burford
        - b. Bob Speelman
        - c. Iris Heichel
      - 2. Refreshments served
  - d. Junior Warden—Dusty Graham
    - i. Writing “Thank You’s to the Audit Committee
    - ii. Expressed appreciation to Vestry for their assistance
  - e. St. John’s Shelter—Missy McCray
    - i. Current caretaker has been evicted
    - ii. New caretaker has been hired
    - iii. Vacant apartments to be cleaned prior to occupancy
- IV. Old Business
  - a. A motion was made by Bob Rauth and seconded by Becca Burford to approve the revised 2019 budget.
    - i. Reflects \$7,020 increase in pledge income
    - ii. Motion passed
  - b. A motion was made by Katherine Foreman to transfer \$2,065.29 per month beginning in January, 2019 from the Unrestricted Endowment to the General Operating account.
    - i. Represents 5% of the endowment as of 10.1.2018
    - ii. Motion passed
  - c. A motion was made by Will Godwin to defer to the new Vestry consideration of a pilot project to recover a certain percentage of the net proceeds from fundraising activities benefiting external constituencies before distribution.
    - i. Seconded by Iris Heichel
    - ii. Motion passed
  - d. A motion was made by Ruth Ann Ogle to affirm the distribution of funds from parishioner’s bequest approved at the 12.19.2018 meeting.
    - i. Seconded by Becca Burford
    - ii. Motion passed
  - e. Potomac Towers
    - i. A group of volunteer will provide lunches to residents
    - ii. 5<sup>th</sup> Tuesday of the month beginning in April
    - iii. Some donations have been received to defray cost
- V. New Business
  - a. A motion was made by Katherine Foreman and seconded by Becca Burford to authorize payment of all invoices up to \$4,000 related to the purchase & installation of ice maker in the kitchen.
    - i. Donation received for purchase & installation
    - ii. Purchase & installation not expected to cost \$4,000
    - iii. Will decide where to designation remaining funds
    - iv. Motion passed

- b. A motion was made by Katherine Foreman and seconded by Susan Sunnarborg to authorize payment of invoices up to \$20,000 related to the remediation of the mold in the "Cave".
  - i. Donation from Callas Charitable Trust received in December.
  - ii. If the donation is not fully utilized Vestry agrees to contact trust representative for additional project approvals
  - iii. Motion passed
- c. A motion was made by Katherine Foreman and seconded by Bob Speelman to authorize payment of \$775.00 to Hart's Landscaping & Snow Removal
  - i. Snow removal on 1.12.2019 & 1.13.2019
  - ii. Motion passed
- d. A motion was made by Katherine Foreman to increase to \$750 payments to Hart's Landscaping & Snow removal requiring Vestry approval.
  - i. Seconded by Bob Speelman
  - ii. Motion passed
- e. A motion was made by Katherine Foreman and seconded by Bob Speelman to authorize \$962 for the purchase and installation of an LED light fixture.
  - i. Will illuminate the Tiffany window
  - ii. Current light went out the week before the Christmas Church tour
  - iii. Donation received to cover cost of purchase & installation
  - iv. Motion passed
- f. A motion was made by Katherine Foreman and seconded by Bob Speelman to approve \$1,793.05 per month to GLS Janitorial.
  - i. Amount remained the same for the last 4 years
  - ii. Motion passed
- g. A motion was made Katherine Foreman and seconded by Becca Burford to authorize \$640 to Randy's Multiservices.
  - i. Sidewalk snow removal & salt application for church & cemetery on 11.14.2018, 1.13.2019 & 1.14.2019
  - ii. Motion passed
- h. A motion was made by Susan Sunnarborg and seconded by Becca Burford to authorize \$625 for the Music Director to attend the American Guild of Organists Convention.
  - i. Scheduled for July, 2019
  - ii. Part of continuing education
  - iii. Motion passed
- i. Church Liquor License
  - i. Fundraising events serving alcohol require two TAM (Techniques Alcohol Mgmt.) parishioners in attendance
  - ii. Parish has only 3 people that are TAM certified
  - iii. Course is a couple of hours
  - iv. Small fee
- j. Pastoral Care Minsitry—Peter Vazquez
  - i. Initial meeting conducted
  - ii. Volunteers will meet with & determine needs of parishioners requesting pastoral care
  - iii. Sherrie Burkholder assisting

- k. Parish Van
  - i. HARC sponsoring hike on C & O Canal in June, 2019
  - ii. Asked to use van to transport hikers to canal
  - iii. Parish van driver will operate the van
  - iv. Check liability coverage
- l. Annual Meeting
  - i. 2019 Budget will be presented
  - ii. Bob Speelman has been appointed chief teller
  - iii. Tellers will be Becca Burford, Dusty Graham, Sue Sowers & Betty Lou Brooks
- VI. Commissions
  - a. Welcoming & Parish Life—No Report
  - b. Remaining reports submitted as printed
- VII. Meeting adjourned at 9:00 PM

Respectfully Submitted;

Ruth Ann Ogle, Registrar