Minutes of the Regular Meeting
The Vestry of St. Paul's Episcopal Church
February 17, 2018

Present: Geoff Hurd, Stephen Sumpter, Jon Delano, Pat Eagon Stafford, Frank Horrigan, Gina Brownfield, Bob Johnston, Lisa Brown, Mark Lamendola, Jon Paulus, Ginny Barnicoat **Absent:** Ell Vines
Clergy Present: The Rev. Noah H. Evans **Clergy Absent:** The Rev. Garrett Yates

1. The meeting was called to order at 11:43 AM.

2. Nominations:
   - Junior Warden: Geoff Hurd (BJ/JP), all in favor
   - Secretary: Ginny Barnicoat (JD/BJ), all in favor
   - Treasurer: Bob Johnston (JP/JD), all in favor

3. Noah officially appointed Pat Eagon Stafford as Senior Warden. Jon Delano handed over the symbolic keys.

4. Commission Appointments: (Noah and Jon D official nominations)
   - Capital Campaign Project Manager and Property - Ell Vines
   - Property - Geoff Hurd
   - Outreach - Pat Eagon Stafford
   - Children and Youth - Ginny Barnicoat
   - Finance - Stephen Sumpter
   - Newcomers & Evangelism - Lisa Brown
   - Community Life & Fellowship - Jon Paulus
   - Stewardship and Outreach - Frank Horrigan
   - Pastoral Care - Gina Brownfield
   - Worship and By-Laws Task Force - Jon Delano
   - Spiritual Growth - Mark Lamendola

5. Approval of January Minutes (JD/JP)

6. Chancellor Ken Argentieri and Duane Morris Law-firm: Ken represents Noah and the Vestry. If anyone has a matter to go to Ken, it must 1st go through Noah or Pat.

7. Notes from Annual Meeting: Gina, Lisa, Frank and Mark agreed to write up notes from meeting.

8. 11:50 AM - The Vestry went into Executive Session

9. 12:17 PM Vestry meeting resumed
Approval of Ell's windows proposal (BJ/ML) This was distributed via e-mail. A copy of that email is included in the appendix.

10. Discussion of Parochial Report 2017
- Average Sunday attendance: 274-295 (with some inflation due to Christmas)
- Canonical standards used to determine and adjust membership rolls. (Active members are determined by record of giving, activity, children in SS, baptisms, photo in directory) Membership by this process determined to have shrunk to 1191 from 1506.
- Outcome of this is that St. Paul's will lose 2 deputies to diocesan convention. Gaining 9 members would mean that we would gain 1 of those deputies back. (by comparison, we had 1 more than Calvary and 2 more than Christ Church)
- Jon D, as president of Diocesan Council, may bring this issue of accuracy in Parochial Reports up at Council and encourage other churches to update and adjust their membership rolls this way as well.

11. Approval of Parochial Report (LB/BJ), all in favor. See link to report in the appendix.

12. Scout Troop 284 is ready to move from Beverly Heights Presbyterian Church. Parishioner, Mary Menk, is the chair of their committee and they are a Thursday troop which is useful to us. They have some concerns regarding insurance. Ken will review 'Scout's insurance'. Additional insurance could be approx. $300. Their trailers would go onto our insurance as well as the liability. We are responsible as a charter organization both here, and if they were to take a trip outdoors.

- There is a concern that we do not know the leaders
- Jon D expressed that St. Paul's should be warm and welcoming to this troop; perhaps Noah and Kristen Morgan can encourage others at St. Paul's to join this troop.
- There is a meeting on March 4 at 7PM: Stephen, Jon P, Gina and Lisa will attend this.

(Noah had to leave the Vestry meeting at this point. Pat took over as Chair.)

