

**St. Paul's Episcopal Church
Cary, North Carolina
Vestry Minutes
May 21, 2018**

***Mission Statement:** Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and make Christ known.*

Identity Statement

St. Paul's Episcopal Church in Cary is home to an active, caring and diverse congregation of the Episcopal Diocese of North Carolina. Through corporate workshop, spiritual development, fellowship and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

Call to Order

The Rev. George Adamik, Rector, called the regular monthly meeting of the Vestry of St. Paul's Episcopal Church to order at 7:00 p.m. on Monday, May 21, 2018. The following members of the Vestry were present: Ron Barbee, Rick Bradley, Olivia Delahaye, Nicole Gatchalian, Bill Gautier, LaQuinta Jernigan, Rob Johnson, Jeff Kager, Mary Kintz, and Karen Smith. Victor Talbird and Kristin Walker were absent. Also present were Christine Ingram, Parish Administrator/Church School Director; John Goehrke, Treasurer; and Lanny Wase, Clerk. Heather Gates and Melanie Fairbrother were present for the IT agenda item. Brooke Bowersox was present for the Preschool agenda item.

Formation

LaQuinta Jernigan opened the meeting with prayer. Mary Kintz volunteered to bring a prayer or meditation to the next meeting.

Information

Discussion

1. IT: Heather Gates reported that she and Melanie Fairbrother had met with four IT service providers. Olivia Delahaye met with a fifth. Following this research, they chose Strategic Systems, a division of CEI, the company which provides our office copiers. Strategic Systems offers a fully managed service, installing software that monitors each computer and our server 24/7. The service includes back up onsite to our server and also offsite to the cloud. They provide unlimited trouble tickets for a flat fee. Many problems can be solved remotely. There will, however, be an extra fee for after-hours service. There is an onboarding fee of \$899, plus a monthly charge. The contract is for twelve months. The cost will be \$12,635 per year. The contract most likely will start on July 1, which means that it will impact the 2018 budget for only six months. Bill Gautier made a motion to accept the IT Committee recommendation to sign a contract with Strategic Systems for up to twelve months. Karen Smith seconded. Following discussion, Bill rescinded this motion. Mary Kintz made a motion authorizing Heather Gates to negotiate contract details with Strategic Systems, which will be presented to the Vestry for a vote. Rick Bradley seconded, and the motion was passed by unanimous voice vote.

2. Preschool: At its April 2017 meeting, the Vestry approved payment of bonuses to Preschool teachers out of the money left in the 2017 Preschool budget. Brooke Bowersox requested that this be done again this year. Each staff member would receive \$65 per days of the week worked. Jeff Kager made a motion to approve the bonus package as presented. Bill Gautier seconded, and the motion was passed by unanimous voice vote.

3. Bishop Anne Hodges-Copple Visitation June 17: There will be no luncheon with the Vestry since it's Father's Day. However, Bishop Anne plans to attend the June 18 Vestry meeting. The worship services will follow the winter schedule, and there will be a regular coffee hour in the Parish

Hall. There will be no Adult Formation that Sunday, but Bishop Anne will come to the Parish Hall to talk with parishioners. Members of the Adult Formation Committee will set up a few chairs in the Parish Hall. Youth will provide a cake. Members of the Vestry are asked to help with set up, serving, and clean up. Jeff Kager and Lanny Wase volunteered to set up and make coffee. LaQuinta Jernigan will plate. Rick Bradley offered to help with clean up. Vestry members are also asked to bring non-sweet or savory items.

4. Ministry Leader Appreciation June 10: Lanny Wase reminded Vestry members about the Ministry Leader Appreciation event, which will be held on Sunday, June 10, from 3-5 p.m. at the home of Margie Best. All ministry leaders, Vestry, and clergy are invited. Vestry members are asked to bring an appetizer or dessert if they plan to attend.

5. Stewardship Leadership 2018-2019: Possible candidates for the Stewardship Committee were discussed. It was thought that being the chair is much like being a project manager. The committee can be a collaborative team. Various people will be contacted about working on the committee.

6. Church Security: Olivia Delahaye attended a Church Security Presentation on April 27, at St. Mark's in Raleigh. She emailed notes from that meeting to all Vestry members. Inviting an SBI officer to make a presentation was discussed. The goal of the presentation would be to raise awareness of various security issues. It was decided that George Adamik or the Vestry would like to preview any talk. One suggestion was to offer the presentation only to specific groups, such as ushers. The possibility of offering AED training was also discussed. George Adamik will check with Summerlee Walter of the Diocese for more information.

7. Capital Campaign: It had been previously decided that the Vestry would have to approve any naming opportunities regarding donations to the capital campaign. A naming opportunity has arisen specific to the relocation of the Kids' Club into the renovated Parish Hall. The family is asking for a discreet plaque in memory of their parents. This gift would be restricted and is contingent upon the Kids' Club phase being completed. Ron Barbee made a motion to approve this request for a plaque in honor of the family's parents. Nicole Gatchalian seconded, and the motion was passed by unanimous voice vote.

