

Vestry Meeting
Sunday, June 29th, 2025
Recorded by: Tyler Helm

Those in Attendance: Kent Miller, Carl Muench, Arshdeep Kaur, Toni Keesee, Sandi Staples, Jeri Farough, Jeff Farough, Bill Bendl, Gina Thomas, John McGowan, Bonnie Cochran, Tyler Helm, and Karen Biggs

Meeting Opening:

The meeting opened at 11:52 A.M. Senior Warden, Kent Miller, opened with prayer.

Order of Business:

1.) Previous Vestry Minute Approval

- Karen Biggs moved to approve previous Vestry minutes, and seconded by Carl Muench.

2.) The Treasurer's Report

- The finance committee is next Sunday. Signature card taken care of. Haven't moved banks or consolidated. Considering moving it to CD's.
- Budget vs. Actual for the year and PDL is the goal to bring moving forward.
- The diocese is requesting to revise the budget mid-year, but there is a desire from the finance committee to not do this which will be brought to the Vestry after the next finance committee.
- Questions brought if we agreed to pay our diocesan payment quarterly.
- Rector's discretionary fund balance was requested and the balance currently has a \$267 balance. It was mentioned that this might need to be accessible to Canon Whitney in the event there is an event that warrants needing a bit of money.

3.) Senior Warden Report

A.) Secretary Job Description:

- There are concerns about the current secretary's job descriptions and duties. Currently, Tyler Helm is volunteering to do the work for the church office and has been since the Sunday after Fr. Ryan's last service to work on duties that Mary would not be able to do in time for Sunday with her current hours. The duties being completed were inquired about. John questioned whether we are currently doing work that could be outsourced for efficiency. Tyler explained some of the intricacies of the situation such as complex printer issues, access to resources to work, and the creation of bulletins. The hours to create a bulletin from scratch was quoted around 2 hours and printing takes an hour and a half usually but totaling around 6 hours after proofreading. It was brought to the Vestry that the hours currently are not sustainable for the secretary position and requested to have around 10 hours. The continued work on bulletins was offered until the next Vestry meeting until after verification from the finance committee on what could be offered and voted upon by the Vestry. Previous job description requested.

B.) Safe Church Self-Audit

- The Safe Church Self Audit was due in April and not submitted. The Diocese was understanding but urged us to complete it as quickly as possible. We are certain background checks were completed for Mary but not certain for our sexton, Jeana. Jeff McGowan requested a new process be created for this to be done. Safe Church training is valid for three years. Next year should be a “rubber stamp” except for oncoming Vestry members.

C.) Vestry Terms and Resignation

- Barb Dillow is stepping down currently. There are now two vacancies on the Vestry from this year counting Barb and Bob Lowe.
- It is being brought up that this 2026 term has many Vestry members that are cycling off in January.
- Karen Biggs’s term is not clarified for the end date. It was brought to the Vestry that she anticipated coming off the Vestry in 2026.
- New Vestry Member: Tyler Helm. It was motioned that Tyler Helm join the Vestry for Barb’s vacancy and passed unanimously.

4.) Building and Grounds

A.) Repair Request Procedures

- The contracted group that manages Fountain House needs approval from the Vestry for repairs. Now, the contracted group will contact Joey West, or Brooke Hildebrand Clubbs in the event that Joey is not available, for any repairs.
- The group will not need to contact us for any repair cost under \$200 dollars. Anything more than \$200 cost for repairs will have a recommended course of action for the repair and three bids repair-wise from the finance committee to present to the Vestry.
- Motion to accept the repair request procedures by Gina and seconded by Karen. It passed unanimously.

B.) Fountain House Roof Repair

- Waiting on Fountain House roof repair contractor change.
- Fr. Ryan didn’t submit a bid that included all of the costs. Tyson’s bid was not included.
- Tyson agreed to do all of the work and additional repairs for the already quoted cost.
- We need diocesan approval to change contractors.
- Diocesan Grant: Originally we were planning on receiving \$7,700 but it was emailed to Kent in the past fortnight that they awarded \$6,000 and have to match this amount. This has caused questions that will be questioned by the finance committee.
- All gutters need to be re-hung at Fountain House or put in new gutters. This is a \$200 difference and was re-hung by Joey and John, but they need to be fixed. The preference was to replace them with new gutters due to the relatively low cost of repair..

C.) Church Repair Costs

- A thank you was given to Kevin Timlin for church lawn maintenance.

- We knew we had a leaking problem addressed by ServPro.
- There is additional damage and after repairs were made. The ceiling has been taken off and there was action taken on the mold near the Food Pantry storage.
- The roofers will not be responsible for the additional problems created after the quote. We have not yet received an invoice but cannot pay them until it is received. We need to receive bids to fix the additional gutter issues.
- For the process regarding repairs to the Parish Hall and the church, go to Carl and it will be delegated. If costs are something that not willing to be funded out of pocket, it will be something that we need to seek bids on. Jeff motions for the repair process to go to the Junior Warden, Carl Muench and seconded by Tyler Helm.

D.) Items Displaced After Flood

- Carl was asked to review the items in the basement that were displaced after damaged items were removed from the closet they were stored. Kent will be asking Sue Balsamo to assist Carl in reviewing the items.

E.) Copy of Keys

- Deadbolts to be put on the door and closet.
- Kent Miller, Jeana Terry, Gina Thomas, Joey West, Mary, and Priest-in-charge were requested to have access to the office from keys.
- Closet with financial documents currently to Senior Warden and Priest-and-Charge and Bookkeeper.

5.) Hunger Ministries

Tabitha, Cindy, and Tonya front door key approval. Motion by Karen, seconded by Gina, and passed unanimously.

6.) The Foundry

- Request made to the Vestry by Brooke Hildebrand Clubbs and Joey West for the establishment of the "The Foundry". The group will take on responsibilities such as providing information for newsletter, website, and digital media and marketing for the church. Addendum added to that report that was received to Kent from the diocese. The diocese is willing to offer a \$2,500 grant and needs to have the application by the end of July.
- Karen makes a motion to approve the establishment of the Foundry and seconded by Carl Muench. The vote passed unanimously.

7.) Senior Warden Boundaries

- It was requested to discuss the scope and boundaries expected for the Senior Warden.

8.) Worship Committee

A.) Sign Up Genius: routine service members can sign up and change leadership. This helps with the rotation schedule.

B.) Worship committee needed.

C.) Did not have a priest for July 20th previous. That has been cancelled and she is willing to be there.

9.) Diocesan Mutual Ministry Review Questionnaire

Gloria offered to do it. John, Karen, and Tyler offered to be available to review this.

10.) Bulletin Design

- Black and white bulletin and small size allowed
- Large print sizes requested

Meeting Adjourned:

Meeting adjourned at 1:47 PM, Sunday, Jun. 29, 2025

Next Vestry Meeting: July 27, 2025