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## **Vestry Meeting Minutes Monday, March 27, 2023**

**Vestry Members Present:** Gail Albergo, Lowell Dargbeh, Leigh Egeghy, Erin Gasch, Rebecca Hix (Clerk), Sarah Johnson, Wes Newman, Shamioka Rhinehart, Liz Sappenfield (Jr. Warden), Connie Semans (Sr. Warden), Richard Williams.

**Vestry Members Absent:** Adam McClellan

**Clergy Present:** The Rev. Maryann Younger (Chair), The Rev. Gabe Lamazares

**Guests Present:** Ginny Bowman (Treasurer), Brandy Thompson (Clearscapes Architecture)

**Call to Order:** The regular monthly meeting of the Vestry of St. Philip's Church convened on March 27, 2023 at 6:08 pm in the Parish Hall with the Rector presiding. Richard opened with a devotional reading.

### **CONSENT AGENDA**

1. Minutes of the February 27 vestry meeting
2. Treasurer's Report & Simplified Financial Report covering February
3. Rector's Report
4. Associate Rector's Report
5. Senior Warden's Report
6. Junior Warden's Report
7. Technology Report

Rebecca amended Associate Rector's report to clarify that Gabe had COVID until March 16<sup>th</sup>, not May 16<sup>th</sup>.

Liz moved to approve the consent agenda as amended. Shamioka seconded, and the motion carried unanimously.

### **OLD AND NEW BUSINESS**

**Nomination of Clerk** – Maryann nominated Rebecca Hix to serve as clerk. Shamioka moved that Rebecca be elected, Wes seconded and the motion carried unanimously.

**Holy week schedule** – Maryann encouraged all Vestry members to attend as many Holy Week services as possible. One addition to the Holy Week schedule is that on Palm Sunday, there will be a palm cross making workshop by Robin Kneeberg & Emily at 10am.

**Communicating Vestry activities to parish** – Maryann reminded the Vestry that it decided to craft 3 – 5 bullet points to be published in the monthly Epistle each month following the Vestry meeting. The Vestry will determine these at the close of each month’s meeting.

**Assessment of staffing needs** – Leigh updated the Vestry about the staffing committee’s ongoing work assisting the Rector in evaluating the entire church staffing structure, with the current focus being the financial/bookkeeping area. The Staffing and Finance committees are collaborating in this work. Chazin and Company are being engaged for an initial assessment of our financial processes, for a \$4500 fee. This will be funded from the regular operating budget. The company also offers ongoing accounting services, should the church wish to engage them for this following the assessment phase.

**Church Roof/Renovations** – Liz and Brandy Thompson of Clearscapes led the Vestry in a discussion of the proposed scope of work for replacing the roof and repairing interior damage caused by water leaks. The Vestry agreed that it was critical to make the repairs as soon as possible. The finance committee is currently evaluating funding scenarios for the Vestry to consider. In discussion, the Vestry supported the recommendation to divide the project into separate phases, the first being the critical roof replacement and related stonework, structural and plaster repairs, and the second being interior renovations and improvements, which would be set aside for more parish input. Discussion also ensued regarding the makeup of the project team and the inclusion of a person with general contracting experience. Due to the urgency of the ongoing water leaks and the need to do the roof work during the upcoming summer months, final decisions will need to be made earlier than the next scheduled Vestry meeting. Shamioka moved that a special Vestry meeting be scheduled for April 17<sup>th</sup> at 6pm. The motion was seconded by Connie and approved unanimously.

**Summary of Meeting** – the Vestry discussed 3 bullet points for the congregation about the content of the Vestry meeting.

## **ADJOURNMENT**

Maryann closed with a prayer, and the meeting was adjourned at 9:03 pm.

Respectfully submitted,  
Rebecca S. Hix, Clerk