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2 *St. Stephen's Episcopal Church*
3 *Vestry Meeting*
4 *2024 - monthly meeting # 4*
5 *Date: April 23, 2024*
6 Draft: to be reviewed May 28, 2024
7

8 Present in-person:

9 Josephine Ellis, (Senior) Co-Warden
10 John Garinther, (Junior) Co-Warden
11 Suzanne White, Treasurer
12 William O'Neill, Assistant Treasurer
13 Dr. J. Christopher Perry, Clerk
14 James Alden
15 Beth Anne Hamling
16 David Nevin
17 Christopher Plankey
18 Wendy Webster Coakley
19

20 Regrets:

21 Rev. Dr. Nina Pooley, Rector
22 Caleb Harmon
23

24 Meeting began in-person at 7:00 P.M
25

26 **I. Opening scripture and Prayer offered by David Nevin, in the absence of Rev. Dr.**
27 **Nina Pooley.**
28

29 *Scripture: John 13:34-35*

30 I give you a new commandment, that you love one another. Just as I have loved you,
31 you also should love one another. By this everyone will know that you are my disciples,
32 if you have love for one another."
33

34 Opening Prayer.

35 God, you sent your Son into the world that we might live through him:

36 May we abide in his risen life so that we may love one another as he first loved us, and
37 know the fullness of joy. *Amen.*
38

39 II. Josie Ellis: Discussion

40 Josie Ellis began with a description and discussion of the busy weekend activities
41 ahead: ordination, organ concert, Bishop's visit, Bishop's meeting with the Vestry.

42 Budget/Refresh Discussion. In informal discussions with parishioners, Josie

43 noted feedback that everyone loves the refresh –not to look worn-down, sad and cold --
44 but some have wondered about the costs.

45 Sarah turns 65 in July and will reduce her hours to 3 days (21 Hours).

46 The Rev. Nina Pooley is in Baltimore for training for the upcoming convention
47 and will return soon.

48

49 **II. Clerk Report: Minutes from previous meeting**

50 Dr. Chris Perry noted that the minutes came in early this afternoon, so several
51 members did not get to review them.

52

53 A. corrections

54 Several typos were noted, and corrections made.

55

56 B. Minutes approved (as corrected).

57 Motion by: Josie Ellis

58 Seconded by: Jim Alden

59 Approval: unanimous

60

61 **III. Old Business**

62 The Clerk recounted 3 Action Items from Previous Meeting, all of which are now
63 accomplished, hence moot.

64 1. New way of summarizing the minutes by the Clerk will begin with the
65 minutes for this meeting.

66 2.Rev. Nina Pooley will connect with Chris Perry re possibility of Good Friday
67 opening for the Stations of the Cross in the Sanctuary. She also had some personal
68 items to attend to regarding Palm Sunday, and checking with Caleb Harmon.

69 3. Volunteering is encouraged to participate in the Spring cleanup Day April 20.

70

71 **IV. Committee Reports and New Business**

72

73 **Financial report** (Suzanne White)

74 The Finance Committee reviewed the budget for areas of overspending the
75 budget (>25%), and identified some planned personnel savings.

76 The audit was completed in March and reviewed by Steve Hasbrook. He
77 recommended some changes in the filed Parochial Report, to correct some numbers,
78 and then resubmit to the Diocese. The Vestry also needs to review the updated draft
79 audit and management letter (3 items in the Google File). Vestry should approve by
80 email.

81 Disaster Relief Plan. The new IT service is putting our files into the cloud, for
82 easy access.

83 Financial Audit. There are three choices offered by the Diocese to do an audit:

84 hire a CPA, or hire Steve Hasbrook, who is approved and recommended by the Diocese
85 – although not a CPA – or form an audit committee in the Parish. We use Steve
86 Hasbrook, who is highly knowledgeable about parish financial issues.

87 **Property Committee** (John Garinther, Chris Plankey)

88 Chris Plankey reviewed progress with ongoing issues.

89 1. *Stained glass window protection* for the upper windows will require a lift to be
90 parked on Allen St.

91 *Heating system upgrade* is being dealt with by a sub-group of the Committee.

92 *Foyer and dining room refresh*: flooring was put in. Painting and lighting fixtures
93 are due next.

94 *Water fountain*. The old one was removed and preparation for a new one is in
95 progress.

96 Spring Workday tasks were done on April 19. See the Wardens' Report for the
97 list of accomplishments.

98 The new church sign was installed. Everyone noted how good it looked.

99 *The boiler monitor schedule* was made.. The boilers must be manually turned on
100 and off due to a failed control valve in the boiler room which is stuck open and sending
101 constant heat to the sanctuary.

102

103 **Stewardship** (Wendy Coakley)

104 No developments were noted.

105

106 **Wardens' Report** (Josie Ellis, John Garinther),

107 Sarah is composing the *Spring Newsletter*; planned publication date is May 3rd.

108 *Paint and Sip* on Saturday April 20 had 20 kids attending.

109 *Spring Workday* accomplishments were many and are listed in the Warden's
110 Report.

111 *Go and See*. There was a lengthy interchange about St. Stephen's Table which is
112 our flagship mission. It is stretched in the number of meals offered, which may affect
113 increasing it's outreach. The pandemic disrupted previous infrastructure, such as past
114 volunteer groups assisting. Dan Moon continues to produce meals at the level of
115 whatever is needed.

116 We need to learn more about our clients and how to increase volunteers.

117 One suggestion (Chris Perry) was to develop a *management committee* to support
118 the mission of *St. Stephen's Table*, and to ensure resources match any new requirements
119 for the *Go and See* initiative. Another suggestion (Suzanne White) was a spreadsheet
120 sign-up for volunteers. Both of these would support Dan Moon and the *Table*.

121 *HVAC*. We looked at the previous report suggesting expenditures from 0.5 to 2.5
122 million, which may not be cost-effective. We will examine them to pull out critical
123 pieces to get the heating system back to where it should be, not needing daily attention.
124 We have sent out some RFP's. We are going to need a capital campaign, get some grant

125 money.

126

127 **Rectors Report** (Rev. Nina Pooley)

128 The Rev. Nina Pooley listed all of the upcoming events around the Bishop's visit
129 in the report.

130 *Saint Stephen's Table* has recently had a noted increase in meals given.

131 *Jewish Family Services* wants to renew their lease.

132 *Berkshire Immigrant Center* (BIC) is changing from an annual to a monthly lease
133 with us. The space is inadequate. They viewed additional space on the third floor with
134 Rev. Nina Pooley. Rev. Nina Pooley also made an effort to address issues that would
135 make BIC and its clients feel safe, despite proximity to the Police station, and noted that
136 such issues were addressable.

137

138 **Action Items from this Meeting:**

139 1. The Vestry needs to review the updated draft of the audit and management
140 letter (3 items in the Google File under Finance). Approve to Suzanne White by email.
141 The minutes will need to show that it (audit, and amended Parochial Report) was voted
142 upon and approved, probably by email.

143 2. *Go and See* should review the managerial support for *St. Stephen's Table* and
144 make a recommendation about the desirability of establishing a management
145 Committee to support *the Table's* mission, and any new *Go and See* proposals. Then, if
146 desired, bring it back to Vestry for a proposal and vote.

147

148 **Next Meeting scheduled:**

149 1. Vestry Meeting in-person May 28, 2024

150

151 **V. Closing Prayer** offered by David Nevin

152 May God, who raised Jesus from the dead,
153 grant us a peaceful night and a perfect end.

154 *Amen.*

155

156 **VI. Adjournment:** Meeting adjourned by unanimous consent: 8:56 P.M.

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158