St. James Episcopal Church

Glastonbury, CT 06033

Vestry Minutes

June 26, 2019

**Present:** Denise Cabana, Jeannette Brown, Jeff Brown, Mitchell Chester, Rich Connell,

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

**Absent:** Cheryl Turner, Susan Wright

**Opening Prayer:** 7:00 PM

**Guest:** Ed Crow

Parish member Ed Crow came to speak to the Vestry about a project he has been working on for the church and to offer some observations of things needing repair.

* He and Nick Monsarrat have been working on clear coating the brownstone portion of the church. At this point 28 gallons of clear seal have been sprayed on the front of the church. This should last 10-15 years.
* They have gone as far as an 8 foot ladder will allow them to reach. The rest of the church above that point will need to be done by a professional. He suggested the higher part of the church could be done at the same time the roof repair is done.
* Ed and Joan Crow have donated all of the clear coat sealant and will donate the rest needed.
* Observations:
  + The trim around the church, especially around the windows needs painting and caulking, some boards are rotting away.
  + There are deteriorating plantings around the church; overgrown, needs trimming and attention.
  + A few of the small stained glass windows do not have Plexi glass on them; important to add for insulation.
  + The Rose window is not in great shape it will need to be re-leaded at some point.
* The Vestry thanked Ed for his contributions and all of his work.

**Learning Session:** Denise proposed moving the learning experience to September.

**Approval of Minutes:** No minutes were received from the 5/23/19 meeting. Approval postponed to the next meeting.

**Treasurer’s Report:**

* Bob cautioned that the “Funds for Transmittal” of $6607 is just temporary, it is a pass thru. This inflates the amount in the General Fund.
* Pledged offerings for the month are down. There was $9,655 in pledges when there should have been about $16,000.
* Expenses look good due to the lack of Christian Ed Director salary.
* Facilities had a big expense month due to water heater purchase and sprinkler.
* Diocese National Church –period activity is $0. This is because we made 2 payments in April and none in May. This makes the May cash position look better than it is.
* Motion to accept the Treasurer’s report was made by Jeanette Brown. Motion was seconded by Jeff Brown. All approved, report was accepted as is.

**Discussion:**

* John gave an update on the roof repair. There is one quote in and he is waiting for another to come in. The quote received was for $29,314.
* Denise gave an update on the Capital Campaign. She has visited 19 people, and has 3-4 more to visit. She is getting positive feedback and responses. All except 1 family committed. They have raised $170,000 to date.
* A/C – it looks like the air conditioning installation can be completed with funds remaining from the RR Campaign. Denise asked the Vestry to approve using the funds in the RR Account to award a contract on the A/C. There is $49,000 in the account. Expected cost for the A/C is $30-35,000. Rich Connell provided detailed information about what is involved.
  + A motion to move forward with installing the A/C and using funds from the RR Account was made by Jeff Brown. The motion was seconded by Jeanette Brown. All approved and motion was passed.
* Discussion about the campaign finances was held. The goal of the campaign is to raise $500,000. We had put $190,000 in that budget for the roof, which looks like will cost less than $50,000. We need to decide the best use for the money that is raised. Options to consider:
  + Should do some of the projects Ed Crow brought forth.
  + Consider finishing the sealing as part of the roof repair.
  + Put some money into a building fund to use to address ongoing issues.
  + The Endowment needs to be increased. Suggesting bringing it to $75,000. Would only use the interest earned on the whole endowment.
  + Cost out the wood trim repair (painted/scraped/replaced).
* Denise’s Sabbatical – We need to fund a supply priest (that has not been funded) for about $10,000. Will use capital funds to pay as we didn’t fund for this in advance properly. A line item needs to be added to the budget for sabbatical as this occurs every 5 years and should be funded in advance. A consensus was reached to do this (no vote needed).
* It was noted that we will receive quarterly checks from the Diocese with campaign funds.
* Jim Barry attended a conference in Boston. The fee was $616. Denise asked Vestry if this is something that could be covered for Jim. Jeanne Kowalsky will need to find a line item for it.
  + Jeannette Brown motioned that the cost of the conference be paid for by the church. Mitchell Chester seconded the motion. All approved, motion passed.
* Denise asked if everyone read the Safe Church policy from the ECCT. Everyone had and agreed ours should be updated to match the ECCT policy.
  + Jeannette Brown motioned to accept the Safe Church ECCT Policy. Jeff Brown seconded the motion. All approved, motion passed.
* Denise’s Sabbatical timing –
  + 2/24/20 – last Sunday
  + 6/8/20 – back in the office
  + 6/14/20 – first Sunday back, with picnic and jazz band
* Youth Director position update:
  + Search Committee interviewed an excellent candidate tonight. Have two more interviews scheduled – one on 7/2/19 and one on 7/11/19.
* Memorial Garden – the Garden is getting full. Do we want to expand it or keep adding on top? Suggestion made to add a spot for pets as well. Something to think about.
* Saint Mary’s Church in Manchester contacted us. They are not sure how long they will be able to sustain themselves. Bea had a discussion with Andrea Burr. They are exploring partnering with other churches in some way. The do not have financial resources, although they have membership.

After a closing prayer led by Bea Farlekas, the meeting was adjourned at 8:40pm.

**Next Vestry Meeting:**

No meeting in July.

Next meeting will be held at Rev. Denise Cabana’s house on August 21st at 7pm.

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