

ST. JOHN'S EPISCOPAL CHURCH, JOHNSTOWN
MINUTES OF VESTRY MEETING
December 17, 2018 at 6:30 pm in THE RECTORY

IN ATTENDANCE: Nancy Marucci (Sn. Warden), Karl Christensen (Jn. Warden), Maggie Clark (Treas.), Mtr. Laurie Garramone, Katy Grady, Audrey Kline, Jeff Brown, Mike Haverly, Stella Williams, Fr. Alistair Morrison, Roger Rhodes.

NOT ATTENDING: Jen Rowland (Clerk)

ALSO ATTENDING: Jim Belknap, Tom Baird, Gerg LaMere

APPROVAL OF MINUTES FROM NOVEMBER 2018

A motion to accept the minutes of the November Vestry Meeting was proposed by Stella W. and seconded by Jeff B. Motion carried.

APPROVAL OF MINUTES EXTRAORDINARY MEETING IN DECEMBER 2018

A motion to accept the minutes of the Extraordinary Vestry Meeting with recommended changes was proposed by Jeff B. and seconded by Audrey K. Motion carried.

REVIEW OF ACTION LIST FROM NOVEMBER 2018

- **Internet Supplier, One Church St.** - Mike H. to research the internet and phone service. Done
- **Boiler Repairs, One Church St.** - Mtr. Laurie to contact boiler specialists for estimate. Done, see also Buildings and Grounds
- **Garage Roof, Rectory** - Jeff B. to contact Tim Derwin to discuss the roof repairs and obtaining another estimate. Done, see also Buildings and Grounds
- **Reaction to Bishop's Letter and Pastoral Directive in response to B012** - Audrey K. to inform the concerned parishioner of the responses to their letter. Done.
- **Church History** - Mtr. Laurie to ask Church Historians to write a history of the church. Done.

REPORTS

a. Treasurer - Maggie Clark

- **Report** - Maggie C. reported the following figures (see also submitted report):
November 2018:

Total Income	\$ 14,668.27
Total Expenses	\$ 28,354.09
Net Ordinary Income	\$ (13,685.28)
Checking Operating Acc.	\$ 2,781.61

A motion to accept the Treasurer's Report was proposed by Mike H. and seconded by Nancy M. Motion carried.

- **Planned Giving** - Mtr. Laurie indicated that planned giving should be promoted for payment of pledges.
- **2019 Budget** - Maggie C. presented the Budget for 2019 and indicated that since the last meeting the Youth Line had been increased by \$100. The 2019 Budget amounted to \$272,856.00.

A motion to accept the 2019 Budget was proposed by Mike H. and seconded by Nancy M. Motion carried.

b. Buildings and Grounds - Karl Christensen

- **Garage Roof, Rectory** - Mtr. Laurie reported that Wickham had been contacted to carry out the repairs to the roof.
- **Boiler, Church** - Mtr. Laurie recapped what had happened since Dec 7 when the boiler stopped working (see also minutes from extraordinary meeting held Dec 13, 2018):
 1. **Commercial Heater** - Mtr. Laurie reported that a commercial heater had been rented to keep the temperature in the church sanctuary from falling below freezing. The heater was currently run from 10 pm till 6 am. Diesel for the heater was stored outside. The south walkway to the church had been closed off to the public. Karl C. and Nancy M. agreed to set up a schedule for refueling the heater.
 2. **Options** - Three options were put forward and discussed.
 - a) **Repair existing chimney** - It was suggested that the boiler didn't breakdown but that the existing chimney was plugged up with deleterious material. This solution was rejected as there was no guarantee that if the flue was cleaned out that it might not block again.
 - b) **One boiler** - This options was rejected as it was agreed should the boiler breakdown then no heat would be available until fixed or replaced.
 - c) **Two boilers** - This option was preferred as it meant if one boiler was to breakdown then the other would still be able to provide heat to the church.
 3. **Estimates** - Mtr. Laurie reported that Mattice had resubmitted its bid including an additional \$3,500 for installing a new chimney lining and £3,000 for installing a complete header, new circulators and isolation valves. The revised bid from Mattice amounted to \$26,404.00. Both Jim Belknap and Greg LaMere reported good experiences of working with Mattice, and both recommended it to carry out the work.

A motion to accept Mattice's bid for \$26,404.00 was proposed by Stella W. and seconded by Katy G. Motion carried.

c. Rector - Rev. Laurie Garramone

- **Report** - See submitted report.
- **Colonial Christmas Stroll** - Mtr. Laurie reported that around 200 people passed through the Hawkins Room for free hot chocolate and popcorn. Thanks all those who helped to make it such a successful evening.
- **Adventure Church** - Mtr. Laurie reported that due to there being no heat in the church over the Christmas services, to be promoted as Adventure Church, would be held in the Covenant Fellowship Church and the First Presbyterian.

