

St Philip's

episcopal church

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VESTRY MEETING MINUTES **Monday, August 27, 2018**

Vestry Present: Liz DeGaynor, Beverly McNeill, Marjorie Miller, Alec Motten, Pamela Njai, Dan Pearson, Bob Walker, Bynum Walter, Glenn Walters, Callie Woods

Clergy Present: the Rev. Jonah Kendall, the Rev. Sally French

Guests: John Yeatts, Treasurer

Call to Order The regular monthly meeting of the vestry of St. Philip's Church convened on August 27, 2018 at 6:00 pm in the St. Philip's library, the Rector being in the chair and the Clerk being present. The Rector opened the meeting with a prayer.

Forward Day by Day The vestry discussed the need to better coordinate the planned reading for the meeting.

Minutes Alex Motten moved to approved the June 25, 2018 Vestry Meeting minutes and Bob Walker seconded the motion; it was approved nem. con.

Electronic Action Kirk Royal moved to ratify email action by the vestry to authorize a You Can Vote voter registration table on August 26 and September 9. Marjorie Miller seconded the motion; it was approved nem. con. The initial motion was made by Bob Walker on August 13, seconded by Alec Motten and approved 9 in favor, 1 opposed.

Kirk Royal moved to ratify email action by the vestry to authorize fundraising requests from Global Missions for the Liberian Culture Festival (promotion September 30 - October 25; October 27 event) and Haitian Coffee and Chocolate sales (November 4 - December 23). Marjorie Miller seconded the motion; it was approved nem. con. The

initial motion was made by Bob Walker on July 15, seconded by Alec Motten and approved nem. con.

The vestry discussed that electronic action is not preferred. Bob Walker made a motion that electronic action requires two votes. The first vote, requires unanimous approval to initiate electronic action. The second vote, resolves the business in question. If the first vote is not unanimous, the matter is to be discussed at the next regularly scheduled vestry meeting. If timing prohibits that schedule, then an impromptu meeting of the vestry is to be called for discussion of the matter. Kirk Royal seconded the motion and it was approved nem. con.

Treasurer's Report John Yeatts presented a monthly report for July. He noted that there had been strong response to the Senior Warden's letter requesting that pledges be brought current. Year-to-date finances are net positive by approximately \$3,000 and expenses are flat. All year-to-date unfavorable positions are accounting issues that should settle out over time (e.g. expenses that are budgeted in 12 monthly installments, but paid as a lump sum). Bynum Walter moved to accept the report; Alec Motten seconded the motion and it was approved nem con.

Annual Audit John presented the annual audit of St. Philip's finances; there are not irregularities. Bob Walker moved to receive and accept the report. Liz DeGaynor seconded the motion and it was approved nem. con.

Cooperativa Latina Credit Union CD The vestry has previously discussed the possibility of a certificate of deposit with Cooperativa Latina Credit Union. John presented an option for a \$100,000, 12-month, 2.05% interest CD. (It was noted that Charlie Steel, Chancellor of St. Philip's serves on the Self Help Board of Directors and that Emily Yeats, wife of the Treasurer is Assistant General Counsel at Self-Help, another institution where St. Philip's holds an account.) Bynum Walter made a motion to initiate the deposit under these terms. Liz DeGaynor seconded the motion and it was approved nem. con.

2019 Budget Bob Walker reminded the vestry that he had reported in June that the initial draft of the 2019 budget has been compiled; to fully fund all requests would require an 8.5% increase in pledge income. The Finance Committee will meet with the Rector on September 13 to discuss priorities for the coming year.

Campus Security The vestry discussed the possible need for a church campus security policy. Having only returned from sabbatical the day of this meeting, the Rector will

report back at the September vestry meeting with an update on the issue.

Bynum Walter presented a request to provide revenue generating monthly parking to a small business downtown that needs about 30 parking spaces. The vestry concluded this was not the right opportunity for St. Philip's as the request would interfere with parking for church business and funerals. The Junior Warden is currently researching options for parking lot control. The vestry asked the Buildings & Grounds Committee to further research options for generating revenue from the parking lot, that would not interfere with ongoing church use of the lot.

Project Resource Pamela Njai reported that 10 of 12 vestry members and 65 of 100 other individuals have responded to the advance campaign. While the target for this phase of the stewardship campaign has not yet been met, the committee is optimistic that the target can be met.

Pew Cushions Glenn Walters provided a brief update on pew cushions for the church. Bob agreed to speak with the verger team; Glenn will speak with Lewis Moore, Director of Music Ministries; Dan Pearson will speak with the Altar Guild. All three will report back to the vestry in September.

Elections Committee Jonah reported that he has asked Alec Motten to chair the committee. Other outgoing members of the vestry will also serve on the committee: Kirk, Bob, and Beverley.

Junior Warden's Report Glenn provided a verbal report on a number of issues including:

- Police Survey Report - earlier in the summer a Durham Police Department officer met with Glenn and other to tour the church grounds and make improvements for safety. Some recommendations have already been completed. Glenn will work with the Buildings & Grounds Committee to prioritize the remaining items on the list.
- Parking Lot Control - Glenn is working to install a removable barrier at the Dillard Street entrance to the church parking lot to reduce traffic. He has also identified 3 vendors to provide bids for control options for both entrances to the parking lot.
- Gutters - All gutters have been cleaned and key segments have been repaired. Glenn has established a semi-annual service plan with A-1 Gutters.
- Trimming and Pruning - Dan and Glenn coordinated with Milo Pyne's arrangements for aesthetic pruning over the summer to include trimming

to clear lights on the church grounds.

- Garden Shed - Donna Rewalt and Jeff Pitts made arrangements for Riverside High School to remove the garden shed to the high school.
- Wifi Thermostats - Duke Energy has rescheduled installation of wifi thermostats. With rebates and subsidy program these will cost the church nothing and will allow staff to control temperature remotely.
- Basement Wifi and Bandwidth - Glenn has solicited a variety of proposals from David Shaw (regularly assists the church with IT services) to improve basement wifi access; increase bandwidth in all facilities; wifi thermostat for church; additional server capacity to support expanded and increased wifi demand.
- Room numbers - Glenn has created a room numbering plan for all St. Philip's spaces and will order signs to improve wayfinding. He has integrated the numbering plan with Dan's inventory and schedule of equipment.
- Exterior Signage - Glenn and Kirk are working together to replace the exterior wayfinding signage in the churchyard on Main Street.
- Buildings and Grounds Committee - The committee will meet next in September.

Senior Warden's Report Bob presented his report (see DropBox); no action was required.

Rector's Report Jonah provided an oral report. He thanks Sally and all the staff, Bob, and everyone else who pitched in during his sabbatical. He noted that he returns with high energy and believes that the goodness offered him will come back to St. Philip's. His top priorities on his return are to connect with stewardship; children's and youth ministry; buildings and grounds issues; and provide Sally with time-off for recuperation.

Jonah also noted that in recent weeks the church grounds have benefitted from part-time help with clean-up on Friday afternoons and that he would like to pursue continuity of this arrangement. It has been helpful to have someone available with building knowledge that can pitch in as-needed.

Sally reported that Tim Holmfield placement will serve at St. Philip's as an intern through his graduate studies. He will assist with children's and youth ministry during Emily Sparks maternity leave and J2A revisions (puts this project on track to finish next spring).

Dismissal and Adjournment Sally reviewed pastoral concerns and closed the

meeting with a prayer. Jonah adjourned the meeting at 8:13 p.m.

Respectfully submitted,

Bynum Walter, Clerk