Rick also gave an update on the capital campaign. They are still progressing with visits to lead donors. Two new volunteers have agreed to work on communications: Sukey Stephens and Debra Mehta. In addition to Rick and Frank Laney, four additional ambassadors are planning to make visits.

Vestry members were reminded to visit their liaison ministries to talk about the campaign. They are asked to let Lanny Wase know, so she can track their visits.

Rick Bradley passed out donor packets to Vestry members, who are asked to make a commitment by July 1. Pledges are for a three-year period: 2019-2021.

Ongoing funding for the capital campaign was discussed. The money that was received to start the campaign is running out. It was decided to use money (approximately \$5,000) from the Vestry Discretionary Fund. When this Discretionary Fund is depleted, it was decided to let the capital campaign account go negative. This can be repaid when capital campaign monies begin to come in.

8. Facilities Update: Office HVAC: One of the office HVAC units had to be replaced for approximately \$7,000. Another office wing unit is also in need of repair and it was decided to just add Freon to the office unit behind the conference room in hopes that it can function a bit longer. The retention pond is scheduled to be repaired in July, but Jeff is working on the exact date with the contractor. Ron Barbee delivered 3 ½ tons of crushed rock to repair the walkway behind the pond.

9. Sabbatical 2019: George Adamik talked about options for handling his time away. The most likely scenario would be to hire a (possibly) retired priest to help and support Javier. This priest would be the priest-in-charge, leaving Javier free to continue his usual responsibilities. George plans to be

away May through July, The expense of hiring a part time priest during George's sabbatical will need to be incorporated into the 2019 budget.

10) CPR/AED Training: Two people have offered to do CPR training, but cannot certify: Brian Swanson and Sue Hannum. Carter Collins can do training and also certify. This type of training actually falls under the heading of Safety and Security. The issue will be revisited after the Vestry reviews diocesan recommendations in this area.

11) 60th Anniversary: The anniversary and capital campaign will work jointly. As part of the anniversary celebration, a new online pictorial directory and a timeline of parish life will be created. Parishioners have been asked to send in special dates such as marriages, births, baptisms, etc.

12. Endowment Board Report: Endowment Chair Bill Gautier reported the following: As of the end of April, the total value of assets has decreased \$11,807 (4.1%). Promised assets have increased by \$10,000. Bill Gautier made a motion to accept and file the April Endowment Report. Jeff Kager seconded and the notion was passed by unanimous voice vote.

13. Vestry Fundraising: Vestry members were reminded that the 2018 budget included a line item of approximately \$16,000 for Vestry Fundraising. Members were asked to begin thinking about how to fulfill this obligation if necessary.

14. Elephants: Christine Ingram reported that the in-house portion of the audit has been completed. The audit report will be reviewed on June 6.

Mary Kintz reported that the Library committee would like to close the Library. However, there's a question about what to do with the books. Mary will write an item for the website, E-news, and bulletin explaining that the Library is being closed and that parishioners are welcome to look over and choose books, before they are donated. Mary will meet with anyone who'd like to take advantage of this opportunity.

The group talked about Presiding Bishop Curry's recent sermon at the royal wedding, which has received much positive notice. George Adamik reported that Presiding Bishop Curry is planning to attend the Reclaiming Jesus procession and vigil in Washington, DC, on Thursday, May 24. George will send Vestry members a link to the document "Reclaiming Jesus: Faith in a Time of Crisis."

Decisions

1. Treasurer's Report: Treasurer John Goehrke reviewed the April 2018 Treasurer's Report. Total income of \$98,103 was favorable to the budget by \$6,749 for the month and unfavorable year to date by (\$17,492). Total expenses of \$86,735 were favorable to budget for the month by \$1,013 and favorable year to date by \$1,948. Net income of \$11,367 was favorable to the budget by \$7,761 for the month and net income year to date of \$47,634 was unfavorable by (\$15,544). Month end total cash was \$198,761. Of this amount, \$146,940 is earmarked for restricted funds. This leaves \$78,503 in operating cash. The Vestry Discretionary balance is \$25,001.

Karen Smith made a motion to file the April 2018 Treasurer's Report. Rob Johnson seconded the motion, and it was passed by unanimous voice vote. The Treasurer's Report Summary, Balance Sheet Summary, Statement of Cash Flows, Profit and Loss Budget Performance Summary, Capital & Encore Fund Activity, and Restricted Fund Activity reports as of the end of April 2018 are hereby incorporated as part of these minutes.

2. Approval of Minutes: Mary Kintz made a motion to approve the minutes of April 16, 2018, as amended. Bill Gautier seconded, and the motion was passed by unanimous voice vote.

3. Action Register Review: The Action Register was reviewed and updated.

Adjournment

Rick Bradley made a motion to adjourn the meeting. Bill Gautier seconded, and the motion was passed. The meeting was adjourned at 9:23 p.m. and closed with the Lord's Prayer,

Respectfully submitted,

Lanny Wase
Clerk of the Vestry