

St Philip's

episcopal church

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VESTRY MEETING MINUTES **Monday, March 25, 2019**

Vestry Present: Liz DeGaynor, Treat Harvey, Marjorie Miller, Pamela Njai, Dan Pearson, Dave Shumate, Freda Tucker, Bynum Walter, Glenn Walters, Chapman Williams, Callie Woods

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

Call to Order The regular monthly meeting of the vestry of St. Philip's Church convened on March 25, 2019 at 6:05 pm in the St. Philip's library, the Rector being in the chair and the Clerk being present. Jonah Kendall opened the meeting with a prayer.

Minutes (See Dropbox) Bynum Walter moved to approve the February 25, 2019 Vestry Meeting minutes with the spelling correction (added "l") to Sue Guphill's name. Callie Woods seconded the motion; it was approved nem. con.

Reading The rector led a brief discussion about the Stewardship Meditations: Armistice Day, pp 41-42 in One-Minute Stewardship.

Treasurer's Report (See Dropbox) Bynum Walter presented the Treasurer's Report for John Yeatts.

- She explained that we have been reporting all prepaid pledges in a lump sum. But we are now moving to a reporting process in which we adjust the budget in January, and divide the prepaid and pledged amount by 12. Dave Shumate agreed with this reporting model.
- Jonah pointed out that in previous years when we have recorded all income at beginning of the year, it may have created a false sense of comfort.
- We have been adjusting actual to budget rather than budget to actual.

- Adjusting spreads is harder than dividing by 12. We will try this new budgeting model for a year then review it.
- Jonah said that pledge reports go out in April. If our income is lagging as we move toward the summer, we can send another letter.
- Two new items that will need to be funded are Moss & Ross stewardship counsel project and new budget software that our bookkeeper is recommending to move from the server to the cloud. This software would cost a one-time fee of \$1,400, then \$100 per month. Although Dave Shumate and Bynum Walter generally do not favor using surplus in this ad hoc way, they do support using surplus for these two items.
- Dan Pearson moved to approve the request for funding Moss & Ross and new budget software from the prior year's surplus; Bynum Walter seconded the motion. It was approved nem. con.

Junior Warden's Report

- Dan Pearson introduced the first item on his report, addressing how to gain more control over what goes on in our parking lot. The Buildings & Grounds committee has looked at how to control access to the Dillard Street side of our parking lot. The recommendation is to put a fence on the side of the night shelter with a 24-foot wide sliding gate across the paved portion of the driveway. The fence would terminate at the place where the trees begin.
- We have received a quote Dickerson Fencing for \$9950. Dan made a motion to take funding from 2017-18 surplus to pay for this.
- Treat Harvey asked who initiated the idea of a fence.
- It was noted that we've had a long-term idea to prevent walking and driving traffic in that area of our parking lot. Bringing a fence all the way across the parking lot will discourage people from going to the corner beside the night shelter. The volume of people accessing that corner has increased with the addition of the social services building and the installation of police in the UMD parking lot.
- Treat Harvey asked if we are close to finalizing the Campus Utilization report, then can we wait on the fence? But this report may take two to three years. Controlling traffic through the parking lot is a different choice than fencing in the churchyard. Treat suggested the importance of educating the congregation on this issue.
- Sally French noted a fence will help reduce speed and enhance the safety of the parking lot.
- Following this discussion, the motion to approve the fencing and fund it from the surplus passed nem. con.

FIRST-QUARTER TASK FORCE AND COMMITTEE REPORTS

Campus Study Task Force

Bynum Walter provided a list of firms and a draft RFP for Vestry consideration. She asked that the Vestry be prepared with comments/action for the April meeting.

Ryals Garden Committee

Dan Pearson said that they are going ahead with the design for the garden close. He will reach out and let people know what's going on with it. No action is required.

