

**St. Helena's Episcopal Church**

**Vestry Meeting Minutes**

**April 17, 2018**

**Vestry Present:** Tommy Mathews, Paul Johnson, Jasen Hart, Erin Barton, John Howe, Karen Medina, Anne Rea, Linda Lee Gatell, Cindy Erickson, Mark Littlestar

**Vestry Absent:** Julie Vickery, Brian Topper

**Clergy:** Fr. David Read

**Staff/Treasurer:** Ann Shorter/Ron Tribo

**Visitors:** None

**Call to Order:** 6:31 p.m.

**Opening Prayer:** The Rev. David G. Read

**Minutes:** March minutes edit verbiage regarding church staffing. **Approval Motion: Tommy Mathews 2<sup>nd</sup>: Jasen Hart Vote:** Unanimous

**Rector's Time** (Fr. David Read)

- **Holy Week:** Great week for SHEC! Added services this year. Think about how to accommodate greater attendance for 2019. Almost at capacity for Sat. Easter Vigil, 9:00 and 11:30 a.m. services, but space at Sunrise service. Consider moving Stations of the Cross to a public location off-campus, i.e. The Dienger or Boerne Library for greater visibility and marketing of our church.
- **Prospects & New Member List:** We average 4-5 new visitor families a week. The next 101 Class begins April 18 and 22 persons are expected. Be welcoming to new faces, and be especially observant at 9:00 a.m. service because hard to track new persons with so many points of entry to Wendler Hall.
- **Minister for Young Families Update.** Conducted two interviews so far and one is a strong candidate. Compensation may be too low to attract qualified applicants because no benefits and low hourly salary. May need to reassess salary package.

**Senior Warden** (Tommy Mathews)

- **Vestry Duties:** List of duties has been updated and Tommy will send it to the vestry. Note the order of unlocking and locking of the buildings; where handicap signs are placed; and, categorizing the money from each service re: service, breakfast & mug collection.
- **Reminder:** Mission dinner is April 19 at 6:00 p.m. Please arrive early.

**Subcommittee Meetings/Reports**

- **Mission** (Anne Rea)
  - Father David helped define the role of the Mission Committee as a (1) a clearinghouse for mission/outreach proposals from parishioners and (2) a liaison between existing mission/outreach church committees and the vestry and church staff. Cindy Erickson will create a central "Mission/Outreach" Yahoo email address ([missionoutreachsthenas@yahoo.com](mailto:missionoutreachsthenas@yahoo.com)) to add to our website to use as a communication tool.
- **Administration** (John Howe, Ron Tribo & Ann Shorter)
  - John Howe will review the Finance Policy and Personnel Policy for SHEC. The Finance Committee will meet on April 26 to review the Wendler Hall debt. SHEC is currently in a good financial state.
  - **Adopt Finance Reports:** Motion Anne Rea 2<sup>nd</sup>: Cindy Erickson Adopted:

Unanimous.

➤ **Buildings and Grounds** (Jasen Hart)

- **Wheelchair Access on John's Road:** A Boy Scout is researching the viability of this project for his Eagle Scout project. If he decides to move forward with it, he will start the project as soon as school concludes this June and finish it this summer. It was confirmed that the sidewalk area is the responsibility of SHEC because we own the land. For a project to be considered an Eagle Scout project, the Boy Scout must (1) raise \$1000 toward the cost of the project (2) prepare a written proposal (3) present the proposal to the City Council for approval (4) manage every aspect of the project, and (4) staff the project to completion. Typically the City Council is amenable to Eagle Scout projects.
- **HVAC Issues:** Jasen is receiving bids to repair heating, cooling and ductwork issues located at the Administration building and Parish Hall. Once he receives the bids and has a recommendation, Jasen will email the vestry for a vote by email to begin repairs with the recommended company and their plan.

**SHEEP Update** (Fr. David Read)

- **10<sup>th</sup> Anniversary Picnic:** The picnic is a school- and parish-wide event at SHEC on April 29 and invitations have been sent.
- **Enrollment:** There is a 20% increase over last year and 121 students are currently enrolled for the 2018-19 school year. The budget is based on 102 students, and there is more income than budgeted. Space is an issue.
- **Hill House:** To alleviate the space issue, it was proposed to the Vestry to re-purpose the Hill House for 1<sup>st</sup> grade classrooms; school library; art class; motor movement class; and, a kitchen. SHEEP is responsible for the costs associated to make the necessary building accommodations. By expanding to the Hill House, greater security is provided because you can lock the house and there is a fenced backyard area. Karen Medina reported that Tiffany Jureczki is researching the possibility of adding a School Zone to Rock Street and reviewing school drop-off/pick-up plans for the 2018-2019 school year in light of the school expansion to Hill House.

**Action Item/Voting Review was performed**

Approved March Minutes

Adopted Finance Report

Agreement re: HVAC Repairs per Bid Proposal per Jasen

Consensus Hill House SHEEP Expansion

**Around the Table: (Info/Questions)**

- Anne Rea asked the Vestry to consider approving the KCWS to place a banner in our yard advertising the "Sip & Saver" event benefitting the KCWS a few weeks before the October 11<sup>th</sup> event. Father David will discuss the request with our staff at the next SHEC Staff Meeting on May 6<sup>th</sup>.
- David reminded the Vestry of his daughter's wedding on May 4<sup>th</sup>.

**Announcements: Next meeting is May 15, 2018**

**Closing Prayer: Fr. David Read**

**Adjourn: 7:55 p.m.**