

1
2 *St. Stephen's Episcopal Church*

3 *Vestry Meeting*

4 *2024 - monthly meeting # 5*

5 *Date: May 28, 2024*

6 Draft: to be reviewed June, 2024

7 **Note: please identify corrections by line number for ease of emendation**

8
9 Present (virtually by Zoom):

10 Rev. Dr. Nina Pooley, Rector

11 Josephine Ellis, (Senior) Co-Warden

12 John Garinther, (Junior) Co-Warden

13 Suzanne White, Treasurer

14 William O'Neill, Assistant Treasurer

15 Dr. J. Christopher Perry, Clerk

16 James Alden

17 Beth Anne Hamling

18 Caleb Harmon

19 David Nevin

20 Christopher Plankey

21 Wendy Webster Coakley

22
23 Regrets: None!

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

26
27 **I. Opening scripture and Prayer offered by Rev. Pooley**

28 From Ecclesiastes

29 For everything there is a season and for every matter under heaven.....

30
31 Prayer from The book of Powers

32 That you will be wise to each season and time.

33 That every hour will open its purpose to you....

34
35 **II. Josie Ellis: Discussion**

36 Wendy Webster-Coakley brought up the problem with limited parking around
37 the church that has worsened. A number of suggestions arose, including listing parking
38 places nearby, within about a 2-3 block radius for available Sunday parking. Also, at
39 some point we might have a diagram of available parking for the Sunday Service
40 brochure. These include the McKay St. Parking lot, the lot behind 7 North St. And the
41 municipal lot across from Zion Lutheran Church. Finally, it was agreed to have the
42 vestry person on duty mention the issue and note that the vestry was planning a helpful

43 response.

44

45

46 **III. Clerk Report: Minutes from previous meeting**

47 April 23, 2023

48 a. minor corrections were offered.

49

50 b. Minutes approved (as corrected).

51 Motion by: Josie Ellis

52 Seconded by: Suzanne White

53 Approval: unanimous

54

55 **IV. Old Business**

56 Action Items from Previous Meeting

57 x 1. The Vestry needs to review the updated draft of the audit and management
58 letter (3 items in the Google File under Finance). Send approval to Suzanne White by
59 email. The minutes will need to show that it (audit, and amended Parochial Report) was
60 voted upon and approved, probably by email.

61 2. *Go and See* should review the managerial support for *St. Stephen's Table* and
62 make a recommendation about the desirability of establishing a management
63 Committee to support *the Table's* mission, and any new related *Go and See* proposals.
64 Then, if desired, bring it back to Vestry for a proposal and vote. The Clerk noted that
65 this was more for continuing discussion at May's meeting, as it had not been an actual
66 motion or decision at last meeting.

67

68 **V. Committee Reports and New Business**

69

70 **Financial report** (Suzanne White, Bill O'Neill)

71 The website that holds our parochial Report, which is due, was down until late
72 last week. The Parochial Report has been corrected. We do not need to approve that
73 again, but do need to review and approve 1) the Audit Certificate and 2) Management
74 Letter, and 3) ICQ, Internal Control Questionnaire (2 items needing to be updated:
75 disaster Relief Plan, and Sarah's office Procedures for everything she does.

76 Steve Hasbrouck, our audit consultant, has simplified our report over past years.

77 There was a question about why the April Salary item was so high. After
78 checking, the Treasurer noted that it was a 5-week month, hence the budget reflected
79 this.

80 John Garinther noted the plate offerings from Easter were very high this year
81 (around 2,800), a welcome occurrence.

82

83 Motions:

84 Motion by Suzanne White, who recommended that we approve the audit.

85 Seconded: David Nevin

86 In Favor: unanimous

87 Opposed: none

88 Abstained: none

89 The motion passed and the audit was approved.

90

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

92 The project to service and add protection for the stained glass windows is in its
93 second year. Plans to finish the project are in place, and permits will be pulled. We will
94 have machinery/lifts outside and scaffolding inside the Sanctuary for weeks.

95 Heating system is still a topic to be discussed, pending more information.

96 There were more improvements to the dining room: new ceiling and lighting.

97 Paint colors are to be determined. The Allen St. doors were scraped and painted shiny!

98 Water fountain is in (special thanks to Chris Plankey were given).

99 Someone reported that a community member (not parishioner) said they liked
100 our bells and would like to hear them more.

101 It was discovered that we don't own our front lawn. This made it tricky to get
102 our sign on it. The city owns it, as a right of way. David Nevin pointed out that this has
103 always been this way. John Garinther will look into this with the city as to how we can
104 purchase it.

105

106 **Stewardship** (Wendy Coakley)

107

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

109 The Vestry reviewed the Diocesan Safe Church training requirement for lay
110 leaders. Wardens should do the full training, while others, especially those who work
111 with children, should do the shorter on-line training for "volunteers". The Warden's
112 Report has the website information for the training. Sarah has a spreadsheet that tracks
113 who has completed the training. Chris Perry asked for dispensation to skip Safe
114 Church training, as he is already a mandated reporter and had related continuing
115 education on childhood abuse and neglect issues.

116 Related to the above, parental consent should be obtained when children
117 participate in church events.

118 We have volunteers for the Church's booth at Pride Festival, but additional
119 volunteers are welcome. We are in a more visible site this year, near First St. And have
120 nice pins to give out, as well as a picture set-up.

121

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

123 Rev. Nina Pooley went over the summer liturgy including changes for the
124 summer music, as the choir is off duty. She will discuss with Joy Mullen how to have

125 “pop-up choirs,” to “make a joyful noise” for the offertory hymn or others. These will
126 consist of willing vestry members and congregants, with Joy playing piano, although
127 Joy warns that the latter is not her forte.
128

129 *St. Stephen’s Table* is stressed by increasing demand. Chris Perry suggested that
130 the *Table* needed an additional level of support or management to facilitate the work of
131 Dan Moon and the *Table’s* volunteers. This was followed by some discussion. Right now
132 the Rev. Nina Pooley and Craig Reynolds supply some of that support, but John
133 Garinther noted we may be working toward increasing support. Several noted that we
134 have fewer volunteer groups than prior to COVID-19.

135 The idea of creating a 501(c)3 entity to garner financial resources for the *Table*
136 was briefly raised.

137 One minor change is to plan menus with back-up menus for days when demand
138 exceeds the day’s offered menu. Also some training of new volunteers should be
139 instituted, perhaps on the less busy day, Friday.

140 Fixing the pilot burner for the stove would take one problem off Dan’s back.
141

142 **Action Items from this Meeting:**

- 143 1. Suzanne White will check with Sarah Morrison to ascertain the reason for the
144 increased salary item in the past month’s budget (likely due to a 5-week ay-day month).
- 145 2. John Garinther will work on producing a parking map, possibly for the
146 Sunday Service Booklet.
- 147 3. Rev. Nina Pooley will look into putting together a brief survey about who
148 shows up for the *Table’s* meals.
- 149 4. Rev. Nina Pooley will follow-up with Joy on the idea of the pop-up choir over
150 the summer.
- 151 5. Vestry members without certificates are encouraged to take the Safe Church
152 Training.
153

154 **Next Meeting scheduled:**

- 155 1. We will forgo a Vestry Meeting for July and instead plan a retreat. Details to
156 follow.
157

158 **VI. Closing Prayer offered by Rev. Pooley**

159 From, the book by Harriet Powers, the *Sanctuary of Women*.

160 May it be that beauty will attend us in our inner workings and in our dreaming.

161 *Amen*
162

163 **VII. Adjournment:** Meeting was adjourned by unanimous consent: 8:40 P.M.