

VESTRY MINUTES
5:30 p.m., Monday, November 27, 2017
St. John's Episcopal Church

Vestry present: Travis Baldwin, Matt Brown, Fred Boothe, Mary Fitzgerald, Robin O'Brien, Ray Lowther, Christy Morris, Cindy Melton, Bren Pomponio, Dale Snyder and Christine Teague

Clergy present: The Rev. Marquita L. Hutchens, rector

Guests present: Julia Beury

Vestry absent: none

Call to Order: 5:31 p.m. by Marquita Hutchens.

Meeting opened: Marquita Hutchens offered prayer.

Quorum established: Eleven members were present.

Review Agenda: The agenda was modified and accepted as modified. Fred Boothe made the motion and Christy Morris seconded. The motion passed.

Review Minutes: Minutes from the meeting held on October 23, 2017, were amended and accepted as amended. Ray Lowther made the motion and Christy Morris seconded. The motion passed.

Rector's Remarks: Mother Marquita deferred her remarks.

Treasurer's Report: Julia Beury reported on the financial statements through October 2017. The operating budget to date shows a deficit after looking at ten months of expenses annualized for the year. This did not capture pledges. Fred stated that as of today, there was \$221,000 pledged with several pledges still outstanding. The goal of \$238,000 should be met once these are received. The biggest changes so far in the budget going forward in 2018 include additions in administrative staff salaries/benefits (increase) and a decrease in Mother Marquita's housing allowance from \$16,250 to \$15,000. Overall there is a projected shortfall of \$92,000 for the 2018 budget. Marquita would like to consolidate and eliminate extraneous and outdated line items in the operating and restricted funds budgets.

There was a discussion about Mother Marquita's original letter of agreement as rector, which includes a certain average % cost of living/social security increase each year; travel expenses; and continuing education allowances. She stated that she would also like to see cost of living raises or bonuses developed for church staff, including administrative staff, organist and choirmaster. It was recommended that a lump sum bonus of \$500 this year be given to Dan Faber, David Morton and Marquita; and \$250 for Mike Klausning and Linda Workman (since they were new to their positions in 2017). Julia will adjust salary projections (to include the 2% and bonuses addressed in the letter of agreement), add the pledge amounts for the 2018 budget and show the operating budget difference as a balance to be paid off with endowment funds.

The discussion then moved to the "back page" of restricted/designated funds for capital expenditures. It was recommended that the upcoming maintenance work be paid out of the Foley Reserve and Cole/Wilson funds first. Bren Pomponio made the motion that the parish administrator obtain a confirmation of the sources of funds to be used for payments of capital expenditures, and include a budget line item on all checks. This was seconded by Fred Boothe. The motion passed. As the first example of this - Fred Boothe moved that when we receive the remaining invoices from the roofing company (approximately \$134,000), the Foley Reserve and Cole/Wilson funds be designated as the funds to be used for these repairs. Ray Lowther seconded. The motion passed.

Fred Boothe made the motion to approve the 2018 operating budget as amended by the Vestry for the annual meeting next month. Matt Brown seconded. The motion passed.

Old Business Updates:

Property/Jarrett Construction: The three next projects decided upon by the vestry include lighting in the nave, railing around the baptismal font, and a deck/ramp into the garden and columbarium. This will cost approximately \$144,000, of which \$88,000 is priced for the deck/ramp. This will be a capital expenditure. Bren Pomponio moved that the lighting and rail be taken care of first, which is to come out of the balance of Foley Reserve and Cole/Wilson after the roof is paid, with any remaining to come out of the Capital Campaign funds. Dale Snyder seconded. The motion passed.

Bylaws: The updated Bylaws were presented by Christy Morris. She spent several months diligently working to prepare these. Bren Pomponio moved that we accept the Bylaws as amended. Dale Snyder seconded. The motion passed.

MOA with Manna Meal: Fred Boothe and Mother Marquita are finalizing.

Stewardship Update: Already discussed under Treasurer's/Budget Report.

Life Alert: Dollars through the Edmond Caskey fund are available at \$1,500 this year for ten life alert systems for any senior needing financial assistance who lives alone and is in danger of falling. A landline would be required because the alert is tied into going to the 911 system.

Barbara Project: This initiative is available for parishioners who have no children living or who are local in town to file funeral preparations and living will/advanced directives, including any order for DNR (Do Not Resuscitate). If anyone knows of someone who may have this need, let the rector know.

Associate Priest update: Role will be assumed after the Thanksgiving holiday.

West Virginia American Water Company: the forms available to file on behalf of the church for the class action settlement following the 2014 chemical leak were completed by Bren Pomponio.

Children's Programs: there is still a need for volunteers for all children and youth programs – J2A, Nursery, Godly Play.

Vestry Christmas Party: Set for Tuesday, December 19th starting at 6pm at Edgewood Country Club. Outgoing and new members with their guests are all invited.

Caperton Fund/Durable Slate financing: discussion deferred until Marquita speaks to the Trustees.

New Business:

Marquita Hutchens Housing Allowance: Already discussed.

Candidates for Vestry and Convention Delegates: Have been announced and were in church bulletins and the newsletter. Voting will occur during the annual meeting on December 10th. The nominees are:

Vestry:

Fred Boothe

Kris Morris

Margaret Pomponio

Jessie Reckert

Rose Smith

Convention Delegates/Alternates:

Matt Brown

Aaron Gumm

Donna Hamra

Ray Lowther

Beth Marquart

Karon Myers

Doris Redfield

Safeguarding God's People: Travis Baldwin reported that there was a call received by someone somewhere in the Diocese who was having sexual harassment issues with a layperson. This was reported to the Bishop and this will be followed up by the Diocese for legal purposes. In addition, the Diocese is recommending that every church adopt the Safeguarding God's People training program for protecting all adults against sexual harassment. The training would be mandatory for staff, vestry and anyone who volunteers for positions within the church. It would also be open to anyone else interested. It is \$139 for the training kit. Bren Pomponio moved that the church adopt buying the kit using Education expenses and move forward with the training. Christy Morris seconded. The motion passed.

Lessons and Carols: We will have inurnment of Quentin Nix's ashes in the Columbarium after the Lesson and Carols service on December 17th.

Good Night New Year's Eve Service: Larry Rowe will serve as Docent and provide a history of St. John's and the stained glass windows prior to the music starting at 4pm on December 31st. This will be the beginning of the Charleston Religious Historic District effort.

Naloxone Training: Christine Teague has offered to provide church staff, parishioners and other groups who use the church a training regarding the use of naloxone for reversal of opiate overdose. Given our state's ongoing opioid crisis, the Bishop has recently announced that all churches in the West Virginia Diocese should have naloxone available for use in emergency situations. Training dates are to be announced.

Meeting adjourned at 7:45pm.