

**VESTRY MEETING
VIA ZOOM /OWL**

September 27, 2021

Attendees

Frank Lombardo (in person)
Jeanette Neal (in person)
Michael Matthews (in person)
Bonnie Sunday (remote)
Michael Elkin (in person)
Steve Toth (in person)
Linda Ryan (in person)
LeAnn McConchie (remote)
Liz Brauza- Hughes (in person)

St. Paul's Episcopal Church
Vestry Meeting Agenda –September 27, 2021- 7 p.m.

Agenda

Call to Order & Opening Prayer

Approval of July minutes^{[L][S][E][P]}

Financial Reports & Finance Committee Report

New Business

Rector Search Committee – (2) Vestry and (5-7) congregation members are needed.

^{[L][S][E][P]}

Day of Listening - Rev. Jason Shank, Transition Officer notes attached. ^{[L][S][E][P]}

Opening and closing of church on Sundays sign up. ^{[L][S][E][P]}

Abby, our bookkeeper for the past 12 years is leaving St. Paul's. ^{[L][S][E][P]}

Covid Update. ^{[L][S][E][P]}

Coffee Hour - Diocese is allowing it within certain guidelines. ^{[L][S][E][P]}

Hot Dog Sunday date and committee sign up needed. ^{[L][S][E][P]}

St. Paul's at Diocesan Convention business meeting on Zoom, on Thursday October 14 from 6:30 to ^{[L][S][E][P]}9:00 p.m. ^{[L][S][E][P]}

Basket Raffle/Chicken BBQ on November 6 ^{[L][S][E][P]}

Rectory updates are needed including: paint, rugs and hardwood floor refinishing.

^{[L][S][E][P]}Old Business ^{[L][S][E][P]}

• Update on Property projects

○ Second draft of young artists through the Say Yes to Education Foundation. They have prepared revised sketches for a mural in the parish hall around the doorway to the hall/kitchen/etc.

○ Sunday School Teacher for grades 2-5 – Amy Durbin came forward to teach this class!

Committee Reports

Deacon Report^{[L][S][E][P]}

Counsel for the Good Will of St. Paul's

Closing Prayer & Adjournment

Meeting Called to Order 7:08

- **Opening Prayer**
- **Approval of June and July minutes**
 - Jeanette moves
 - Steve seconds
 - All approve

FINANCIAL REPORTS

- **Treasurer's Report**
 - Income
 - a little under budget
 - pledge revenue is down \$7,000
 - we have more building use revenue than expected partly because of the Violin teacher and her payment of rent
 - Expenses
 - less than budgeted
 - so although revenue is down so are expenses
- **Balance Sheet**
 - \$84,000 in checking
 - Savings is the same except for maybe some interest
 - We may want to move more money from checking to savings but will wait until everything is paid
 - HSBC is down because that is where the sign/doors/columbarium funds are coming from
- **Motion to Approve Financial reports**
 - Jeanette moves
 - Linda seconds
 - All approved

NEW BUSINESS

- **Search Committee**
 - Can take up to a year to 18 months up to us and how fast we move
 - The search committee should be comprised of two vestry members and maybe 4 to 5 from congregation
 - Andrea, Mark Zeigler and Bill Weisbeck have expressed interest
 - Jeanette Neal feels called to help and is interested
 - Once the Search committee is formed we can schedule the day of listening
 - Liz has the profile from when St. Paul's called Vicki. She will e-mail it to the Vestry
 - Will make announcements, ask people personally to serve and possibly approach those who were involved in the last search committee
 - Financial picture of the church is part of the presentation maybe approach a treasury type

