

# ST. PAUL'S VESTRY MEETING MINUTES



**Date:** July 20, 2021 *(revised August 17, 2021)*

**Time:** 6:30 pm (Via Zoom)

## In Attendance:

Rev. Sarah Hurlbert, Rev. Melissa Congleton, Debbie Batchelder, Dana Burkey, Eric Magnusson, Dennis Marsh, Jan Osborn, Barney Rudolph, and Elaine Themm, Romelle Frey, Marco Shehab, James Grant and Kyle King.

The meeting began at 6:30 pm with an opening prayer by Rev. Sarah.

## Approval of Minutes & Consent Agenda:

The June 2021 Vestry meeting minutes were submitted for review and approval. A motion was made to accept them, it was seconded, and the motion Passed. The motion to approve the Consent Agenda was passed as well.

**Holy Question:** "What make you laugh?" Vestry members answered & discussed.

## Finance & Budget Report:

Treasurer Marco presented this month's financial statements and advised that pledges and contributions are in line with last year at this time and we are on track to meet our projected budget. The only question addressed was on the balance sheet where the Food Truck line item was discussed. It was explained that St. Paul's does not own the food truck, it was purchased by benefactors and donated to Big Guy Catering with no liability to St. Paul's. The line item is there for IRS purposes.

The motion was made by Barney to accept the financial statements as presented with a 2<sup>nd</sup> by Dana. Motion Passed.

## New Business - Purchase of new copier for the office:

Marco presented the proposal and costs for a new copier needed for the office. The current copier that we leased from AOS in 2015 is aging and the parts are becoming obsolete. Our contract expired last year. Marco is proposing to purchase a copier instead of leasing from Printer Source Plus. We have purchased other printers from there (e.g. Finance office). Marco has a good relationship with them and is getting a good discount as well as a trade in value for the old copier. Purchasing will save us money over the long term, and he has worked out a deal where we can make payments of 6 installments. The price of the new copier is \$8,475.00. This will save us \$891 over the lease price of \$9,366, and after it is paid in full, we will own it and can trade it in later if we need to replace it.

Marco also discussed whether we might want to purchase a warranty on the machine. If Ok'd, the new copier will be installed on July 28<sup>th</sup>. The Vestry was asked to approve the purchase of a new office copier for up to \$9,000. A motion was by Debbie, 2<sup>nd</sup> by Romelle. Motion passed.

### Other New Business- Staffing Questions:

Organist Julie Baglien is interested in becoming our main organist. We also have other hiring situations coming, e.g. a new choir director. Rev. Sarah proposed creating a Hiring Committee to help with candidate searches, annual reviews, staff raises and COLA allowances, and to work with the diocese on HR situations.

Kyle advised that in the past it was the warden's job to appraise the priest, evaluate COLA, etc. and a lot of great work was implemented by Wayne Frey when he was Sr. Warden that could be a model.

Debbie suggested that the committee be both wardens and non-vestry congregants (because vestry positions only last 3 years). This would provide continuity and balance in the group. Barney brought up the process used to hire Rev. Sarah. Rev. Sarah asked people to think about who should be a part of this committee, with the goal in the next 2 weeks of it being organized and in conversations regarding a contract\* for Julie (so she can be a part of the hiring of a choir director).

\*There are Organist Guild (OGC) guidelines the committee would need to look at.

### Building & Grounds:

- **Boiler Update** – Kyle addressed this project. We can apply what we learned with the 2006 installation of the Holy Spirit Hall boilers – the output exceeded the job needed. Estimates to replace the aging heating and cooling systems in the church side have begun and should have a plan for vestry next month.
- He is also getting quotes for installation of motorized shades for the windows in Holy Spirit Hall, to coincide with the lighting project currently underway.

Next, Rev. Sarah led an Indaba Bible Study and discussion of Colossians 2:6-7.

### Question: Should the next Vestry Meeting be in-person or continue online?

The consensus was to meet in-person with the option of Zoom for those who are unable to attend live.

.The next meeting of the Vestry is planned for Tuesday, August 17, 2021, at 6:30 pm.

The meeting was closed with prayer by Rev. Sarah at 7:58.

Respectfully submitted by,

Alice Mulhearn, Vestry Secretary