- **Stewardship** - Mtr. Laurie reported that, for a number of reasons, Stewardship was not going well this year.
 - **Vestry Clerk** - Mtr. Laurie announced that Nancy M. would be taking over as Clerk to the Vestry. Mtr. Laurie thanked Jen Roland, the outgoing clerk, for her service to Vestry.
- d. Senior Warden** - Nancy Marucci
- **Report** - None submitted.
- e. Committee Reports**
- 1. Special Events / Hospitality** - Pam Miller / Bonnie Peters
 - **Report** - None submitted.
 - 2. Christian Education** - Pam Miller
 - **Report** - See submitted report.
 - **Pageant** - Mtr. Laurie reported that this year's Christmas Pageant would be held in the New Covenant Church hall on Sunday, Dec 23.
 - 3. Family Ministry** - Stella Williams
 - **Report** - None submitted.
 - 4. Outreach** - Nancy Brown
 - **Report** - See submitted report
 - 5. Furnishings and Fixings** - Audrey Kline / Dan Ehle
 - **Report** - None submitted.
 - 6. NOAH Program** - Anna Holland / Katy Grady
 - **Report** - See submitted report.
 - **Soup on Wednesdays** - Mtr. Laurie reported that Anna Holland had offered to arrange for soup to be made available at One Church Street on Wednesdays. Volunteers would be needed to help, and local businesses would be approached to cook the soup from materials supplied by NOAH.
 - 7. Food Pantry** - Roger and Ann Rhodes / Carol McGrattan
 - **Report** - See submitted report.
 - 8. Historic Buildings Survey Grants** - Mtr. Laurie
 - **Report** - None submitted.
 - 9. Capital Campaign Steering Committee** - Tom Bell
 - **Community Grants** - Mtr. Laurie reported Ann Rhodes had successfully applied for a couple of community grants. \$7,500 had been secured from the Mauro Grant for a new security system to be installed in One Church Street. A second grant application has been made for \$10,000 to assistance with replacement windows in One Church Street.
 - 10. Church Historians** - Rosemary Brown / Gary Miller / David Childs
 - **Report** - None submitted.

NEW BUSINESS

- **2019 Staff Pay Review** - At this point in the meeting both Mtr. Laurie and Fr. Alistair left the meeting. The following pay raises and bonuses were agreed:
 - Alyssa - \$6,600 increased to \$7,000.
Proposed by Nancy M. and seconded by Mike H. Motion carried.
 - Terri - \$21,000 increased to \$21,400
Proposed by Katy G. and seconded by Mike H. Motion carried.
 - Jim - \$11,621 increased to \$12,000.
Proposed by Nancy M. and seconded by Mike. H. Motion carried.
 - Mtr. Laurie - \$56,053 increased to \$57,000 plus \$500 bonus to Mtr. L and Fr. A
Proposed by Nancy M. and seconded by Karl C. Motion carried.

A motion to amend the 2019 Budget to reflect the staff pay increases was proposed by Karl C. and seconded by Audrey K. Motion carried.
- **Staff Pay Reviews** - It was agreed that the Staff Pay Review should be discussed and agreed during the October Vestry Meeting each year.
- **Fundraising** - Mtr. Laurie reported that Anna Holland had some ideas for general fundraising.
- **Annual Meeting Reports** - Mtr. Laurie reminded everyone that reports should be submitted by Jan 21, 2019.

CONGREGATIONAL CONCERNS / BLESSINGS / THANKSGIVINGS

- **Thanksgiving** - Nancy M. expressed thanks for Mtr. Laurie's teaching meetings explaining the Bishop's position on B012.
- **Thanksgiving** - Karl C. expressed thanks to Fr. Alistair for assisting at a number of services when Mtr. Laurie was not feeling well.

REVIEW OF ACTION LIST FROM DECEMBER 2018

- **Refueling Commercial Heater** - Karl C. and Nancy M. to draw up schedule.
- **Annual Meeting Reports** - Reports to be submitted by Jan 21, 2019.

CLOSING PRAYER - The meeting ended with prayer.

ADJOURNMENT

A motion to adjourn the meeting was proposed by Karl C. and was seconded by Nancy M. The motion was carried; meeting adjourned at 8:45 p.m.

**Date and Time of Next Vestry Meeting
Monday, January 21, 2019 at 6.30 pm, in One Church Street.
Annual Meeting is Sunday, January 27, 2019**