- Rectory may be part of it- can be flexible if the new minister doesn't want to live there. Might want to fix it up and lease it out.
- **Opening/Closing the Church**
 - Someone has come forward we now have three people who are available to open the church and three people to close
 - Debbie George
 - Ken Woble
 - Paul Mikulski
 - Mark Zeigler
 - Frank Lombardo
 - Sexton
- **Abby- Bookkeeper**
 - Has given her resignation
 - She suggested her niece may be interested and she has submitted a resume
 - Niece does not have an accounting background but Abby would train her
 - Abby has advised she will stay until the end of the year
 - LeAnn has a contact who may be interested
 - Work is about 4 to 6 hours a weeks
 - Wardens will interview with maybe some input/help from those on the Financial Committee
 - Church windows is the software used for the bookkeeping
 - Bookkeeper is paid a stipend. Listed as \$430.00/month on the treasurers report. Abby suggested increasing the stipend
 - Abby has offered to work with whoever takes over so that they will be ready to take over on January 1, 2022
 - Anyone who has anybody interested- forward information to Paul and Frank and hopefully someone will be in place by November 1st so Abby can start training
- **Covid Updates**
 - Ball is in our Court, we can make the decisions on what to do
 - Coffee hour we can have indoors with social distancing and good ventilation
 - 8:00 a.m. service has had coffee hour the last two Sundays
 - Need to put up a sign up sheet
 - There are air purifiers and when the air conditioner comes out of the window the window can be opened
 - If everyone takes a common sense approach everyone should be good
 - If someone is not comfortable they don't have to come- people can make their own choice
 - Add color dots to the name tags for comfort level
 - Liz will go through the name tags and check them against the directory to make sure everyone has one

- Motion to resume coffee hour, use dots on the name tags and update bulletins
 - Jeanette moves
 - Linda seconds
 - All approved
- **Safety protocols/incident reports**
 - Coffee spilled on child who was taken to urgent care- what is the protocol for reporting injuries
 - Vicki kept an incident report file
 - Need a point person- Mike Matthews. Will need to make vestry aware of an incidents, fill out reports and fix problems etc.
 - LeAnn has experience in risk assessment at health systems and can help
 - LeAnn and Mike are the new safety team

OLD BUSINESS

- **Hot Dog Sunday**
 - We need a date if we are doing it
 - Halloween weekend is possible but may be too late into the fall
 - Need people to cook, organize games
 - Maybe move it to spring if nobody wants to head it up
 - **Will move it to the Spring**
- **Convention**
 - On Zoom again this year October 14th
 - In person portion is at the end of October in Erie
 - Delegates are Frank, Liz, Paul & LeAnn
 - We need an alternate for Paul as he is out of town on the 14th- Mike Elkin volunteered
 - In person on the 22nd and 23rd which is a Friday and Saturday. Frank, Liz and LeAnn will not go but it will also be live streamed
- **Chicken BBQ**
 - Scheduled for November 6th
 - Food will be take out only
 - Need help cooking food
 - Kate and Liz looked at it and will have sign up sheets based upon what worked last year
 - Will send tickets out to the parish to sell
- **Property Updates**
 - Organ power supply has been updated
 - Rectory- may want to do a walk through to see what needs to be done and updated now that it is empty
 - Paul, Steve and Mark updated windows
 - Sign is done or about to be done
 - Storage room- scout has committed to do it by end of October
 - Lighting fixtures are done

- Steeple repair- still waiting for estimates
- Collumbarium- completed but not installed. Need contractor to install. Debbie George and Tim talked about doing the finishing
- **Mural in the Parish Hall**
 - Updated images
 - Will cover up box- can be painted
 - 3 stripes rolled into the last phrase-maybe modify it
 - Discussion about possible changes and color swaps
 - Liz will e-mail the artist
- **Sunday School**
 - Amy Durbin has agreed to step in and teach

FINANCIAL COMMITTEE

- Credit card application is in for the reward card
- Discussion about the parish office security- Liz is fine with it and feels information is secure
- May want to write up some procedures
- CPA is working on the yearly review but has advised that this is the last year. We need to find someone new to do this for us.

STEWARDSHIP COMMITTEE

- Meets on October 14th

DEACON REPORT

COUNSEL FOR THE GOOD OF ST. PAUL'S

WARDEN REPORT

- Frank would like to thank everyone for all the help and support

CLOSING PRAYER

8:34 p.m.