**ST MARTIN-IN-THE-FIELDS**

E P I S C O P A L C H U R C H

 **Vestry Meeting Minutes**

Date: July 25, 2019 Submitted by: Deanna-Marie Nati

Meeting Open: 7:01 p.m. Adjourned: 8:50 p.m.

Next Meeting: September 12, 2019

Present:

Fr. Chris O'Connor

Ellen Valvo, Sr. Warden

Jeanne Percival, Jr. Warden

Molly Ehlenfield - Absent

Megan MacConkey

Bob Mesmer

Marylou Pohl

Dave Porter

Lynn Clark

Sharon Jones - Absent

Mark Korzelius

Marge Schlau - Absent

Eric Boron

Joe Childs

Julie DeAngelo

Fr. Chris led the Vestry in prayer.

Ellen Valvo asked if there were any additions to the Agenda, and there were no additions.

Rectory Renovation Project Update - Julie DeAngelo

* Julie DeAngelo gave an update on the Rectory Renovations:
	+ Kitchen – Cabinets started to be installed
	+ Flooring – They are done in the Kitchen, and moved onto the Hallway
	+ Countertop – The week of August 12, the tile will be done
	+ Outlet for Microwave – needs to be moved – need to contact the electrician – Ellen will contact Chris Macrides to give him the electrician’s phone number
	+ Minimal finishes needed after cabinets are installed
	+ Living & Dining Room – Painting & outlets need to be changed
	+ Office – done
	+ Front Screen Door – Needs to be changed
	+ Downstairs Bathroom – Still needs to be completed and flooring will be done
	+ Laundry Room - Still needs to be completed
	+ Main Hallway & Upstairs Hallway – Carpet needs to be removed
	+ Painting 2-Story Hallway – Julie received a quote, which includes scaffolding
	+ Julie needs to check in with the Hoyt’s for an update
	+ Upstairs Bathroom – Almost complete
	+ Basement – Glass Block – and possible water in basement
	+ Rodent Issues – Josh MacConkey reported finding rodents in the Church and the Rectory, and Julie stated that it may be a bigger issue
	+ Shutters – Found in garage, and Julie suggested that we could possibly use them
* Julie DeAngelo stated that things are really moving along. Jeanne Percival stated that Julie has the list of people that signed up to help with the project, and that Julie can start calling people now
* Julie stated that she did need volunteer/s to paint the upstairs bathroom before August 12
* Dave Porter asked Julie about the timeline for completion, and she stated that possibly before September, barring any rodent and basement issues
* Fr. Chris asked if we were on track with the budget, and Ellen Valvo referenced the Income Statement from Mike Somer with the itemized Capital Fund list. Ellen stated that $20,000 was voted on, but that we may be over, and we would have to the request the remaining amount from the Endowment Fund
* Eric Boron asked Julie DeAngelo if the sump pump and hot water tank were priced out for new ones as well, and Bob Mesmer responded that he believed that Fr. Earle said that they were new. Eric will contact Ken Killian to find out more information.

Search Committee Update - Joe Childs

* Joe Childs reported that the Search Committee has been meeting monthly, putting together information from the Day of Discovery, and the Profile has begun.
* The committee has a meeting tomorrow with Canon Cathy, and Joe will give her the Rectory Renovation Update
* Joe Childs asked Eric Boron for information regarding a date for the Capital Fund Drive to see if it can be mentioned in the Profile, and Eric stated that he will discuss that during the meeting
* Ellen Valvo stated that Canon Cathy will review everything and see how far along we are. Joe Childs stated that if we are not on track, she will postpone us and we will begin the search next year.
* Joe Childs stated that any candidates would need to go through the Wardens or the Search Committee, and they would pass the information on to the Diocese.

Capital Fund Drive Update - Eric Boron

* Eric Boron stated that we signed a contract with the Episcopal Church Foundation. There are three phases available, and we have signed on for Phase I. We are not obligated for Phase II or Phase III, but they would be able to give us guidance, experience, and wisdom.
* Our consultant is Rev. Janet Lombardo.
* Eric stated that we can use the Day of Discovery information in our Capital campaign for the discernment phase.
* Eric stated that we will have to sign a contract for Phase II if we decide to participate. They will help us with brochures, etc. that would be passed out to people.
* Eric Boron asked the Vestry if they would want Janet here on a Sunday to explain everything to the congregation. We would incur her expenses, travel, etc. or we could present this ourselves with her assistance.
* Jeanne Percival asked Eric what the expenses would be, and he stated that he can contact Janet to get a better idea of the estimate of expenses.
* Eric discussed communication avenues, and thought perhaps the information may be better coming from Janet to the congregation, and the Vestry agreed. Eric will contact Janet regarding dates that she is available.
* Eric will now formally move forward with the Capital Committee, and set up regularly scheduled meetings. He also stated that we should wait to announce any information about the Capital Fund Drive until Janet is able to speak to the congregation.
* Eric requested a list of projects that have been discussed, even in past conversations, such as the parking lot, pavilion, etc. Fr. Chris stated that this list should also include funding for new ministries, not just materialistic items. Mark Korzelius stated that Eric passed out a list the last time that he joined the Vestry meeting, and Eric stated that he will forward that list to the Wardens.

