

St Simon's on the Sound Episcopal Church

Vestry Meeting

Tuesday, March 21, 2017

Clergy: The Reverend David J. Knight, Rector

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

Clerk: Ellen Dodson

Treasurer: Carter Caywood

Guests: David Clothier, Mary Cotton, Netta Holley, Steve Larson, Jack White

1. **Call to Order** by the Senior Warden at 5:30 pm
2. **Opening Prayer** by Debbie Vaughan
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
5. **Father Cobbs' Outdoor Chapel Plan (Mary Cotton, Netta Holley, Steve Larson)**
 - a) Netta Holley presented a history of the chapel named for Fr. Dick Cobbs who was St. Simon's Rector from 1974 – 1987. Funds for the project are being raised by various projects headed by Netta and others.
 - b) Mary Cotton, a landscape architect and parishioner, presented plans for the three planned phases of the project. The immediate goal is to have Phase I completed by Easter which will involve redesigning some parking spaces, removing some concrete, the removal of palm trees, and setting out pots. We have received a quote of \$2,400 from a landscaping company, and Mary hopes that the job can be completed by March 31. The Young Adults Group wants to have a workday on April 1 to clean up the area.
 - c) Mary Cotton and Steve Larson answered vestry members' questions concerning drainage, removal of trees, parking lot, etc. Phase II will include installation of a paver base on top of the newly elevated ground, and placement of a cover, likely umbrellas like those at “The Gulf” restaurant on Okaloosa Island, with Phase III to follow, both time lines dependent on availability of funds. The Senior Warden reminded vestry members that from a process perspective, we have a Design & Décor Committee whose duty is to consider and approve, disapprove, or refer the architectural changes being proposed.

A motion was presented by Frank Milhous to move ahead with Phase I of the Father Cobbs' Outdoor Chapel Plan, pending approval by the Design & Décor Committee. The motion was seconded by Debbie Vaughan and approved by acclamation.
6. **Endowment Planning (Jack White):**
 - a) St. Simon's Endowment Fund was established by the 2014 Vestry in September of that

year. Jack White and the Endowment Committee received help from the Episcopal Church Foundation in setting up this method of planned giving. An endowment is a financial asset in the form of a donation of investment funds, usually with a stated purpose at the bequest of the donor. The principal stays intact (sometimes used in an emergency) while the interest and dividends are available for use by the parish. Our Endowment Committee is charged with the administration of the fund, but approvals on spending are made by the Vestry.

b) The Liza Jackson Legacy Society is St. Simon's way of recognizing donors; the land on which St. Simon's was built was donated by Liza Jackson. Contributors will be recognized on a plaque which costs \$2,300, \$900 of which will come from the Endowment "start-up" fund. It is requested that the remainder be taken from one of the church's undesignated memorial funds.

A motion was made by Elle Estes to approve funding of up to \$1,400 from the Catherine Berridge Fund for the Liza Jackson Legacy Society plaque. Frank Milhous seconded the motion which was approved by acclamation.

7. Committee Break-Out Sessions – 15 minutes

8. Committee Reports

a) Administration (Gene Correll)

i. Proposed Revisions to Business Policy and Procedures Manual: The committee will review proposed changes to business policies which are currently recommended to be consolidated in a Supplement to the Episcopal Church's Business Policy and Procedures Manual. Chancellor Michelle Anchors has given her approval on the revised document, so the committee will review and if agreeable, share the revisions with the Vestry in advance of the April 18 Vestry meeting. The intent is to consider and if agreeable, approve the revisions at that time..

ii. Capital Campaign Update: Upon advisement from Fr. Knight, Michelle Anchors will contact the Episcopal Church Foundation.

iii. 2017 Spring Membership Drive Update: The committee hasn't met about this yet, but there are some materials from The House of Bishops which may be used. Fr. Knight recommended St. Simon's learn from the parishes testing the program in the Diocese before it launches a similar campaign.

b) Ministry (Cathy Halprin):

i. Becoming a Welcoming Congregation: Elle Estes has organized a Hospitality Group which has arranged for greeters to meet Sunday attendees at two church entrances beginning Palm Sunday. Sign-up sheets are presently available for parishioners.

ii. Christian Education Update: Lori Lawhorn is developing a nursery survey.

iii. Parish Life Update: Upon Fr. Knight's suggestion, it was decided that we will have a Pentacost Eucharist/Picnic on Sunday, June 4, possibly at Marlar Park, late morning with the 8:00 am service to be held in the chapel. More plans will follow.

c) Property/Communications (Paul Wheelless)

i. Status of approved work: All items previously approved are progressing through the planning and purchasing cycle in accordance with business rules.

ii. Parish Hall Worship Plan Update: Parish stakeholders will receive electronic notices of parish hall closure, but an idea was presented to have Sunday information sharing in the atrium. Perhaps we could set up a few tables for parishioners to stop by with questions of the Junior Warden and Property Committee members.

iii. Website Update: A running test is going on with our current internet provider to

host an improved website using their templates. We will proceed with the RFP for website development if the test is not successful.

iv. Montessori Expansion Update: An architect is being brought in to put together a life safety plan on facilities in regards to expansion. Most of the work will be paid for by the school, although a problem with the fire doors was discovered which the parish is responsible to fund since they were installed wrong to begin with. It will be much more expensive for Montessori, in addition to their rent increasing by almost \$400. More information to follow.

9. Old Business

a) 2017 Stewardship Campaign: We had an ~\$100K increase in income relative to the budgeted amount. The Finance Committee will need to develop a revised budget to present to the Vestry. Thank-You letters will be distributed to pledging parishioners by the treasurer/finance manager. We will provide an update in the e-Pistle.

b) REALM roll-out will be done during the Easter season.

10. New Business: Paul Wheelless requested that Morgan Lawhorn give the Vestry a review on her experiences at the 2017 Diocesan Convention.

11. Rector Comments/Announcements

a) Review Church Calendar

i. April 3 - Fellowship with Gregg's Chapel AME Church; Potluck

ii. April 5 - Vestry to host Lenten Dinner

iii. April 9-15 - Holy Week and Easter April 16

iv. April 23 - Bishop Kendrick's visit

v. April 24-May 1 - Fr. Knight's vacation

vi. June 4 - Pentecost Eucharist/Picnic

vii. June 24 - Food packing at Gregg's Chapel for Outreach International

b) Lenten Programs – We've had 60-70 people for Wednesday night programs

c) Vestry Retreat reflections by Fr. David are available; pick up a copy on your way out.

12. Vestry Member Comments/Announcements:

a) Rob Newton brought up the idea of Senior Sunday for graduating students. We have three seniors this year, so possibly the Sunday after Mother's Day will be a good day for their involvement.

b) The Senior Warden mentioned that the 2016 Audit is getting started.

13. Closing Prayer by Elle Estes

14. Adjournment at 7:05 pm by the Senior Warden

a) Next vestry meeting is scheduled for April 18, 2017.

b) Frank Milhous is scheduled to offer the opening prayer.

c) Gene Correll is scheduled to give the closing prayer.

Respectively submitted,

Ellen Dodson
Clerk of the Vestry