Welcome Committee

- Marjorie Miller reported that the Welcome Event on March 10 was well attended and a meaningful and informative gathering.
- Treat Harvey asked whether we have any plan of action for follow-up.
- Sally French said there is a wide range of people and levels of connection. So follow up varies. It was noted that some new people are added to our list of Connect events. Clergy follow up with newcomers when they receive a card. But it would be good to have people in the congregation follow up too.
- We are moving toward having a lot of people engaged in Welcome, with more of a one-on-one connection with newcomers. We not only present newcomers with a list of our ministries but we introduce them to people they can connect with in the ministries.
- There is now a Newcomers Corner in the bulletin.
- There was a suggestion for a map. This would be a good item to add to newcomer materials.
- Action item: We can add several ways to follow up with newcomers. We can offer a more intimate follow up, like a phone call or some personal way to connect further. We can report on our progress at the April meeting.

Communications Report

- Rebecca Hicks, the new leader, is now hosting Zoom meetings monthly.
- Ongoing series of tasks include preparation for Holy Week. The communications team is working on this and on the website, which is hard to use. But there is no dedicated person for the website. They are considering transitioning to a new platform. Details about this potential change are likely to be presented to the the vestry in next meeting or two. In the meantime, Craig Fratrick will maintain the website as best as possible.
- They are looking at descriptions for a communications staff position. Anyone interested in providing feedback about the description or with communications needs is asked to contact Sally French.
- Have we ever used a young volunteer from Americorps or Jobs Core? We have looked at students in the past but we have never had the resources to hire one.

But we need to know what we want (position description) before we can know the person who can fill it.

Stewardship

We noted that we are call it stewardship change from project resource. Treat Harvey has compiled a new team and held a first meeting. The stewardship team is examining the question of stewardship and focusing on the schedule. More information will be shared at the next vestry meeting.

Finance

- Dave Shumate reviewed the Q1 Rocks.
- He noted that the Finance Committee needs the vestry to set qualifications for the communications staff person and then they can incorporate it into the budget.
- \$5,000 will be put into (Dan Pearson's) building reserves.
- We need to figure out the process for prioritizing what money goes toward what project and determine how the vestry gives prioritization.
- Cash Investment – More work is needed to figure out when project money will be spent. Because our deposits are FDIC insured, our only risk is in receiving a lower rate of interest when we withdraw cash, but this is better than no return. We have about \$450,000 in cash. There is the Ryals fund and other funds. Dave Shumate posed the question about whether developing an investment process approved by the vestry instead of needing approval for every investment decision.
- Benchmark for endowment – This is not shared in reporting. We have a 70% equity/ 30% bond balance. We need to make sure the committee is comfortable with the process.

Junior Warden's Report (continued from earlier in the meeting)

Bynum Walter made a motion to approve the installation of the cross; Dave Shumate seconded the motion. It was approved nem. con. It was noted that the funding source for the cross will be the Ryals Capital Reserve.

- Dan Pearson discussed the preventive maintenance program. (See #5 in the JW report).
- Approximately \$8,000 is the anticipated cost for the re-roofing of the east side of the parish hall in preparation for solar panels. (See #6 in the JW report.)

Rector's Report

- Jonah said that he has been working with the 20&30's group.

- He explained that some families involved in J2A have numerous questions and concerns about policies regarding the pilgrimage. Jonah and Emily Sparks have committed to re-evaluate the whole thing. Jonah will also connect with Bynum Walter regarding who to talk with and with Dave Shumate regarding related finances.
- We will start the budget process in April and hold Marks of Mission meetings. In May, we will request a budget for each ministry. A discussion about budget requests with the Vestry will take place in June or July.
- Sally's Sabbatical will begin April 29.

Pastoral Concerns

- Jonah will visit the Daughters of the King between now and Easter.
- The Pearsons were recognized for their service. Judy Pearson has been leading the Daughters of King and doing a great job with reaching out and leadership.
- A thank you note from the vestry to the Funeral Guild would be appreciated.

The next vestry meeting is scheduled for April 15—Monday of Holy Week.

Dismissal and Adjournment Sally offered a closing prayer. The rector adjourned the meeting at 7:59 p.m.

Respectfully submitted,
Marjorie Miller, Clerk