

# St. Paul's Vestry Meeting Minutes

Date: April 19, 2022

**Present:** Rev. Melissa Congleton, Romelle Frey, Elaine Themm, Christie Swanson (alternate), Barney Rudolph, Marco Shehab (treasurer), Deanna Leicht, Joe Lathrop

**Absent:** Rev. Sarah Hurlbert, Dana Burkey, Tom Bowman, Jan Osborn

Agenda	Discussion	Action/Responsibilities
Call to order, prayer	Meeting called to order at 6:30 pm with opening prayer.	
Review and approve March board minutes	No changes noted.	Minutes approval: Elaine 2 <sup>nd</sup> : Joe Motion: <i>Approved</i>
Acceptance of Consent Agenda	The consent agenda was presented, as well as the reports shared via email.  *Barney brought up the need for starting to look at Phase 3 of update to St. Paul's buildings. There are many projects and repairs that need to be done (e.g. constantly leaking roof and crumbling steps.)	Motion to approve: Deanna 2 <sup>nd</sup> : Joe Motion: <i>Passed</i>  <b>Action:</b> A committee needs to be formed for project assessment and next steps. Barney, Joe, Dennis, and Deanna (available after June) volunteered to spearhead this. They will ask others in the parish who might have historical input like Kyle King, Wayne Frey, Michelle Gibson for help also.
<b>Finance Report:</b> <ul style="list-style-type: none"><li>Approve February Financials as presented</li></ul>	Treasurer Marco reported: <ul style="list-style-type: none"><li>He has started using Breeze (new church accounting software). Export info from our bank is still being transferred from old system. With the new system there is much more detail for reporting how much money we have and how much is being spent.<ul style="list-style-type: none"><li>Joe asked if Marco can make the M&amp;O account more detailed? What is the money in it being spent on?</li></ul></li></ul>	

Agenda	Discussion	Action/Responsibilities
	<p>Marco advised that he can run a report on exactly where the money has been spent and send it out to committee members.</p> <ul style="list-style-type: none"> <li>• Rev. Melissa questioned if the Warming Center was an M&amp;O Expense? A. Yes.</li> <li>• Deanna commented that money going towards Noisy Offering can be designated now.</li> </ul> <p>Marco also discussed the updated P&amp;L and Balance Sheet:</p> <ul style="list-style-type: none"> <li>• “Designated Restricted Funds”: These are listed under long-term liabilities, do we need to still have these on here? It was discussed that these are funds designated for specific causes which may be outdated.</li> <li>• The “Ask my Accountant line on the P&amp;L is for expenses that Marco is waiting for more info on, receipts, etc.</li> </ul>	<p style="text-align: center;"><b>Action:</b></p> <p style="text-align: center;">Marco will send out a report for the M&amp;O expenses. Some of these may need to be classified under the Rector’s Discretionary Fund.</p> <p style="text-align: center;"><b>Action:</b></p> <p style="text-align: center;">The Finance Committee needs to look into the question re. the “Designated Restricted Fund” and discuss it.</p> <p style="text-align: center;"><i>February Financials Accepted:</i> Motion: Elaine 2<sup>nd</sup>: Deanna <i>Motion: Approved</i></p>
<p><b>Topic:</b> Search for a Choir Director</p>	<p><b>Update:</b> The job description is being worked on with input from organist Julie. The HR committee has signed off on it and the plan is to post the job soon and find a candidate this summer.</p> <ul style="list-style-type: none"> <li>• Joe gave a brief overview of the position.</li> </ul>	<p style="text-align: center;"><b>Action:</b></p> <p style="text-align: center;">At the next Vestry meeting the final description will be presented and an update on when the job will be posted.</p>
<p><b>New Business:</b> Search for New Sexton</p>	<p>Our temporary sexton Eston may be returning to school in the fall, so we need to start looking ahead to finding someone this summer.</p> <ul style="list-style-type: none"> <li>• Deanna advised that she has someone in mind that she will check with.</li> </ul>	<p style="text-align: center;"><b>Action:</b></p> <p style="text-align: center;">It was requested that the Vestry start checking around for solutions &amp;/or likely candidates for the position.</p>
<p><b>Diocesan Council Recommendation regarding vacation time</b></p>	<p>The Diocesan Council has recommended that: “As possible, congregations grant an extra week of paid vacation time for the calendar year of 200 to clergy and lay employees.”</p> <ul style="list-style-type: none"> <li>• Discussion followed as to which staff members of St. Paul’s this might apply to.</li> <li>• An Executive Session was called and Secretary Alice stepped out of the room for private discussion as was requested. (Note: She does not receive any paid time off, she is allowed to take vacation at will but it is unpaid.)</li> </ul>	<p style="text-align: center;"><b>Action:</b></p> <p style="text-align: center;">A motion was made for an extra week of paid vacation be granted to St. Paul’s staff. This will include Rev. Sarah, Rev. Melissa, Julie, Alice &amp; India – pay to be according to contractual agreements.</p> <p style="text-align: center;">Motion: Elaine 2<sup>nd</sup>: Deanna <i>Motion: Approved</i></p>

Agenda	Discussion	Action/Responsibilities
<b>Announcements:</b>	Save the Dates for: <ul style="list-style-type: none"> <li>• Bishop Perry’s visit on Sunday, May 8<sup>th</sup>                Note: This is also Mother’s Day. Vestry should be prepared to meet with the Bishop either before or after 10:30 am service.</li> <li>• Diocesan wide confirmation on Friday, May 14<sup>th</sup>.</li> </ul>	
<b>Adjournment:</b> At 8:15 pm	Closing prayer.  <i>Minutes Taken by Alice Mulhearn, Vestry Secretary</i>	