St. James Episcopal Church

Glastonbury, CT 06033

Vestry Minutes

December 19, 2018

**Present:** Denise Cabana, Jeannette Brown, Mitchell Chester, Janet Donston

Bob Dugger, Bea Farlekas, Lisa Gleason, Rod Neaveill, John O’Donnell, Joyce Reynolds

**Absent:** Jeff Brown, Mary Jo Logan, Cheryl Turner, Susan Wright

**Opening Prayer:** 7:00 PM

**Dwelling in the Word:** 1 John 1:1-9

**Learning Session:** Post-poned

**Approval of Minutes:**  Minutes of the November 28, 2018 meeting was unanimously approved with the following correction: Rod’s last name is spelled incorrectly. Correct spelling is Neaveill.

**Checking In:**

* The Vestry wished Rod Neaveill well as this is his last meeting and will be leaving for Kentucky at the end of the month.

**Discussion:**

* New Vestry structure was proposed and reviewed. It would eliminate the Member-At-Large (open), the Administration commission (led by Rod Neaveill) and the Communications commission (led by Susan Wright). It would mean we would not need to fill the At-Large position, and with Rod leaving, Administration will be vacated. Susan would be moved to the Fellowship commission (being vacated by Mary Jo Logan). This would only leave one open spot to fill (Worship commission, being vacated by Janet Donston). Denise asked for any suggested names to be passed on to her. She has asked Rich and Nancy Connell if one of them would consider joining Vestry. They are considering it. The new structure will be voted on at the annual meeting.
* Discussion was held regarding whether or not to purchase a book for the congregation called “Grateful” by Diana Butler Bass. Bea Farlekas said that it could be purchased from Cokesbury (online Christian bookstore) for $15.99 each with free shipping. Total for 90 people would be $1,439.10. If we provide our Tax ID, it would be tax exempt. Suggestion was made to give it out at the Annual Meeting. The funds could be taken out of the Memorial Fund or the Faith in Action budget. Motion to move forward with this idea was made by Jeannette Brown, seconded by Janet Donston and approved by the remaining members.
* A parking sign is needed for when we hold events. Denise suggested that we purchase 2 banners, and that they read “Saint James Event Parking”.
* There are 10 gift cards left over from Art in the Abbey that we need to do something with. We can either use them as gifts, giveaways, or thank yous. Denise asked that the Vestry think about what they should be used for.
* Denise reminded the commission leaders that the Annual Reports are due to Jodi no later than January 5, 2019 as she is leaving for CA and if they are not in by then she won’t have time to get them into the master report.
* Annual Meeting breakfast – this is put on by the Vestry for the congregation. We decided to do breakfast casseroles (both a meat and vegetable option), fruit salad, and biscuits. Plus juice and coffee/tea. John has a recipe he will send to Denise for the casserole. We need to plan for 100 people. Denise will send out an email with a sign up for helping. Set up will be done on Saturday.
* The next Vestry meeting in January will focus on planning 2019 fundraisers.
* Update on pledging: Have received 96 pledges for a total of $238,297. Target is $247,000. There are 8 people who previously pledged who have not responded. Jeanette has sent out 4 emails, and will send out a few more.

**Treasurer’s Report:**

* Bob Dugger reviewed the 2019 projected budget. The 2019 was unanimously approved. We are on track for $240,000 in pledges.
* Bob suggested that it would be a good idea to have a tax attorney review the parking contract we have in place.
* Discussion was held regarding whether to keep money in the budget for a Christian Education Director. Decision was made that it would be in the best interest of Saint James to hire a new Director and keep it in the budget. Also, money for a new computer could come from the Memorial Fund and adjustments to two lines in the budget to keep it in balance would be made.
* Motion to accept the budget as is with an adjustment to decrease fundraising budget to $6500 and reduce computer expense by $1500 made by Jeannette Brown. Motion seconded and approved.
* Motion was made to approve the spending down of up to 4% of the endowment when needed was made by Jeanette Brown. Motion seconded and approved.

After closing prayer, the meeting was adjourned at 9:00pm.

**Next Vestry Meeting: January 23, 2019**