

ST. MARY'S EPISCOPAL CHURCH
VESTRY MEETING MINUTES
June 25, 2014

Present: Junior Warden- Harry Gustafson, Treasurer- Chris Winslow, Clerk- Christine Cassels, Linda Drummond, Marshall Lundberg, Dave Monroe, Pat Sweeney Paul Westrom, Karen White, Anna Zambrano and the Reverend Jennifer L. Pedrick, Rector.

Absent: Senior Warden- Murry Edwards, Christian Myers, and Judy Hall.

The Reverend Jennifer Pedrick started the meeting at 7:00 PM with a prayer.

Old Business:

1) Update on the ALT extension

Harry Gustafson updated the Vestry on the recent extension for the ALT; Agreements requested at the last vestry meeting were met-the escrow account will be closed and SMC will get the remaining \$52K, ALT will continue to pay half of the interest until they actually close and take ownership of the land. Richard Sayers, St. Mary's legal counsel says that an informal meeting with the ALT Executive Board to hear about their backup plan is a good next step. The meeting is to learn about the ALT contingency plan if the USDA deal falls through, and to gather information about the guidelines the ALT would use relating to a low appraisal.

The Reverend Jennifer Pedrick suggested scheduling a meeting on the 10th of July at 7 p.m. with ALT Executive Group, Independent Trustees, and the Vestry. What are internal rules related to ALT proceeding with appraisal and funding of the land? What is the fall back plan if the deal with the USDA falls through? Paul Westrom will ask the Independent Trustees to attend the meeting on July 10th, Harry Gustafson will talk with Richard Sayer and Chuck Allott to schedule the ALT Executive Committee.

This Friday-Dave Munroe will meet with Richard Sayer, Chuck Allott to talk about a recommendation for a new appraiser.

Linda Drummond suggested that we name a Plan B group to strategize on St. Mary's next steps. David Munroe volunteered to coordinate a meeting with Paul Westrom and Jenny Swider to develop a Plan B for St. Mary's.

2) Finalize and present to the Vestry office restructure plan

Linda updated the vestry on the work that Christine Cassels and Revd. Jennifer Pedrick did to evaluate office operations. The recommendation is to blend the two existing office positions together and hire a Director of Communications & Ministry for the parish. The Parish Administrators role will continue in business operations along with greeting people that come in to the Parish House. The plan includes training a pledge clerk to take on some recording and report writing within the Stewardship program to assist the Administrator.

Christine Cassels reported on the new cost of the Director of Communications & Ministry position. Currently \$38,400 is budgeted for the Office Manager and current Communications Director. The new position at \$45,000 paid over the next 6 months, including taxes and benefits is under \$5,000 of new cost to the personnel line.

Reverend Jennifer Pedrick discussed the stages of communication within the restructuring plan:

- Meet individually with each staff person and relay office changes
- Wait until July 1st to here from Alex if she would like to apply for the upgraded position
- Revd. Pedrick will prepare and send a communication to the parish
- Post the new position with the Diocese of RI
- Schedule and conduct interviews

Linda Drummond made a motion to the Vestry to approve the position of Director of Communications & Ministry and to approve a salary up to \$45,000 annually. Dave Munroe seconds the motion: Vestry approves the motion unanimously.

Linda Drummond made a 2nd motion to the Vestry to approve a pension contribution from January 1, 2014 to the last pay period for Ted Platt, since he exceeds 1000 hours a year and our personnel policy states that employees are due a pension that meet the hour's criteria. Pat Sweeney seconds the motion: Vestry approves the motion unanimously.

Next ALT Update Meeting: Thursday July 10th, 7 p.m.

Next Monthly Vestry Meeting: Wednesday July 16th, 7 p.m.

Reverend. Jennifer Pedrick closed us in prayer; Closed the meeting at 8:40 p.m.

Respectfully submitted,
Christine Cassels
Vestry Clerk