

St James Vestry Meeting Minutes
In-person at St. James'
August 29, 2023

Attendance: Bob Dugger, Mitch Chester, Marie Dixon, Don Gardner, Rev, Matt Handi, Deb O'Donnell, Joyce Reynolds, Cheryl Turner, Ralph Urban, Susan Wright

Absent: Alison Banker

Call to Order: 7:00 PM

Opening Prayer: Rev Matt Handi

Approval of the Agenda as Presented: Unanimous Approval

Vestry Meeting Minutes:

July 6, 2023, Ralph motioned to accept the minutes as written, Marie Second, Vote to accept the minutes with unanimous approval.

July 27, 2023, Joint Vestry Meeting Minutes – Pending

New Business

Priest in Charge

IT Consultant Update: St James is no longer working with Office Visions. The new consultants will be "Triple A IT Consultants. "

Rector's Discretionary Fund: Deb O'Donnell made a motion to reinstate the Rector's Discretionary Fund at St James with Rev. Matt Handi as the authorized signer on the account.

The motion was second by Marie Dixon. A vote was called with Unanimous vestry member approval.

Signature for the Operations Account of St James Church: A motion was made by Ralph Urban to add Don Gardner as an authorized signer of the Operations Fund for St James Church. Bob Dugger second the motion. A vote was called with unanimous vestry approval.

A motion was made by Ralph Urban, second by Susan Wright to remove Mitch Chester as an authorized signature for the Operations Fund of St James Episcopal Church. A vote was called with unanimous approval.

Website Redesign: Matt stated that the St James website needs redesign. The existing template is 10 years old. Rev Handi has offered to redesign the existing website and work with the communications committee on implementation. Joyce Reynolds asked for clarification. Matt explained that the website needs an update with more pictures, videos, and more interactive capability. Matt stated that when individuals are looking for a church, they most often visit websites before attending a service.

Insurance Renewal Review: After a review of our insurance coverage, Rev Handi authorized additional coverage for replacement coverage for church contents. The cost for this additional coverage is \$1000 per year added to our existing policy. There was no provision in our current plan for any contents in the church building. We also received a letter from our insurance carrier that there will be an increase in cost to our property and liability coverage for next year. We are covered with Church Insurance Vermont. We also received notification of an increase in medical insurance.

Safe Church Training: All vestry members need to be current with Safe Church Training. Training dates are posted on the ECCT website.

Warden's Discussion:

Convention Delegate:

Current Delegate: Dan Aramini

We need a second delegate and two Alternates. According to the By-Laws of St James, By-Law III - Section 1, d: Delegates are appointed by the Rector. Convention will be held October 27 and October 28, 2023.

AED Training and Installation: Barbara and David Buddington gifted an AED, Automatic External Defibrillator, to the church for emergency use. Mary Pramberger RN, worked with Don Gardner and suggested the AED be mounted on the wall before the Sacristy door. Cheryl Turner will send an email inviting parishioners with medical expertise to volunteer for leading training after church on designated Sundays.

Building Landscaping: General Landscaping was paid \$2900 to complete a clean-up with landscaping. Don Gardner suggested that maintaining the grounds should become a mission and be featured at the Mission Fair where volunteers could commit to a section for ongoing maintenance.

Eversource Energy Efficiency: Artist Energy Solutions has offered two options for gaining energy efficiency, totaling \$44000 in cost. \$31,700 after rebate from Eversource.

Our biggest challenge remains the antiquated Pneumatic Heating System. Ralph proposed this project be broken into segments, "what we can do ourselves."

Don will collaborate with the Finance Committee reviewing the ECCT loan money and Joining Jesus Funds as we move forward with figures to replace the current heating system. ECCT offers grant money for physical plant improvements with a max of \$8000. We are already participating in a consortium with 50-60 parishes for electric and gas, Constellation is our current supplier of electricity.

Vestry Items:

Archives, Fireproofing location, Storage: the quote is \$5000 for the cinderblock area to provide safe containment of all church records. Discussion followed reviewing the need, what is the volume, which documents, and what size space is required to store the materials? What are we storing? Would a “gun safe” be an adequate safe, even temporarily. Currently the silver is not locked. What would be the price to store documents off site?

Ralph will perform an inventory of the various documents, notebooks, flyers, and financial records by year and report back to the vestry.

Treasure’s Report: Bob Dugger

Bob reported that Valerie Hustis will be joining the Finance Committee. Bob feels the budget, “is in good shape, although there is a need to update current entries to the budget.” “We are looking at a balanced budget.” See detailed Treasure’s Report.

Status Audit – Bob spoke with the auditor.

We received \$5000 from Joan Mim’s Family to the endowment, this was acknowledged.

Joining Jesus Funds: Deferred to the next meeting.

Stewardship: Jeanette Brown and Valerie Hustis will attend the College of Bishop’s Training.

Old Business:

None currently

Closing Prayer and Adjournment: 8:40 PM

Respectfully Submitted: Cheryl Turner