**Minutes of the Regular Meeting**

**The Vestry of St. Paul’s Episcopal Church**

**January 22, 2018**

**Present**: Lisa Brown, Jon Delano, Betty Duckstein, Bob Johnston, Eric Linn, Jon Paulus, Pat Eagon Stafford, Stephen Sumpter, Ell Vines. **Absent:** Ginny Barnicoat, Louise Cannon, Mark Tranquilli,

**Clergy Present:** The Rev. Noah H. Evans

**Clergy Absent**: The Rev. Garrett Yates

**VPOM**: Lisa Brown

1. The meeting was called to order at 7:08pm.

 **2**. **Opening reflections** were lead by Noah; the departing vestry members present offered reflections on vestry service and wishes for the parish.

 **3**. The **minutes** of the December 18, 2017 vestry meeting were reviewed. A motion to approve was made, seconded, and approved (EV/BD, 9/0).

**4. Rector’s Report**:

* Noah reported that while the staff manual is not complete, several new procedures are now in place and the remaining issue is to define structure of time off (vacation, medical leave, etc.), particularly for part-time personnel.
* Holiday attendance was much like last year’s, with just a slight increase.
* Noah mentioned that the parish might be getting a seminarian as intern for the summer.
* Plans for Lent were discussed, with a focus on death and dying. Sunday Adult Forum topics will include a professor from Pittsburgh Theological Seminary will discuss grief and grieving, preparations for burial, talking to children about death. Book groups will read and discuss *Being Mortal*, including topics of ageing, dying and death.
* A pastoral care summit will be held February 10 from 9-12 with the Rev. Cathy Brall facilitating.
* The Nursery School contribution agreement had been discussed and reconciled, with most discussion involving increased funding for cleaning because of their expansion to the 3rd floor. The agreement was voted upon and approved (EV, BJ, 9/0).
* The diocesan Absalom Jones Day will be held on February 3rd.
* Church without Walls will be hosted by St. Paul’s on February 18th with Evensong at 4pm.
* The February vestry organizational meeting will be on Saturday the 17th; at this meeting, it will be determined if another vestry meeting will be held in that month.
* The format for the Annual Meeting, to be held February 11, was discussed. At the combined service, Noah will use his sermon as his report. The meeting will follow with brunch, voting on new vestry members, and interactive roundtable discussions, the topics of which will be Journeys: Inward, Outward, Together. A discussion ensued on how to facilitate the discussions at each table. A special program will be held for the children in the nursery school big room.

**5. Assistant Rector’s Report:** none

**6. Officers’ Reports**

**Senior Warden**:

* Jon moved to extend thanks to the outgoing vestry members, seconded by Bob, all approved.
* Jon noted that the Vestry nominating committee (Ginny Barnicoat, Eileen Sharbaugh, Jeff Dunbar, Jon Delano, Paige Russell) is presenting 7 nominees for 4 positions: Frank Horrigan, Geoff Hurd, Dave Coffaro, Freya Dixon-LePrade, Jim Miorelli, Gina Brownfield, and Mark Lamendola. Jon also asked that each continuing vestry member write a few sentences describing their role on vestry.
* Jon announced that Ed Hanraty had agreed to be judge of elections at the Annual Meeting. A motion was made to accept this appointment, seconded, and approved (BD, BJ, 9/0).
* The Rev. Sara Irwin has agreed to lead an upcoming Quiet Day. The vestry voted to extend to her an honorarium of $300; motion made, seconded, approved (LB, BD, 9/0).

**Junior Warden:**

* Church insurance: Eric received bids from two companies; so far, our existing company is less expensive.
* Updating the kitchen to meet the specifications of the Allegheny County Health Department: the molding between the floor and the wall has been installed, and a stainless steel pan will be placed under the icemaker. Pat noted that for the requirement that we have a Food Safety Manager present whenever food is made for take-out, Chris Clark’s certification will cover the fish fry events. Pat and John Sozansky will sit for the exam on February 7th, and others (sextons, Paul Barker) will be taking training and the exam later.
* Sustainability Committee: Stephen discussed requesting proposals ourselves after scouting out companies, and the committee hopes to have requests out for bids by mid-February; they will ask for bids to be returned within 4-6 weeks. Further discussion involved using our own contract (EV) and concerns about inspecting the integrity of the roof (EV). Ell noted that he had included information in his annual report from the Capital Campaign Committee about the window replacements and the solar panel initiative.

