

St. Stephen's Vestry Minutes
August 20 2024

Present: Leah Bailey, Craig Brent, Adam Cavender, Tom Clary, Judith Delaney (Substitute Secretary), Emily Doane, Cleon Hartman, Ashley Hillis, Alan Liby, Courtney Manrod, Beth Reed, Tyler Walker

Absent: Fr. Norman, Betsy Ellis (Secretary), Ben Shassere

Guest: Heather Hartman

Call to Order: Courtney Manrod called the meeting to order at 6:35 p.m. She explained that Fr. Bailey won't be able to be there due to illness.

Opening Devotional: Beth Reed

Beth Reed gave the opening devotion. She offered two prayers taken from a collection of prayers compiled by the United Thank Offering Organization. The first prayer was written by a 9-year old girl entitled "To help you remember and stay calm." The second was for community.

Approval of the Agenda: Courtney Manrod

One additional item concerning changes to the new sign will be addressed by email vote. The agenda as presented was approved (Liby/Bailey).

Approval of the Consent Agenda: Courtney Manrod

The consent agenda was approved with the following correction of a period replacing a question mark to the minutes. (Bailey/Clary)

LEADERSHIP REPORTS

Rector's Report: Courtney Manrod

Courtney shared that Fr. Bailey sends his regrets at missing the meeting and his regards to the Vestry members for all they do. He also sent several items to be addressed.

Nancy Carow has learned it will cost between \$1,000-\$3,000 to make the changes to the exterior sign. This will be addressed via email vote.

Cleon Hartman was asked to research the possibility of a maintenance contract with Volunteer Mechanical covering the HVAC system. It would cover things such as routine maintenance, service call payments, and provide higher priority for emergency calls. He will email everyone a copy of the proposal.

Cleon also shared the outcome of Volunteer Mechanical's most recent work. They reported stress on the system caused by blockages. They cleared the blockages and replaced fuses.

Courtney asked Leah Bailey to share the plans for the Ministry Fair on August 25th. The Fair will be open between 9:15 a.m. to 10:15 a.m. Table setup is scheduled for Saturday, August 24, at 2:00 p.m. Tables will be set up around the perimeter of the Parish Hall and on the stage. Tables for the pot luck which follows the service will be set up in the middle of the room.

Courtney also shared for Fr. Bailey about the plans for the Holy Conversations meetings on August 30th and 31st. St. Stephen's will host the one on the 31st. It will be from 12 noon to 2:00 p.m. Lunch will be provided but Fr. Bailey needs help setting up, serving, and cleaning up.

Senior Warden: Courtney Manrod

Courtney told about the new Fleenor contract for fire alarm monitoring and inspection. The contract went into effect August 1, 2024. There was some confusion over closing out the Johnson Control contract concerning 3 telephone lines but as of today, August 20, communication from JCI shows we owe then \$0.00. This change will generate approximately \$3,200.00 in annual savings.

Courtney also reported on a conversation with Regions Bank concerning our accounts with them. Regions has developed a new system of client profiles which brings all the accounts of a user under one umbrella. St. Stephen's terribly out of date information was corrected. Courtney reminded the Vestry members going forward to regularly review contacts.

Junior Warden: Leah Bailey

Leah asked everyone to log in to their SharePoint account and to make it a team goal to check it for messages from the Vestry team at least once a day.

She reported everything everything has been paid for Camino trip. Thanks to Simon for the use of his American Express card, there were no bank fees for a savings of approximately \$500.00. He has been reimbursed for the expense posted on his card. A second savings was achieved due to the fortuitous daily exchange rate of dollars to euros being at 1:1.06. This saved \$657.00. The savings will be used to pay for lunches.

ITEMS FOR ACTION

Approval of July 2024 financial statement: Tom Clary

Tom reported that the budget changes implemented at the Finance Committee's mid-year review were not immediately reported to Rachel; therefore, the financial report continues to show the projected deficit. However, the reported numbers accurately reflect the financial state. He pointed out that \$24,000.00 of prepaid pledges was transferred from a restricted account into the 2024 budget and monies were transferred from Gifts and Memorials and Capital Revolving to pay for the HVAC repairs. Therefore, the August monthly income of \$73,000.00 does not reflect new money for the month.

