

**ST. MARY'S EPISCOPAL CHURCH**  
**VESTRY MEETING MINUTES**  
**February 28, 2015**

**Present:** Senior Warden- Linda Drummond, Junior Warden- Dave Monroe, Treasurer- Chris Winslow, Clerk- Christine Cassels, Steve Downing, Mattie Gustafson, Judy Hall Marshall Lundberg, Christian Myers, Pat Sweeney, Amanda Westrom, Karen White, Anna Zambrano and the Reverend Jennifer L. Pedrick, Rector.

Jeff Belden from the Sara Gibbs Trust joined as a Guest speaker at the beginning of the meeting.

Rev. Jennifer Pedrick called the Vestry to order at 9:04 a.m.

Opening Prayer and Welcome to New Vestry Members by Linda Drummond

**Investment Proposal:**

Jeff Belden sent an Investment Proposal to Vestry members prior to the meeting.

Linda Drummond commends the work of the Investment committee; Jeff Belden credits the committee and the leadership of Jim Purviance. Pat Sweeney conveys the many years of service that members of the Investment committee have made under the leadership of Jim Purviance and the support of Jeff Belden.

Discussion on the proposal focused on the recommendation that Van Liew Trust Co. of Newport and Providence as the investment manager for St. Mary's endowment. Fred Van Liew founder to Investment Trust will take over as manager. How will endowment funds be funneled into the new fund and how will the ALT money disbursement be invested? Jeff Belden reported that there was consensus with the Investment Committee that funds should be phased back into the market. A recommendation of three to five calendar quarters is advised for investment of ALT funds.

A Vote on the Investment proposal followed the discussion. A motion was made by Stephen Downey to accept the Investment Committee recommendation to make the Van Lew Trust manager of the St. Mary's endowment fund. Motion seconded by: Karen White. The motion passed unanimously.

## **Rector's Time:**

Reverend Jennifer Pedrick will be away and not available for communications from Monday March 16 thru Monday March 23rd; Linda Drummond will manage fiduciary and pastoral issues in Rev. Pedrick's absence

The new service called Come and See started on Sunday February 22<sup>nd</sup> at 10:30 in the St. George's Chapel. People worked together to plan this service and offered gifts from all parts of the parish, including musicians, and crafts people. A sacramental offering of hands and hearts were invested to make props and music special for the new worship service.

A search is underway for an Assistant to the Rector. A Ministry description is posted on the Diocesan website. Paul Westrom is assisting in the search, and 5 resumes were received. Jennifer does a one-hour phone interview before passing candidates on. A committee will be involved in finalist interviews, with a hire date in the month of June.

The Music Director's position is on hold, as the goal for three distinct services is worked on. Currently the 10:30 am service includes a band, and the 8 am service requires an organist. The plan to hire different people to perform at these services works right now, and fits the need to create a different music style for different services. Evaluation will continue.

## **Approval of Minutes**

Chris Myers made a motion to accept the December 2014 minutes as presented and David Monroe seconded the motion. The motion passed unanimously. Linda Drummond made a motion to accept the January 2015 minutes as presented and David Monroe seconded the motion. The motion passed unanimously.

The Vestry would like a "hot link" on the Weekly St. Mary's Minute once the approved Vestry Minutes are ready for distribution. Also to have approved meeting minutes available on the website without password access. Christine Cassels will discuss this process with Anne Stone.

Draft Minutes for Vestry Meetings are sent to the Executive committee within five days of the Vestry Meeting. Within a week the Executive Committee approves the Draft Minutes. Minutes are sent to the Vestry, and office staff within two weeks of the meeting date. At the next Vestry meeting Minutes are available for discussion and a vote is taken to approve the minutes for the church record. After approval the minutes are available to congregation members and are sent to the Sara Gibbs Trustees by the Clerk.

### **IRS Resolution:**

Christine Winslow moved-Whereas the Rev. Jennifer Pedrick is employed as a minister of the Gospel by St. Mary's Church, Portsmouth, Rhode Island, which does provide a residence for her and covers the full cost of maintaining such a residence, the Vestry resolves that of the total compensation of \$110,855 (which provides a value of a residence-and all housing utilities) for 2015, that \$32,500 be designated as a parsonage allowance within the meaning of that term in Section 107 of the IRS Code of 1986. Karen White seconded the motion. The motion passed unanimously.

### **Disposition of funds:**

Christine Winslow reviewed a breakdown of the proceeds from the closing of the sale of land and conservancy easement to the Aquidneck Land Trust, and what is available for the investment account. A subcommittee needs to look at items on the list that still need to be purchased. The executive committee will define the work and parameters of the subcommittee.

### **Old Parish House Demolition Estimate:**

Anna Zambarano requested the Vestry discuss details for a written estimate and identify direction for the Old Parish House. She received a verbal estimate on the cost of demolition of \$50K.

Anna Zambarano made a motion to spend up to 1K to obtain a hazardous material survey to get a written estimate. Marshall Lundberg seconded the motion. The motion did not pass. Anna Zambarano will write-up a request for information she needs and why certain estimates are necessary at this point in time. A draft motion will be prepared in advance of the next meeting.

### **Agenda items related to new business were tabled until the March Meeting**

- Sound system update – Reverend Jennifer Pedrick
- Sara Gibbs Trustee Open Position; vote to elect new trustee-Karen White. Need a ministry description and a presentation on what the role involves for next meeting.

Motion to adjourn by Linda Drummond; Judy Hall seconded the motion. The motion passed unanimously. The vestry meeting adjourned at 9:59 am

**Next meeting: Thursday March 19<sup>th</sup> at 6:30 PM**

Respectfully submitted,  
Christine Cassels  
Vestry Clerk