**Treasurer**:

* Bob reviewed income and expenditures for December. Income in December was $129.7K, above budget by 13.7%. Pledges were over budget, which was unexpected. Expenses were up slightly in the month, but the year ended with a surplus of ~$34K. He suggested that the surplus should go to restoring the contingency fund, but stated that such a decision does not need to be made now. There was a brief discussion as to how the contingency fund was held in a separate bank account and how it was accessed. A motion was made to accept the December report, seconded, and approved (EL/BD, 9/0).
* Bob noted the need for the vestry to approve the housing allowances for Noah and Garrett. Motions were made, voted on, approved for each (LB, EL, 9/0 and JP/EL, 9/0, respectively).
* Bob discussed the possibility of cancelling a Dollar Bank account and moving the money to PNC. This move would permit easier accounting under the new Quickbooks system. The vestry voted to authorize transfer of this account (EL, PS, 9/0). Ell asked Bob to check the titles of these accounts.
* The transition to Quickbooks is almost complete; the consultant has been here recently, and still owes the parish a manual.

**Assistant Treasurer**: no report

**7.** **Capital campaign/endowment report**:

* Ell reported that the campaign has done $232K worth of improvements to the church, and cash flow for this fund is still positive, with $77K available to do the solar panels ($80K has been authorized). A question came up as to how much more funding was expected, and Ell said he would report at the next meeting, but he was expecting ~$110K more. There was a discussion about people waiting for the market to go up and whether RMDs from IRAs could be used to cover pledges. Noah and Ell will discuss the next phases of project completions, such as the windows.
* Ell discussed the project to expand the Nursery School onto the 3rd floor. The expansion has gone from 2 rooms to 3. Ell has all the drawings and specifications; a parishioner (Maria Wilson) is doing the work, which will cost ~$10K. We are ready to get the building permit from the township. The work will be done this summer, and the contract will be between the contractor and the nursery school, not the church. Ell will be a volunteer overseeing the work on the part of the nursery school as a vestry member for liability purposes. A motion was made to accept the plans previously emailed to the vestry and to put them out for bid; motion approved (LB/EL, 9/0).

 **8. Commission/committee Reports:**

**Children and Youth**: Ginny noted that the commission had received a gift of $1K to set up a Godly Play classroom. For Holy Week, Ellen Emory will be in charge of the Passion Play, with Rini Choura and Kathleen Hendricks as creative consultants. Something to be aware of is that the Christian Science Church will go up for sale; this land is zoned for church use only. In other news, the Boy Scout troop that is seeking a new home has voted to move from Beverley Heights church. Ell noted that it is critical that if we are to be their new home, that our parish understands completely the contractual liabilities with the BSA, and need clarification as to ownership of equipment, vehicles, and bank accounts.

**Fellowship and Welcoming:** no reports.

**Worship:** will be meeting in a week or two to discuss Easter plans.

**Stewardship**: A few more pledges have come in; 235 were received this year.

**Outreach:** Pat noted that thefreezer was full and no more meat loaf was needed in the near future.

 **9. Unfinished Business:** Lisa noted that photos were coming in so that St. Paul’s could create its own directory. Dorothy is putting the directory together.

**10. New Business**: Jon D. announced that he will be on the U.S. Social Policy Committee for General Convention. El noted that musicians should take better care and find better storage of the instruments littering the transept.

**11. Meeting evaluation**: Positives were nice reflections by outgoing members, covering a lot of important material, and finishing before 10pm. Negatives were that the meeting ran too long and the room too warm.

**12. Prayers for parish over next month**: We gave thanks for the service of the outgoing vestry members (Mark, Louise, Eric, and Betty). We are thankful for the work of the Nominating Committee. We will pray for the success of the new Annual Meeting format, and the members of the parish who are sick.

**13. Adjournment and Closing Prayer:** Noah+ lead closing prayer; meeting was adjourned at 9:55pm.

**\*Next Meeting: February 17, 2018 (organizational meeting)**

Respectfully submitted,

Pat Eagon Stafford, Secretary of the Vestry