

ST. MARY'S EPISCOPAL CHURCH
VESTRY MEETING MINUTES
May 21, 2015

Present: Senior Warden- Linda Drummond, Junior Warden- Dave Monroe, Clerk- Christine Cassels, Steve Downing, Mattie Gustafson, Judy Hall, Christian Myers, Amanda Westrom, Karen White, Anna Zambrano and The Reverend Jennifer L. Pedrick, Rector.

Absent: Treasurer- Chris Winslow, Marshall Lundberg

Rev. Jennifer Pedrick called the Vestry to order at 6:33 p.m.

Bible Study and Prayer were led by Rev. Jennifer Pedrick

Reports – Consent Agenda

Steve Downing moved to accept the consent agenda including the Rectors' report, Senior Warden's report and the April Vestry minutes; Karen White seconded the motion. The motion passed unanimously.

Property Report – David Monroe

Dave Monroe as the Chairmen of the Property Commission presented a comprehensive report of St. Mary's 5 properties and the Church Yard. There is a point of contact for each building and for the churchyard.

Dave Monroe is concerned about the Rectory septic system; it has been pumped 3 times in the last month. Rego septic will be here next week to try to improve leach field performance. The second pressing issue is remediating the asbestos exposed in the Gibbs house when carpet was removed.

Chris Myers mentioned that maintenance for St. Mary's properties has been deferred for years. The parish has been underfunding building maintenance for a long time. Mattie Gustafson asked if this information and the property commission report would be shared with the church community Dave Monroe said we have to find a way to communicate this to the parish.

Rev. Jennifer Pedrick said an annual maintenance plan is being developed for each building for items that need to be done for general maintenance each year.

Treasurer's Report – Jennifer Pedrick

Financial report from Christine Winslow was distributed. The Vestry needs to review the financial reports monthly at the Vestry meeting. Rev. Jennifer Pedrick and Dorothy Skirzenski, parish administrator, are preparing a schedule of regular reporting.

Rector's Time

Additions to Rev. Jennifer Pedrick's report:

1) Summer schedule begins June 7th, 2015

- Service on Saturday at 5pm, remain the same
- Sunday breakfast from 8-8:45 am in the Parish House
- Holy Eucharist in St. George's Chapel at 9:00 am
- Coffee and Conversation in St. George's Chapel at 10:15 am
- Wednesday noon Eucharist will be suspended for June, July and August

2) Fall schedule resumes Sunday September 20th, 2015

3) Pat Sweeney has officially resigned from the Vestry due to relocating to another stat. Jennifer recommended that we leave Pat's position vacant until the next election cycle. The By-Laws will be reviewed to be certain we are in conformance leaving the position vacant.

4) Music Director – referred to in Rev. Jennifer Pedrick's report we have a person interested in the Music Directors position starting in August; we cannot offer the position until the payroll expense reported in the financial reports is reviewed through April 2015. At the next Vestry meeting we will review the payroll expense line and verify with Christine Winslow that the quarter time music director's position is in the budget.

5) Christian Education – Linda Drummond has reached out to people to begin a Commission. The first step is to do a brainstorm and look at the Education program we have had in the past and what we need in for a future program.

6) All Vestry members need to complete Safe Church training by June 1, 2015.

Presentation and Discussion of Island Commons Proposal

A written proposal from Bevin at Island Commons (IC) was sent to Vestry members prior to the meeting. Linda Drummond reviewed the terms of the proposal.

Vestry Action items related to the Island Commons

Vestry members need to read handouts and notes from the Vestry meeting.

The Senior Warden will set up a special meeting with the Trustees.

Vestry Communication

Mattie Gustafson will send out a report on communication, as a follow up to her meeting with Anne Stone, the Director of Communication; we will discuss the report at the next vestry meeting.

Update on Old PH Asbestos Survey – Anna Zambarano

- Handout shows asbestos tiles for the rooms in yellow
- Glazing around the windows has asbestos
- A&A Wrecking estimate: Remove all asbestos – estimate is approximately 80K, with a possible 20K in other costs

Integration Work – Follow up to meeting with Rev. Linda Grentz

- Next Steps for Integration Work – Linda Drummond to compile a list of next steps as a follow up to work from the vestry retreat.
- A small group will get together to discuss next steps, and create an action plan.

New Business

1) Summer Fundraiser Proposal – Judy Hall

Judy has a committee working on this event

Date: Sunday July 12th

Event: Country style BBQ and concert -

Time: Early evening: dinner with Sodexo \$17.50 per person; \$5.00 children

Linda Drummond made a motion that the Vestry enthusiastically supports this fundraiser proposal and Chris Myers seconded the motion. Motion passed unanimously.

2) Tuck Fund Update– Rev. Jennifer Pedrick

- A new request for a student loan has been received to the Tuck Loan Fund.
- There is a folder of documents from paper files to computer files on the Tuck Fund. Loan promissory notes have not been kept up to date; the fund is in disorder.
- The Tuck Fund includes \$336K in temporarily restricted funds; 45 loans are outstanding and the balance of loans outstanding is \$56,000 dollars.
- Linda Drummond has the file of the Tuck Fund documents, and will put together a group to work on updating loan files and reviewing policy and procedures related to the fund.

3) Parochial Report – Rev. Jennifer Pedrick

There are accuracy concerns with the stewardship reports numbers. They will be validated before the report is submitted.

Closing Prayer – Rev. Jennifer Pedrick

Steve Downing moved to adjourn, Linda Drummond seconded the motion which passed unanimously.

The vestry meeting adjourned at 8:52 pm

Next meeting: Thursday June 18th at 6:30 PM

Respectfully submitted,
Christine Cassels, Vestry Clerk