

**ST. MARY'S EPISCOPAL CHURCH  
VESTRY MEETING MINUTES  
March 19, 2015**

**Present:** Senior Warden- Linda Drummond, Junior Warden- Dave Monroe, Clerk- Christine Cassels, Steve Downing, Mattie Gustafson, Marshall Lundberg, Christian Myers, Pat Sweeney, Amanda Westrom, Karen White, Anna Zambrano

**Absent:** Treasurer- Chris Winslow, Judy Hall, and The Reverend Jennifer L. Pedrick, Rector.

Linda Drummond called the Vestry to order at 6:30 p.m.

Opening Prayer and Bible Study by Christine Cassels

**Review of IRS Resolution:** Several changes were made to the IRS Resolution below, and these changes are now included in the February 2015 Minutes.

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 her 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. David Monroe seconded the motion. The motion passed unanimously.

Linda Drummond made a motion to accept the February 2015 minutes as presented including changes made to the IRS Resolution and David Monroe seconded the motion. The motion passed unanimously.

Christine Winslow submitted the February Treasure's report in writing. The report was not discussed as Christine was not able to be at the meeting.

**Senior Wardens Report:**

1) Follow-up on the Vestry Leadership Retreat from February

Linda Drummond requests that people on the retreat partner with a commission leader, or a Vestry member and work on a follow up exercise to brainstorm the question: What would it look like to integrate people to St. Mary's? The task will begin when Vestry members receive the summary of the Retreat Report. (First week of April)

This is a required post retreat task and people should bring the results of their brainstorm session on “sticky post it notes” to the April Vestry Meeting. Commission Chairs/Delegates will also be included in this task and will be notified. Write each idea on large post it squares and we will use them at the April meeting for a compilation exercise.

## 2) Demographic research project

- Linda Grentz mentioned that there was information by state available on the National Episcopal Website
- Mattie Gustafson volunteered to look up the St. Mary’s demographics
- Linda Drummond will send the link from the National Church site to all Vestry members

3) Request for respecting staff time is a priority for Vestry leaders. There are many interruptions for staff that work in the St. Mary’s offices. Vestry is asked to make appointments ahead of time if they need to meet with staff.

## 4) Agenda Items

The process to propose agenda items to include at a Vestry meeting is to E-mail the topic to Linda Drummond, a week before the Executive Committee. The Executive Committee meets the Thursday prior to the Vestry meeting or one week ahead of the meeting date. In order for Linda Drummond to include the agenda item for the Vestry to review, include a desired outcome, summary, or background information. Submitting data ahead of time allows people to prepare to discuss a topic.

## **Old Parish House Update:**

Anna Zambarano has updated the Parish House options handout from September 2014. She reported that she received a verbal quote from A & A Wrecking & Asbestos Abatement for \$40,000, versus the quote that came in from JAM construction of \$150,000. In order to compare these quotes she would like to pursue a written survey.

Anna Zambarano said that it would cost \$500 to \$600 dollars to obtain a hazardous material survey and get a written estimate from A.A. Wrecking & Asbestos Abatement in Johnston, RI. The survey will inventory all asbestos; and estimate the cost to remove it. Anna will try to get the estimate done for the April meeting and will keep us updated regarding how soon this survey can be completed.

Steven Downing made a motion that the Vestry pays for a survey to test for asbestos in the Old Parish House, this will enable an accurate estimate for demolition and provide a clear picture of the hazards associated with the building; the motion was seconded by Pat Sweeney. The motion passed unanimously.

## **Island Commons:**

Dave Monroe reported that Island Commons would like to re-purpose the Parish House. Carrying costs for the old Parish House building for 2014 were \$6,310, this includes utilities, insurance, and \$500 dollars toward snowplowing and landscaping. We still have three outstanding costs to add to the \$6,310 amount. Dave Monroe is getting a quote on patching the roof at the rear of the Old Parish House, as this is maintenance that needs to be done now. Dave Munroe will invite IC to come to the April Vestry Meeting to present a proposal with their intent to purchase/lease the building, and timeframe.

## **Open Position within the Sara Gibbs Trust:**

Linda Drummond made a motion that Steven Downing be appointed to the Open Position within the Sara Gibbs Trust. Anna Zambrano seconded the motion. The motion passed unanimously.

## **New Business:**

### **New Business Document Storage and Vestry Communication System**

We need requirements for a document storage and communications system, a container for Vestry documents such as a protected Intranet site. Dave Monroe, Mattie Gustafson and Anne Stone will work with a small group to assess what we need in a file storage system. For now Linda Drummond will send out email documents prior to the meeting.

Linda Drummond will talk with Murry Edwards about the Vestry documents that were stored on Wiki and how they can be archived now that the Wiki account is closed.

## **Bake Sale**

Christine Cassels asked for Vestry Support for a fundraiser in May for the St. Mary's home in Providence. Christine Cassels made a motion that the Vestry approves a May fundraising effort for the St. Mary's home in response to a request by the Diocese of RI to celebrate 30 years of Deacon's ministry. Dave Monroe seconded the motion, the motion passed unanimously.

Linda Drummond made a motion to adjourn, Anna Zambranno seconded the motion. The motion passed unanimously.

The vestry meeting adjourned at 8:15 pm. **Next meeting: Thursday April 16<sup>th</sup> at 6:30 PM**

Closing Prayer - Linda Drummond

Respectfully submitted,  
Christine Cassels  
Vestry Clerk

