

St. Stephen's Vestry Meeting

July 26, 2022

The meeting began at 7:15 and was held via Zoom.

Present: Rev. Nina Pooley, Leah Luczynski, Chris Plankey, John Garinther, Josie Ellis, Suzanne White, Craig Reynolds

Welcome/Call to order and opening prayer: Josie called the meeting to order. Nina read from John, chapter 6 and opened with a prayer.

Clerk Report: Craig Reynolds (for Angie Moon)

Action items from the last meeting:

- QR code. Or text for donations.
Actions: Included in Sunday bulletin, weekly email blast, and monthly newsletter
- Ask Sarah the percentage of online pledgers?
Action: Numbers provided to Treasurers and through them to Vestry. (Rough breakout: 60% checks, 30% online, 10% cash)
- Next meeting: August 23, 2022

Approval of Minutes: Suzanne White moved and John Garinther seconded and the Vestry voted unanimously to approve the minutes, as amended, from the June 28, 2022, Vestry meeting.

Treasurer's Report: Leah: Finance met last night. Under budget YTD, over budget in June due to organ maintenance and the start of stained-glass window project. Pledges have dipped a little since the start of the year, but June numbers rebounded from May and are holding close to budget. The transfer of funds between accounts was discussed with Sarah and processes and policies are being clarified.

Since this is the end of the second quarter, all financials are provided. Leah made a motion to approve the second quarter financials. Nina seconded. Motion approved unanimously.

Finance Committee discussed streamlining the budget and savings accounts and will continue to work on this through 2022.

Property Report: Chris Plankey/John Garinther: See minutes from the latest Property Committee report.

Stained-glass project is underway and will continue through the winter and into 2023.

Heating system: committee received a [proposal](#) from an HVAC consultant (Hesnor Engineering) for a “feasibility report.” Cost = \$13,500. The cost does not include the 3D building scans required to complete the feasibility study. Property Committee thinks it’s a valuable investment and recommends accepting it. Given the larger number of members missing at this meeting, the group present tonight decided to give everyone a week or so to review the materials (once all numbers are in) and hold an electronic vote on the recommendation.

Action item: John G. to contact the contractor about the estimated costs of the 3D scans and include these additional costs in the materials. When the materials are complete, John G. will contact the entire Vestry to ask them to review the project materials and be ready to vote on the proposed expenditure within a week.

ADDENDUM - August 6, 2022

John G. sent out an email message to the full Vestry on Tuesday, August 2. The email contained the updated proposal from Hesnor Engineering, complete with costs for 3D scans. The total consulting proposal came to \$17,500 (\$13,500 for the feasibility study and \$4,000 for the scans). John asked for questions and requested a vote to approve the full expenditure. The message also requested the vote close at the end of the day on Thursday, August 4. By Friday, August 5, 11 votes in favor of funding the proposal had been received with no votes against it. Therefore, the funding is approved.

Query about accessibility issues for the front of the church: Property Committee to investigate/consider possibilities. MA Historical Commission issues may come into play.

Stewardship: Josie and Leah on behalf of the Stewardship Committee (and see report): Stewardship Committee is wondering about options for this year's campaign and accompanying event(s) and Dan's potential role. Discussion ensued about potential options. The group confirmed that a Harvest Dinner is not necessarily expected and Dan should not be asked to manage whatever event is decided on eventually. Dan's schedule is quite full in the fall and he deserves a break after so many wonderful dinners.

There was a desire expressed to reconnect the "talk" and "gather" portions of the campaign that have been separated for the past couple of years due primarily to COVID. The Stewardship Committee was encouraged to continue brainstorming event and campaign ideas.

Warden's Report: Josie/Craig: See report. Pay particular attention to accompanying reports from working groups for children's formation and Table - particularly children's formation since recommendations will need to be implemented soon.

Children's Formation: Priority will be trying to get a handle on the spaces needed for the fall and the curriculum. Chris suggested that a bulletin announcement/publicity effort be part of the plan. Suzanne suggested a personalized/individualized outreach effort for current and past members.

Table: two meetings have been held. Participants focused on identifying strategic priorities (food and community) and issues related to resuming in-building dining; there are several items that need to be addressed here. The next step is coming up with our next step.

Rector's Report: Nina Pooley: See report for details. Security and General Convention to be covered more fully at another time when more are present.

Security: the preliminary plan is to have the Vestry take the lead on this. Pittsfield PD has resources for us to take advantage of.

Faith and Blue event: held over the long weekend in October. Congregations and law enforcement partner to hold some type of [community event](#). Could be a small meet and greet, cookout, etc. Nina encourages us to do something given our relationship with the Pittsfield PD. Given the timeline, need to come up with ideas for the next meeting so we can pick one and start planning.

Action item: [research](#) potential events and identify options.

Nina's time off - vacation (4 weeks per year - 5 Sundays) and educational time off (2 weeks per year):

- Nina will be off Sunday, August 14. We will worship with Zion that weekend.
- Week following will be continuing education week - her second of the year. (Retreat earlier in the year was her first continuing education week)
- Nina is on vacation from September 12 - October 2 (3 weeks). Community worship September 18. Supply clergy for other Sundays.

Action Items:

1. John to get 3D rendering estimates and contact Vestry about a vote via email.
2. Vestry to consider possible events for [Faith and Blue weekend](#).

Closing: Nina+ closed with a prayer. The meeting was adjourned at 8:45 PM.

Respectfully submitted,

Craig Reynolds on behalf of Angie Moon, Clerk