13. Insurance Report: Mark L

- According to company, we are adequately insured for our property.
- We haven't looked at contents coverage which would require an inventory; we've been arbitrarily increasing until we can complete thorough review.
- Other considerations include: business interruption expense insurance for Nursery School. (would be a big loss if they ceased to operate), employment practices liability, sexual acts liability.
- Also, we now have a vehicle, and take youth white water rafting.
- Less than $1000 of additional premium would take care of this. (opted out of $1300 terrorism coverage)
- NS has own directors/officers policy; the rest is covered under church policy. We pay $15-$17K a year; NS contributes to our policy, but coverage is part of our policy. We allocate a portion to their P&L which they cover.
- Mark is comfortable where we are, but we need to continue to work on action items above and discuss.
- A discussion ensued about Scouts and our insurance. It was explained that the property, liability and umbrella policy covers that. From liability standpoint, coverage includes directors, officers, sexual acts, auto ($1 million). For another $750, we could get another million in coverage.
- Need to finalize decisions of what we want; some in place are retroactive back to January. Within next 30 days we will decide limit on liability umbrella.
- As far as 'Terrorism coverage', "nation state" acknowledgement by definition of government (this is not active shooter). That coverage would generally cover property loss.

14. Pat discussed "Calendar Process". In order to put commission events, meetings and activities on the calendar, forms need to be filled out. Dorothy will give you the correct form. It would be greatly appreciated if any known dates could be put on calendar before the upcoming "calendar meeting". When in doubt, call Dorothy!

15. Vestry Person of the Month (VPOM) provides light meal/snacks for that meeting. (List is at the end of this memo)

16. Vestry meetings are the 3rd Monday of each month unless otherwise stated.

17. Appointment of endowment trustee - - (Jon D nominates Dave Coffaro, Mark 2nds it), all in favor.

18. Clergy shortage has created a bind with Providence Point and Friendship Village. When Garrett is away, and Ted Babcock is unavailable, there is a need for a back-up for the services at PP and FV.

It was suggested that the rector be authorized to hire Sara Irwin at the diocesan rate , (currently $60 plus mileage) to officiate at PP and/or FV; services not to exceed 10 events.
(Motion by Jon D, Bob J 2nd, all in favor)

19. Next meeting: March 19 Gina Brownfield VPOM

Meeting Evaluation:
Good meeting, good food, a detailed agenda is helpful

Closing Prayer: Mark L
Respectfully submitted by Ginny Barnicoat, Vestry Secretary

VPOM	
March	**Gina B**
April	**Stephen S**
May	**Bob J**
June	**Pat**
July	**Jon D**
August	**Ell**
September	**Geoff**
October	**Mark**
November	**Jon P**
December	**Lisa**
January	**Frank**
February	**Ginny**

Appendix:
Email regarding window proposal
From: <efvines@aol.com>
Date: Mon, Feb 12, 2018 at 5:08 PM
Subject: Re: Windows funding for Vestry agenda
To: noah@stpaulspgh.org
Cc: pkeagon@gmail.com, jon.delano@verizon.net, rajohnston62@verizon.net

Noah, Pat & Jon:

I would like the Vestry to approved $40,000.00 for the last phase of the window project. This group of windows includes the Kitchen,Ladies Bathroom on the second floor across from the Kitchen, hall window by the 3rd floor elevator, windows in the 3rd floor hall (Mayfair side) and misc. windows in the back corridor behind the altar, bathroom back there and laundry tub room. Total is 18 windows.

Currently, as of 31 Dec, The Capital Account balance is $100.1K. We have a pending payment in March of $22.5K which leaves $77.6K in uncommitted cash There were no major capital expenditures in January or February.

Based upon a review of the pledge records that Noah and I did, we have approximately $113K in outstanding pledges due in 2018. Being conservative, lets say we will get $20K less that that or $93K. Therefore, we will have available $130.6 K ($77.6K - $40K + $93K) to use for other projects. You will remember that the Vestry approved $80K for the Solar Panel system, so there will be about $$50.6K of additional cash for other projects once the funds come in.

Therefore, I believe that we should complete the window project and I am requesting the Vestry approve the $40K budget.

Ell Vines
Capital Campaign Construction Manager.

Link to Parochial Report:

https://www.dropbox.com/home/VESTRY%20FILES? oref=e&preview=2017+Parochial+Report.pdf