

St. Timothy's Episcopal Church Vestry Meeting
Tuesday, August 28, 2018 at 6:00 P.M.

Attendees: Rev. Rebecca Nickel (Rector), Lou Pierce (Treasurer), Maria Granato (Clerk), Donna Adams, Karsor Dennis, Tim Kramer, John Prey, and Mike Sarfaty

Absent: Edith Collins (Rector's Warden), Scott Trauscht (People's Warden), and George Greene

Guests: Audrey Corne (Property Committee); Joanne Gott, Carolyn Williams, and Marty Williams (Food Pantry)

1. Call to order and opening prayer led by Rector Nickel at 5:57 P.M.
2. Food pantry presentation by Carolyn and Joanne: As part of our member agency compliance agreement with Gleaners Food Bank, we fill out a form every year to be in compliance with their requirements; this is followed up with agency monitoring. If the food pantry is out of compliance, we receive no food from Gleaners. We are currently a complying member agency and allowed to purchase food from them, which we do monthly. Gleaners has now changed its policy regarding monthly hours of member agencies. We are currently open four hours a month on the same day; two hours in the morning and two in the evening. The new policy states that the second two-hour shift must allow the same clients who visit the first time to visit a second time, so two hours of the four must now fall on a different day. The plan is to keep the morning shift on the third Tuesday of every month, but the pantry will no longer operate that same evening. The proposed new evening date for the food pantry is the fourth Tuesday of every month. Potential concerns: we visit Midwest Food Bank the second Tuesday of every month to pick up free food; this date is set by Midwest and is required. We also visit Gleaners the same day to transport, stock, unpackage, etc. all at the same time. The time change may confuse the clients as well. The biggest concerns are losing evening volunteers and that the Vestry will need to meet at another time. A motion was made by Mike that the food pantry evening shift be moved to the fourth Tuesday of every month from 6:00-8:00 PM, and the Vestry meeting to the third Tuesday of every month at 6:00 PM. The motion was seconded by Tim, and passed.
3. The Finance Committee has made a proposal regarding the \$175.00 needed quarterly for pest control. This is not a budgeted expense, so the proposal is that the food pantry fund take on the expense of \$700.00 a year. A motion to do so was made by Lou and seconded by John, with discussion: the food pantry currently has the funds for this, and the pest control helps to secure the food supply. An amended motion that the food pantry pay \$50.00 and the rest come from Routine Maintenance and Repair, placing the category over budget, was made by Tim. This was seconded by Donna. The food pantry representatives stated they are comfortable paying the full \$700.00, but may need help if the cost increases. Pest control is also part of our compliance with Gleaners, as is storage and regular cleaning of the pantry, which currently does not happen. Mike proposed a reversion to the original motion, which was seconded by Donna. The expense would show as a line item under the food pantry category in the budget. The motion passed. This will begin now, retroactive for earlier 2018 payments. The first charge was in June of 2018. Lou will provide pest control payment documentation to Carolyn and Joanne.
4. A motion to accept the June Vestry minutes as written was made by Tim and seconded by Donna. The motion passed.
5. The July finance report was reviewed. The budgeted figure for pledges year-to-date was \$82,600.00, and we are currently at \$76,853.26. We are over-budget on this, as we frequently are until December; we are currently \$2,500.00 behind on total income. Lou has worked to make sure expenses are reflected coming from the correct accounts. Items have been moved out of routine maintenance and repair, such as creek expenses and other non-budgeted items

such as the men's restroom repairs, electrical work, A/C maintenance, and fire extinguishers have been moved to the Building Fund. We have \$4,000.00 in Hospitality and received a \$3,000.00 grant; these need to be separated. Out of the \$3,000.00 grant came the banner and banner-holder, light pole banners, and business card/letterhead expenses. Photo directory costs will come out of the Hospitality funds. Dedicated accounts: Good Samaritan has \$4,234.05. It was noted that the creek cleanup project was a risk management issue, because the dense foliage made it too difficult to see cross-traffic. The Vestry meeting moved outside to look at the creek progress.

6. Tim Nickson has resigned as co-treasurer, so the post needs to be filled. The Vestry needs someone skilled in writing checks/accounting, and who is willing to come weekly to write checks and learn the rest of the Treasurer job.
7. Audrey shared a proposal to change our waste management service from Republic to Ray's to take over dumpster operations. Ray's will charge \$47.00 a month, guaranteed for five years. A motion was made by Audrey and seconded by Donna. The motion passed.
8. One of the pages of the Building Use Agreement needs to be modified: currently, the Rector, office manager, and warden are authorized to schedule events. The proposal is to add Vestry members and the Property Committee Chair to the list. The second proposed change is to note that a key for the dumpster lock will be provided to those aforementioned holding events. A motion to make these changes was made by Audrey and seconded by John. The motion passed. Linda Dernier will be notified to make this update.
9. We now have new thermostat covers with codes. The Property Manager currently has the code, and it is proposed that the Rector and Senior Warden, or their designee, also have the code. The code will also be shared with supply clergy as needed. A motion was made by Tim and seconded by Donna. The motion passed.
10. Updated Property Report: see attachment at the end of the minutes. A microphone for Chaplain Ray will come from the Building Fund. The cleaning service has provided new custodians, as one of our assigned left due to health issues. Rector Nickel and Audrey will do a walkthrough with the new people.
11. A Pathways to Vitality Report was emailed the day of the meeting. Per Donna, the directory will arrive soon. It has been proofed and edited and will arrive in two to three weeks. Donna will receive a proof version of the website in a few days.
12. Adult spiritual formation will begin again in October.
13. The next Confirmation class will be in 2019.
14. We will be needing a new Senior Warden and three new Vestry members next year, and the by-laws need to be edited to allow for a smaller Vestry.
15. Karsor has volunteered to take care of continued creek upkeep, and has asked for a trial for the rest of the year. He wants to be able to volunteer his time, and Mike will help.
16. The Lord's Prayer was said in closing at 7:16 P.M.

Respectfully submitted by,
Maria Granato, Clerk

Next Vestry Meeting: Tuesday, September 25, 2018 at 6:00 P.M.

Property Update since June Vestry Meeting:

Creek banks finally planted with grass, new pulpit microphone installed, code locked thermostat covers installed, lavalier microphone ordered for Chaplain Ray, quarterly pest control visit done, planning to seek snow removal firm, regular contact with janitorial service people – Anna had to leave due to return of cancer and new person Leslie getting oriented. Finally since janitorial service is only provided on Saturdays and Wednesdays, ~~I ask that excepted filling of trash or garbage be handled by the involved group rather than sit and get odiferous.~~ Also liquids like chocolate syrup needs to be disposed of via the sink or toilet.

Modifying page one of Building Use Agreement

Under Building Use Includes: add "or ~~church member~~ ^{Authorized Vestry member or property manager} authorized to schedule events."

Also add: "If dumpster has a lock, a key will be provided."

At bottom of every page add: Form Revised 08-28-2018 and Page 1 of 5, etc..

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Plan to have mtg to review desired tasks
Include Rev. Rebecca