

St. Stephen's Episcopal Church - Vestry Meeting - June 19, 2018

In attendance: Fr. J. Wesley Evans, Judy Sloan (Sr. Warden), Craig Summer (Jr. Warden), Patty Anderson, Mark Beardsley, Ed Colvin, Pam Colvin, Jerry Fillebrown, Sally Fillebrown (clerk)
Absent: Steve Keller, Bob Rice; Visitors: Helen Summer (Parish Administrator, Financials)

The meeting opened with prayer by Fr. J. Wesley Evans at 6:30 pm

Minutes:

- Minutes from the May 22, 2018 Vestry meeting were approved as corrected.
Motion to approve: Jerry Fillebrown; 2nd: Patty Anderson; motion carried.

Past Events:

- **Blessed Garrard Day:** Service and viewing of historical exhibit - well done albeit small attendance. Develop ideas for improvement for next year.
- **Bishop of ND:** Excellent service and very friendly visit. Thanks to the entire congregation.

General Updates:

- **Chasuble Damage:** One of our Chasubles was "washed" (not dry cleaned per instructions) - Almay reported this after inspecting the garment. There were obvious signs of damage; and attempts to reach the cleaners responsible (Sheffer on Texoma Parkway) failed. A lawyer has been contacted and he will write an official letter once Fr Evans has received the official report from Almay.
- **Parking Lots:** Estimates have been obtained for parking lot renovations (3 separate lots). This entire project is a future goal, though one project is possible and should be done sooner rather than later. Possible help with cost from city/county given their use of this area (especially for jury duty)?
- **Vestry Size:** *See separate handout. Now is the time to start thinking about the possibility of moving to 6 members. No decision today.*
- **Award:** Thank you Pam for all your hard work!!! We're not getting rid of you, we just want to show our appreciation.

Important Dates Upcoming:

- **Christmas in July:** Saturday July 7th, 9am - 1 pm; Community outreach event. SSEC will host a booth (as in past years) that will be enhanced this year with a service project to support the Crisis Center. The kids will "fish" for and color affirming messages attached to towels (donated by our Parish) for moms and kids receiving assistance from the Crisis Center. As usual, we will take the opportunity to talk with parents about Jesus and our Church.
- **School Supply Drive:** We are now collecting school supplies until August 11th. Start dropping off your donations now.
- **Back to School Community Event:** Saturday August 4th TBD. Fr. Evans has been communicating with Lions Club, Dahle Dental and Health Center to provide free eye screenings, dental screenings, and vaccinations for kids in the county.

Sr. Warden Report:

- **Taxes:** Met with Jason Elliston and obtained a printout of the dividend paid in April and of the long term and short term capital gains on the Nutrien LTD in Canada for the 2018 taxes and provided them to Geoff Broyles for next year. Also met with Geoff to prepare the Canadian documentation and taxes for the Endowment Fund for 2017
- **Audit Committee:** Will meet Monday or Tuesday of next week for training and to begin review of the monthly documents.
- **Church Organ:** Sally Fillebrown is working to create a committee to collect as much information as possible for the advisability (or not) of replacing the church organ.

Jr. Warden Report:

- See attached

Financial Report:

- Presented to the Vestry. The books are not closed for May owing to a family emergency for Carla Self.

Other Business:

- **Sunday Deposit Overview Discussion:** Parish Assistant Helen Summer explained the process for counting the Sunday Deposits and filling out the accompanying form. She emphasized the following points:

- ∞ 2 people must count the cash.

- ∞ Be sure there are 3 signatures.

- ∞ Complete the process in an orderly fashion.

- ∞ All money/checks to into the General Fund EXCEPT for the 2nd Sunday. In this case all loose cash and designated checks will go to the Ministry Fund. **N.B.** Any checks designated for the Ministry Fund on any other Sunday will need a separate deposit ticket.

- ∞ If Helen isn't at the church on Sunday, the Vestry Person of the Month can either make a cash deposit or lock the money in the closet.

- **Financial Management Document Review:** The form has been updated and copies are in the office.

There being no further business, the meeting was adjourned at 8:02 pm with a prayer read together by all Vestry members.

Respectfully submitted,
Sally Fillebrown, Clerk