

8/2023 Vestry Minutes August 23, 2023

[Mother Tracy Wells Miller,] Anne Baker, Kathy Butler, Liz Lindsley,, Susan Von Schmacht, Antonette Wood, [Joanna Philips, Jon Showalter] Win Fernald (Senior Warden), Debra Spencer (Jr. Warden) Nelson Crandall (Treasure)
Alliee DeArmond (Clerk)
Parishioners: Tom Butler (Stewardship.)

Note: The following 3 items were brought forth by Win while we were waiting for Debra to arrive for formation. We had not formally begun a Vestry Meeting, and I'm not sure who had or hadn't arrived by this point.

Fire Inspection. Win: We passed. However, Exit signs need batteries. Boxes too high in Altar Guild storage. Where is the Alarm Bell located?

Phone / Comcast Bill — pass to Leonard. Issue with needing land line for fire. Can't use cruzio, wasn't available for our address. Questions around delivered by wire, or through the air.

Custodian of records. Win: Win is working on a fingerprinting form, needs info for two things, but will hold off submitting it until we know about Tracy. Lisa wants to add a high school student as an aid, and we'll want to be able to see her records. **Q:** Where do the records go? **Win:** Tracy is currently holding records. **Q:** Could it be a clerk? **Alliee:** I think Tracy held the documents because they contain highly personal information. **Win:** Two things that I don't have are: the ORI and mail code. **Nelson:** might be in Drop Box, I'll look for it.

Note: Win wanted the below, as it is clearer:

Custodian on Records: Tracy is the Custodian of Records and receives any reports from the background checks and fingerprinting of employees. Lisa wants to add an assistant to the ACYP program in the fall, and we will need to be able to see any report that results from the Live-Scan of that person by the end of the year. If Tracy does not return Win will apply for the Custodian of Records for St. Johns. Need to determine the designations for ORI and Mail Code.

After waiting for 10 minutes to get in, Debra arrived.

Formation: Debra Prayer

Questions How is St. John's meeting your faith needs now
How are we meeting the needs of the church?

Consent agenda. Anne moves we approve corrected minutes sent out yesterday, Debra seconds. Passed Unanimous.

Book keeping: Nelson. Not a lot of progress while on vacation. Working on processes. We were showing as not having paid anyone's health insurance. A confusion around paying to Pension fund vs Insurance fund. All is getting taken care of. Nicole wants Nelson to reconcile the investment statements. She may be confused because we have so many accounts. Nelson got a first draft done, numbers were right but presentation wasn't good. He went in and started auditing. He had thought we would be able to retrieve monthly statements for all of 2023. We will be able to come to a conclusion, however, we won't be able to recreate monthly statements due to Realm's dating system. **Win:** Can we get to a point at which we know where we are and an auditor can see. **Nelson:** I think we can, but every time I get into this I find a new problem. Spent all of Sunday working on how we account for loose plate. **Anne:** why can't we get a monthly statement? **Nelson:** Apparently, Realm automatically puts in the date that you enter in the transaction. Therefore in this transition from Quickbooks, we can't go back and enter in January's data, and have it dated in January. It will be dated August, or whenever we entered the transaction. The monthly, pledging data, was already going into realm, so it's ok. We do also have check numbers for pay-outs and paper copies. Cash currently in accounts is Main Checking 57,000, Savings, 156,000, Helpful shop, 46,000 Youth 71,000. **Susan:** are these hiccups because of transition to Realm. **Nelson:** Fair to say that. But Yes, there is a Light at the end of the tunnel.

Vestry Nominating Committee. Win: Kathy, Debra, Win, are leaving therefore they are nominating committee. They can add another person. Anne moves we approve the Nominating Committee. Liz Seconds Unanimously passed.

Discussion items. **Building and Grounds:** Jon sent email. Nothing to add to his letter. Discussion of ways to keep party cars off campus at night. Liz: Sherrie had been around several times and talked about Drugs & liquor. Win: Past two years it has been heavier in the fall.

Pastoral Care. Win. People are out visiting. There was an old list of people needing visitation that Tracy produced. Possibly someone might want to oversee pastoral care. Card ministry and calls are still functioning.

Forums: Debra: Adult formation Team generated a list of people willing to lead forums. Had thought to have a forum twice a month or fifth Sundays, or once a quarter. Jane has the only target date right now Sept 10. Note: Forums happen after the service. (minute for mission / ministry, & living epistles happen during

service. They are shorter.) The forum committee hasn't met this summer. Will see what happens after the 10th.

Stewardship: Tom Butler: Debra: looked like dates were being pushed back. Planning that again. Worked out dates with Tracy in April. Fall pledge drive starts on September 24, three weeks, then a week of follow up. **October 22 ingathering and craft day.** Making crafts in preparation for Christmas Fair. Two days after that is Oct Vestry meeting, where-in we can have some information on pledges. November honored steward nominations. Pick honored steward. Invitations to dinner is 1st Sunday in February. Susan, Charles & Tom are the committee, are looking for suggestions for more Committee members. Craft fare could be advertised for Kids.

Schedule for Dominican Oaks Win: has worked out Dominican schedule through the Fall. Anne: we talked in Worship Committee about expanding it to lay people. Allie I did get lay volunteers. . .

Sunday Services Win. They are inside. Outside can be considered for Special Services. Need to look at work involved. Kathy doesn't think it's that difficult from the Altar Guilds perspective. . .

Debra grateful that we all are different and have different gifts.

Report out to Parish

Vestry nominating Committee is Win Fernald, Debra Spencer & Kathy Butler. Please contact any of them with suggestions for next year's vestry.

Fall Stewardship drive begins Sept 24, with ingathering and Craft day in October. Tom Butler is looking for additional Stewardship Committee Members. (Join the merry fray.)

Dominican Oaks services continue every month this fall.

Community Forum led by Jane Dawson and Bob Chapman with Mary Craig Caruthers will be after coffee hour on Sept 10th. It is for sharing info, appreciations, concerns & suggestions (In these trying times.)

Evaluation:

Liked talking about our faith.

Efficient.

Amiable.

Positive, Encouraging. Supportive, Quiet.

Closing Prayer - Debra
Susan leads next month's formation.

Alliee DeArmond ✧
Clerk