

# Vestry Meeting Minutes

## November 9, 2018

**Attending:** Fr. Guy Hawtin; John Cobb; John Karlsen; Brock Johnson; Pricilla Huffman; Sev Miller; Tracy Lewis; Fr. Michael Kerouac; Deacon Dan Bursi - Recorder

Visitors: Happy Riley; John Darlington; Ellen Reather; Bill Spicer; Adric; Dick Huffman;

**Call to Order:** Opened with prayers at 7:00 PM.

**Minutes of Previous Meetings:** Minutes from September were approved (So moved by Miller/ 2<sup>nd</sup> by Cobb/ passed unanimously). There was no Vestry Meeting in October.

**Treasurer's Report:** Fr. Guy Hawkins & Fr, Mike Kerouac

1. Detailed report presented is not up to date because of ongoing issues with computer and software program (QuickBooks). Fr. Mark Newsome will be here weekend of the 10<sup>th</sup> to ferret out the issues and to get the accounting back to where it was. Fr. Mark is a forensic accountant.
2. Bob Reynolds (Treasurer) will be looking into newest Quickbooks software and also the new non-profit version of same.
3. The Treasurers Report will be sent out at least one week before the Vestry meeting to allow vestry to look over before the meeting and bring their questions to the meeting.
4. Fr. Guy expressed that the Church cash flow made the books look like we were short of funds because of the cyclical pattern of payments of pledges. This has always worked itself out by the end of the year when most people catch up on their pledges.

**Rector's Report:** (Fr. Hawtin)

1. A former parishioner, Jack Lafferty, has left the St. Stephens a \$75,000 inheritance. Fr. Guy suggested that it be set aside for both Choir and Sunday expenses. (So moved by Miller; 2<sup>nd</sup> by Cobb; passed unanimously.)

**Rector's Warden Report:** (John Cobb) - None

**People's Warden Report** (John Karlsen)

1. Pricilla Huffman reminded the vestry that the flat roof needed to be repaired or replaced soon. Vestry agreed and John Karlsen is to get quote for replacement of flat roof over the Hall & Cadwalader Room. Quote to include sloping the roof. Dcn. Dan and Gary Mullaney to design the roof and are to be included in the discussions.
2. Brock Johnson – the clock tower interior has mold again.
3. Brock also noted there is an electric problem with the rear light. It may require an electrician to do the work. It needs to be fixed quickly because it is a safety hazard. It was moved by John Cobb to approve an amount up to \$400 for the repair; seconded by Dick Huffman; passed unanimously

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4. The main roof will be looked at later.

### **Parish Life Committee Report:** (Dick & Pricilla Huffman)

1. Cookie Walk around the corner – Saturday, December 1
2. The first 3 weeks of August are open for the Diocesan Synod.
3. No Parish Life meeting in December.

### **Sunday School Committee Report** - None

### **Grounds Committee Report** - None

### **Stewardship, Memorials and Construction Committees** - None

### **Old Business**

1. Date of annual church meeting to be Sunday Dec. 16. Time tentatively set for between the 9:15 and 11:00 services. Finalization to come.

### **New Business:**

1. Ushers needed for 11 AM service. Clergy to try to find them. It was noted that there needs to be an usher and acolyte schedule.
2. All nominations for vestry to be sent to John Cobb. (See email address above). A special meeting of the Vestry to be held on Wednesday Dec. 5<sup>th</sup> to review those nominations.
3. Re-nomination of Sev Miller to vestry was moved by John Cobb; 2<sup>nd</sup> by Priscilla Huffman; passed unanimously

**Call to Close** – M/2/P at 9:02 PM