

St. Hilary's Episcopal Church
Minutes of the Vestry Meeting
June 11th, 2017

Fr. Charles called the Vestry meeting to order at 11:20am.

Fr. Charles opened with a prayer.

Members present: Penny Ranson; Jr. Warden, John Whiteman; Treasurer, Al Angell, Sybil Edgar, Jo Lane, Betsey Lunsford, Ed Mathews, Libby Maxwell, and Karin Winter.
Guest: Nick Ranson

Absent: Dorothy Marshall, Ro Mathews

Guest Report: Nick Ranson

The leaks in the Sanctuary are coming from the stained glass window. The caulking is coming out and it is not the roof that has the leak. Libby stated that there is a second leak to the right of the window as well. Custom Painting estimated the repair would be around \$3,600. The work will need to be done as soon as possible.

Libby made a motion to approve the work be done by Custom Painting to repair and restore the windows, at a cost not to exceed \$3,600. David seconded and passed unanimously.

Treasurer Report: John Whiteman

John reported that the end of May revenue is \$37,000 and expenditures for the month were at \$38,000 due to the installation of the new A/C units. We are only \$1,225 over for the month.

Year to date is \$219,000 and expenses \$195,000; we do have an excess now of \$23,000, but we know that this will be used up during the summer. We are in fairly good shape with revenue for the year; we are half way there.

We made a loan payment May 30th that brought the loan balance down to \$23,199 and is going down fast. We are hoping that this week's capital campaign collection will bring in some extra money where we can make an extra loan payment this month. By the end of September to beginning of October we will be ahead of schedule. The credit comes from those helping donate the money to the fund for the loan.

On June 21st, the annual audit review of the church finances will begin. The accountant Rebecca provided information to the audit team and will take two-three weeks to complete. They will give us the report of the review. This is not the actual audit just a review that will help us.

Junior Warden Report: Penny Ranson

I have received three bids from three different reputable cleaning services. I am meeting two of those people again, one of them who will give another bid on cleaning with the tile floors included. One of the services voluntarily cleaned did a spot test on the tile in Browning Hall, the tile in the Sanctuary, plus a spot test on the VCT in Parish Hall. Please look at the test strip on the tile outside the Men's Room in Browning Hall before you leave today to see what a big difference tile cleaning would make. Britannia, the electrical company, has agreed to come back before they install the lighting to look at the ballast in the Ed Wing and the ballast in the finance office. If there are any other electrical problems please let Penny know.

Karin stated that there was no vacuum to be found in Browning Hall after VBS. If we expect groups to clean up after themselves then we need to have a vacuum ready to go. Penny mentioned that sometimes people take the vacuums and do not return them. There is one in the Ed Wing and in the Sanctuary. Karin suggested then we should buy one more to have in Browning Hall.

Karin asked where all the recycle bins had gone. One was found in the janitor's closet in the Ed Wing. Michelle is probably putting them in the closets due to trash being put in there instead of the trash cans. Jo suggested that we speak to Michelle on keeping them out in sight. Penny will email Michelle.

Ring Doorbell was installed and paid \$50 for a technician to come out and he mentioned that we could get a cloud storage for ring doorbell for \$30 a year.

Libby passed out the completed Capital Expense Reserve Fund Analysis Spreadsheet for Vestry reference. These guidelines take the needs and conditions of items into account, the scheduling factors in the remaining useful life of items, and funding principally based on Phase II of Capital Campaign funds with support from the Operating Budget. Hopefully, this will begin the proactive practice of replacing items when they have reached the end of their life. Since we do not take extended warranties and are limited in the amount of preventative maintenance work our operating budget can cover, having an established reserve plan and funding in place is critical for maintaining the physical assets of our church.

Libby made a motion to accept the governing guidelines of major repair and replacement projects for the next twenty years. David seconded and passed unanimously.

Rector: Fr. Charles

Will be on vacation for three weeks starting next Sunday. Fr. Lind from Sanibel will be here June 25th, and then Mother Sarah Shirley, Chaplain in the Air Force will be here for two weeks. On July 2nd, all the music is patriotic and Sunday July 9th, she will celebrate a regular Eucharist. The deacon will be doing the service on July 1st and 8th.

The Wednesday@6 regulars were disappointed that we did not meet due to the tornado warning, but I didn't want to take a chance. The meetings have been productive with people contributing who normally don't speak up.

Evie Peterson and Bill Short passed away.

We had two baptisms in the last two weeks.

We need to focus more on families than children meaning those in their thirties and forties.

Fr. Charles discovered that our Articles of Incorporation needs some work with the language being used. David took the articles to rework the language. There are about three churches in the diocese that have changed the language in their Articles of Incorporation.

Hospitality: David Oliver

There are minutes from a meeting that we had and will be put into the Dropbox. The bulletin boards are scattered and a mess, which Ro has offered to help put together. Fr. Charles asked if there was a target date for completion. Ed is going to take pictures of all the Vestry members and will go on to the bulletin board.

Nametags are also on the list of items and Ed can help design those. Welcome nametags for visitors have also been a discussion. Ed offered to bring in some examples next time. There was discussion of when to start nametags for the parish. Have a vestry member at each service June or July, which will push the parish's nametags into July-August.

Surveys were a discussion from last vestry meeting that we can put in the bulletins. A short three to four question for them to answer.

Penny is concerned with the timetable of when the fundraisers coming up. David replied that it will be September. Libby and a few others are working on community dinners where people can work together on helping with fundraisers.

Al stated that every other week of the month a vestry member would be posted at a service. We do need more clarification of what the assigned vestry person is to do like: greeters, make quick announcements, insert with a Q&A and what it is and what we are doing with it. Sybil stated that the Vestry member will be front and center of the congregation.

When a newcomer is leaving Fr. Charles can turn that person over to the vestry member. Fr. Charles pointed out that a vestry member would have to be there for them to take the newcomer to coffee hour or lunch. Fr. Charles mentioned that the Lutheran

Church does not give you communion till you fill out the book of information. Jo mentioned that she went to a Lutheran Church and they have a paper to fill out at the end of each pew. Libby remembers from years ago a trifold with information that was placed where everyone can read it. Betsey recalled a newcomer wearing a little lapel on their clothes; they weren't being called out, but we knew that they were newcomers.

Fr Charles hopes to revise the mission statement down to one line. Once the mission statement is revised, we it can be shared with prospective members, leading to more conversation. The Vestry member of the week can help get contact information from the prospective members back to the office, where it can be entered into the church database. It is very important to be able to follow up with prospective members, and this cannot be done if we don't know how to reach them.

Christian Education: Karin & Betsey

We had two people step up to head WeBelong kids, Valerie Kienzler (Susan Miller's sister) and Bev Swanson. There are only three teachers and it is a full year long program. They are having a meeting June 25th after the service. The information needs to be sent parish wide and not just communicated with the teachers. This is only elementary age Sunday school.

YOSH is continuing to meet every other Sunday and the mission trip is scheduled for mid-July.

We had 12-14 kids sign up for VBS and throughout the day we dropped down to about seven. Some kids that signed up didn't show up. We also had about seven YOSH kids helping with VBS. They did everything from the full story to the crafts, set up, clean up, and stepped up. There were some challenging kids that they had to handle and they did not go to our church. We don't have many parents and families to keep things going next year. Penny suggested that we can partner with another church in the area's. Karin replied that we have done this with other churches before and we had reached a difference of timing. It is a great idea.

Fr. Charles made a motion was made to adjourn the meeting at 1:45 PM. Seconded and passed unanimously. Next Vestry meeting will be July 16th at 11:30 AM.

Respectfully submitted,

Kristina Hodge