Reductions in the budget that are reflected in the report include eliminations in the salary and benefit lines due to the personnel changes of Elizabeth Pack, Sherry Burchfield, and Ashton Sims.

Upon the recommendation of the finance committee the July financial statement was approved.

Approval to add travel expenses per Rector's LOA: Tom Clary

Tom explained that a line item for the Rector's travel expenses was inadvertently omitted from the 2024 budget. Fr. Bailey's LOA includes up to \$1,500.00 per year in church related travel expenses. This is standard across the diocese. How the reimbursement will be handled needs to be carefully thought out including study of how other churches handle it. We must always follow the IRS guidelines.

The Finance Committee is recommending Vestry approval. The motion to add up to \$1,500.00 to the 2024 budget subject to administration according to IRS guidelines was approved (Bailey/Walker).

OLD BUSINESS

Developmental Goals: Fr. Norman

This topic was tabled until next month.

Envisioning Committee: Heather Hartman

Heather shared an update on the activities of the Envisioning Committee.

- Fr. Bailey had asked her to think about “warming up” the hallway outside the Parish Hall. The Committee would like to engage the artist who painted the murals in the nursery and children’s bathroom to do a series of Bible stories on the hallway walls. This would be additional money not from the general fund.
- Heather responded to a question concerning cost of the digital bulletin boards. The maintenance to be able to upload runs about \$10.00 per month per screen. Two to three screens are in the proposal but she had not researched the total cost yet.

NEW BUSINESS

Kitchen: Beth Reed

Beth shared a conversation she had with Cathy Chippendale, the kitchen chairman. Cathy reports that the kitchen freezer and the sterilizer are on their “last legs.” A new freezer will run around \$3000.00. The sterilizer is not reliable. The Health Department inspector checks these appliances for appropriate temperatures. Cleon added that the technicians who work on the freezer say it is shot and we are paying good money after bad every time we repair it. We cannot depend on the freezer in the annex to replace the one in the kitchen. If we did that, it extends the boundaries of our “commercial kitchen” becoming subject to Health Department inspection.

Kitchen Door: Cleon Hartman

Cleon received a quote for replacing the external kitchen door and the framing for \$7,762.00. This was the only company that responded to a request for quotes. Courtney said she had a contact she will share who might be interested.

Fire Hazard: Cleon Hartman

Cardboard boxes that are currently stored under the stairs are a fire hazard, need to be removed, and not stored there again according to the fire inspector.

ITEMS. FOR DISCUSSION

Water Fountain: Cleon Hartman

Cleon reported that the water fountain in the office hallway is being replaced with one that includes a water bottle filling unit. A second one for the 2nd floor hallway is also being considered.

COMMITTEE REPORTS

NOTE: Unless noted below no reports were submitted.

Christian Education: Emily Doane

Fr. Bailey has ordered a curriculum that focuses on the Gospel reading for the week. The curriculum covers ages pre-K through adult allowing families to continue discussing the reading at home.

Fr. Bailey ordered a 9-month package. Full lesson plans are included which will make it easy for volunteers to participate.

The Catechesis program will continue for ages 4 through 1st grade with Linda Twohig as the lead teacher. Lead teachers are in place for the other age groups. The volunteer “second” teachers will rotate. Christian Education classes will not meet during the school breaks; however, Children’s chapel will continue during the breaks.

Parish Life: Leah Bailey

- The Mass in the Grass was very successful. There was a good turnout. The weather was great. In the future Simon and his keyboard must be kept out of the sun. The black keys became very hot.
- The pool party at the Briarcliff pool was a great success. Leah will send thanks to the Merediths and the Shasseres for hosting it.
- There were more backpacks for The Blessing of the Backpacks than ever before. Lemonade-time had a “school-lunch” theme with sandwiches, applesauce, etc.
- Sunday the 25th in addition to the Ministry Fair is also Rally Day. Fr. Bailey will have a special Rally Day blessing for the pot luck.

The meeting closed with the Lord’s prayer at 8:00 pm.

Next Vestry meeting is September 17, 2024

Respectfully submitted,
Judith Delaney
Substitute Secretary