

St Simon's on the Sound Episcopal Church

Vestry Meeting

Tuesday, April 18, 2017

Clergy: The Reverend David J. Knight, Rector

Vestry Members: Senior Warden Van Fuller, Junior Warden Paul Wheelless (absent), Gene Correll, Elle Estes, Anne Hall, Cathy Halprin (absent), Lori Lawhorn, Frank Milhous, Rob Newton (absent), Barbara Smith, Debbie Vaughan

Clerk: Ellen Dodson

Treasurer: Carter Caywood

Guests: David Clothier, Chris Westphal

1. **Call to Order** by the Senior Warden at 5:32 pm
2. **Opening Prayer** by Frank Milhous and **Devotional** by Fr. Knight
3. **Roll Call - Confirmation of Quorum** Van Fuller

4. **Consent Agenda** – motion to approve by Debbie Vaughan with a second by Elle Estes. Motion carried by acclamation. Items included:
 - a) Approval of Minutes of Previous Meeting
 - b) Approval of Monthly Financial Report
 - c) Approval of Renee Larson and Harryette Cappadona as Lay Eucharistic Ministers

5. **Parish Updates**
 - a) Altar Guild update by Chris Westphal: the Altar Guild presently consists of 16 active members on three teams, each team serving a two-week stint with duties primarily on Saturday and Sunday mornings. In addition to setting up the altar for services, there are varied responsibilities including washing/ironing the linens, ordering sacraments, washing the altar utensils, and being available for the clergy. On the immediate wish list are blue vestments for Advent and more members, and donations are always welcomed.
 - b) Flower Guild update by Chris Westphal: the Flower Guild has 26 members with four teams. Fresh flowers from various sources are gathered and prepped on Fridays, with arrangements done on Saturdays for the nave, chapel, parish hall, and east entrance. Small vases are placed on the bulletin table each week in the atrium for parishioners to take to those in need. Donations are always welcomed as well as greenery from yards and gardens.

6. **Committee Break-out Sessions** (12 minutes)

7. **Committee Reports**
 - a) **Administration (Gene Correll)**
 - 1) Supplement to the Manual of Business Methods:

A motion was presented by Frank Milhous to approve the Administration Committee's proposed revisions to the Supplement to the Manual of Business Methods in Church Affairs. The motion was approved by Acclamation.

- 2) 2017 Amended Budget: The Administration Committee will work with the Finance Committee to prepare a budget which will be presented at the May Vestry Meeting.
- 3) 2016 Audit Update: Materials have been collected and the audit has begun.
- 4) Capital Campaign Update: Fr. Knight and Chancellor Michelle Anchors met and will contact the consultant through the church building fund.

b) Ministry

- 1) Newcomer's: Elle Estes reported that the Meeters/Greeters teams are being formed and began on Easter. She would like to see more young people involved in that ministry along with vestry members. Van Fuller reported that Jack White is working on a proposal for name tags. Elle Estes will meet with him about that.
- 2) Parish Life Update: Lori Lawhorn brought up the Eucharist/Picnic which was discussed last month. The June 4 Pentacost Sunday isn't good because of traffic in town due to the Billy Bowlegs Festival, so the previous weekend will be better. However, with holiday traffic, scheduling a gathering at a local park isn't feasible. Therefore, after discussion, it was decided to have a Memorial Day party at St. Simon's, sound side on Saturday, May 27 at 6:00pm. Updates will follow at the May meeting.
- 3) Hospitality: Ann and John Streit will host coffee hour in the atrium for a few weeks beginning April 30. Elle Estes will find out what kind of vestry support they will need.

c) Property/Communications Committee: Van Fuller guided vestry members through the Property report (**Attachment 1**), item by item.

- 1) HVAC Maintenance Contract renewal for all 19 systems, 2 times yearly, \$4,100
- 2) Cox Communications 3 year contract proposal, \$403 monthly (\$21/month savings)

A motion was presented by Frank Milhous to approve the HVAC contract and Cox Communication contract as stated above. Anne Hall seconded the motion which carried by acclamation.

- 3) In regards to the bell tower/bell restoration and support frame, it has been discovered that there may be more severe problems with the steel support than was expected. The \$18,000 limit which the vestry approved two months ago, may not be enough if we have to replace the steel structure. In this case, the Parish Administrator prioritized initial work and an assessment of the condition and viability of the bell/tower steel support structure.

A motion was presented by Debbie Vaughan to allow up to \$18,500 for bell tower leak repair above the choir loft in the Nave, to restore steel support for bell tower/roof, and to assess the steel support for the bell. Lori Lawhorn seconded the motion which carried by acclamation.

- 4) Scheel Parlor doors and choir room doors

A motion was presented by Frank Milhous to allow up to \$5,000 to repair and rehang the doors in the Scheel Parlor and in the choir room. Barbara Smith seconded the motion which carried by acclamation.

5) Fire detection/alarm system and Security Cameras

A motion was presented by Frank Milhous to replace the fire detection/alarm system (up to \$10,000) and support of security cameras \$4,000 max in the kitchen, parish hall, Scheel Parlor, and at the east entrance; total \$14,000 max. Debbie Vaughan seconded the motion which carried by acclamation.

6) Proposed revisions to Design and Decor policy

A motion was presented by Frank Milhous to accept policy changes as provided. Debbie Vaughan seconded the motion which carried by acclamation.

7) Fire code compliance items (formerly “Fire doors in Montessori area”)

A motion was presented by Debbie Vaughan to correct the functionality of the fire doors with other code compliance items, at a cost of no more than \$5,000. Lori Lawhorn seconded the motion which carried by acclamation.

8. Old Business

- a) 2017 Stewardship Campaign: Sending thank-you letters is all that is left to do.
- b) REALM roll-out is happening soon. REALM is a software program which will send an email to everyone who is in our database. Anyone who wants to take part will set up a Log-in and Password. It provides the capability to send out information and announcements efficiently. We will possibly have a computer set up in the atrium for parishioner use, so help can be supplied when needed.

9. Rector Comments/Announcements

- a) Fr. Knight will be on vacation next week, so he will miss the rummage sale. He has designated the Parish Administrator and Senior Warden to handle any issues which may arise. Vestry members are requested to be involved as much as possible.
- b) Montessori School's future expansion is uncertain at this point. The required modifications which they need to make in our facility for the safety of their students and to accommodate additional grade(s), has become more expensive than they thought it would be. Their board is meeting tomorrow, so we may know more soon.
- c) Holy Week and Easter were glorious and attendance was up at all events compared to past years, except Sunday morning services.
- d) A revamp on Lenten and Advent programs will be considered.
- e) Youth Sunday will be May 21 and combined with Beckwith Sunday.

10. Vestry Member Comments/Announcements:

- a) UTO offerings will be collected upcoming Sunday, April 23.
- b) The Senior Warden mentioned that the 2016 Audit is getting started.
- c) Bishop Kendrick will be here Sunday, preaching at both services with Confirmations, Reaffirmations, and one person to be Received at 10:30. A reception will follow in the parish hall, and vestry members are requested to help with cleanup if possible.

11. Closing Prayer by Gene Correll

12. Adjournment at 7:15 pm by the Senior Warden

- a) Next vestry meeting is scheduled for May 16, 2017.
- b) Lori Lawhorn is scheduled to offer the opening prayer.
- c) Paul Wheelless is scheduled to give the closing prayer.

Respectively submitted,

Ellen Dodson
Clerk of the Vestry