Ellen Valvo asked if there were any additions or corrections for the minutes of the previous June 13, 2019 Vestry meeting, and motioned to accept the minutes. The motion was seconded by Mark Korzelius and Lynn Clark, and the minutes were passed by a unanimous vote.

Monthly Finances

* Treasurer’s Report for June 2019

Operating Fund     $ 15,393.58

Capital Fund           23,778.47

Gift Fund                6,120.34

Total                    $45,292.39

* Discussed the balance of the Capital Fund, and the revenue for the Meat Raffle
* Discussed the error that is listed for $2,106, which may change the Rectory Renovation amount, which may now be under $20,000. There was a level of concern for the possibility of already being over the $20,000 amount
* Ellen Valvo suggested that the Vestry should request the monies previously discussed from the Endowment Board. Mark Korzelius stated that is was possible that the percentage available may be higher now.
* Ellen Valvo will take care of this request

Choir Director

* Jeanne Suski has accepted the position on a trial basis, as she has concern that her job may interfere. Jeanne has agreed to make concessions if she is called away for work.
* Marylou Pohl asked what time rehearsal would be, and Ellen Valvo replied that Jeanne Suski would let the Choir know.

Use of the Kitchen

* Thompson Farms used our kitchen once and stated that it may not work for them. They may periodically choose to use our kitchen, but they will let us know ahead of time when they need it.

Parking Lot

* Ellen Valvo motioned to take up to $700 from the Maintenance Fund to pay for repairs for the parking lot. Jeanne Percival seconded the motion, and the motion was passed by a unanimous vote.

Diocesan Convention Delegates

* Eric Boron has agreed to be one of our Diocesan Delegates for Convention in October. Fr. Chris asked Pete and/or Marge Schlau if they would be interested in being a delegate as well.
* Discussion took place regarding accommodations for Convention, and Ellen Valvo stated that we never had to worry about this because it has always been local, and this year it is in Erie, PA.
* Ellen motion to take $200 from the Vestry Retreat Fund to pay for Diocesan Convention fees. Mark Korzelius and Dave Porter seconded the motion, and the motion was passed by a unanimous vote.
* Fr. Chris asked that if Eric Boron is going from the Standing Committee as well, would they take care of his accommodations? Fr. Chris stated that he will speak with Eric.

Nursery

* Nursery safety issues and concerns were discussed, including that of the Attendant as well.
* Discussion took place of possibly speaking with her about not using her phone while she is here
* It was previously brought up about possibly locking the side doors at a specific time on Sundays because of the Nursery, with the front doors remaining unlocked
* Megan MacConkey discussed possibly placing a film over the windows to the Nursery so that you would be able to see out, but no one would be able to see in, as the Nursery is closest to the side doors. Megan stated that she would look into this product.
* A discussion took place to possibly add an alert button, or a walkie-talkie system with the Nursery Attendant and the Ushers.
* Jeanne Percival suggested possibly holding a CPR Training class, and stated that she would look into this.

Active Shooter Protocol

* Bob Mesmer stated that he has contacted someone and they will meet with the Vestry at the next meeting
* The Vestry suggested having the Nursery Attendant attend the training class as well
* The Vestry would still like to have the training take place on a Sunday for the congregation

Christmas Fundraiser

* Ellen Valvo motioned to have Jerry Cahill use our Tax ID # for purposes of raising funds for this Christmas Musical Fundraiser. Jeanne Percival seconded the motion, and the motion was passed by a unanimous vote.

Vestry Liaison Reports

* Christian Ed - Megan MacConkey reported that Elizabeth Wynne will have a meeting to discuss and decide the Pilgrimage location for next summer
* Funerals – Marylou Pohl has no report at this time
* Office – There is no report at this time
* Communications - There is no report at this time
* Scheduling – We need to meet with Jack & Jill to go over new lease. Ellen Valvo is going to email the lease out for approval, and the Rent will be listed as $600.
* Buildings & Grounds - Bob Mesmer stated that he just needs to get more mulch.

Chicken BBQ

* The Vestry looked over the Summary Report, and discussed that the Chicken Insurance is for the chickens that are sold the next day for $5
* There was a scheduling conflict this year with Trinity hosting an event at the same time. Jeanne Percival reached out to Trinity and there is a new planner this year, and they received pressure to hold the event without looking at other community events

Additional Items

* Fr. Chris will be out of town to visit his father-in-law who is ill, and will be leaving Sunday after service

The next Vestry meeting will be Thurs. September 12, 2019 at 7pm.

Who will speak to the congregation on Sunday about tonight's Vestry meeting?

 9:00 a.m. Ellen Valvo

Sunday Announcement Schedule:

July 28 - Ellen Valvo

Aug 4 – Mark Korzelius

Aug 11 – Lynn Clark

Aug 18 – Jeanne Percival

Aug 25 – Dave Porter

Sept 1 – Marylou Pohl

Sept 8 – 8am: Bob Mesmer/Sharon Jones – 10am: Molly Ehlenfield

Fr. Chris led us in a closing prayer: The Lord’s Prayer

Motion to adjourn was offered by Marylou Pohl. The motion was seconded by Lynn Clark. The motion passed by unanimous vote.

Attachments:

1. Vestry Meeting Agenda – July 25, 2019 - Ellen Valvo
2. June Income Statement - Mike Somer
3. 2019 Chicken BBQ & Basket Raffle Summary Report – Pete Schlau