

St. John's Vestry Meeting
September 4, 2018

In Attendance: Fr. Jim Wheeler, Fr. Sandy Key, Bill Schwartz, Danielle Sullivan, Kathi Bacchi, Chris Mehan, Terrence Green, Olive Grant, Anne Mavor

-Lester Bilyou for Operations Report

Opening Prayer

Formation

- Review of Vestry Retreat. Identify and chart our top Character Strengths

Information

Minutes of August 7, 2018 Vestry Meeting

- motion to approve minutes, seconded; no opposition

Operations Report

- handout of email from Sharon provided
- Sharon updated us on status on Trumbull Restoration and her meeting with Stamford Police Department
- Lester Bilyou report via email provided in handout
-Microphone replacement
- per Lester:
 - one of the new bulbs is out in Sanctuary; Lester called Camsan who will send someone to look at it
 - re Microphone replacements in accordance with new FCC regulations re frequencies
 - Lester reviewed manuals, some of them may not be a problem because they have a range of frequencies
 - what would happen: warning then large fine
 - issue re timing; FCC left it open ended
 - not all companies are making replacements; only a few taking trade-ins
 - smoke detectors: issues re people not following procedures; originally planned for 2 beams and the transmitters would be where they are now and reflectors would be on either side of the reflectors; nobody here knew how to turn organ on, no one tested that area
 - sanctuary currently not fully covered by smoke detection; needs to be done
 - better off to add one more rather than change the existing ones
 - Question re whether there is a formal process stating "we're covered" in seeking decreased insurance payments
 - suggestion: have someone from TEC controls look through building, may provide suggestions, and they can certify it; or ask fire station to have someone to do a look through

Treasurer Update

- provided via email
- Melody & Chris met with Jane; notes taken by Melody re what was officially tagged in our endowment and what is not
- Discussed pool of money in a general operating account for things such as emergency situations or safety issues
- Email re list of priorities (ie. repair costs for leaky roof) & Vestry to respond expeditiously
- Available Funds for Maintenance Projects (if report from Jane & Melody is ready)

Update on Fall Pledge Appeal

- Father Sandy: received an email re Stewardship Best Practices, being held by Diocese on Thursday 9/6, 6-8PM
 - Father Sandy to attend; to see if other committee members can go

Update on Whose Terms are up at the Annual Meeting in January

- handout provided via email
- question: who determines the terms?
 - by-laws; can be amended
- suggestion for an assistant treasurer in the future to aid learning curve

Faithful Futures of Stamford

- notes from last meeting provided via email
- similarities in priorities of different Vestries
- group has made progress, working on a focus group
- Fr. Sandy working with UConn; promoting others events
- next meeting October 18th at St. John's
- Question: timeline/objective for presence at UConn?
 - meeting on Thurs 9/6 at 10AM at St. Andrews
- discussed signing a contract with St Andrews to rent a room in the kitchen in the 9 months remaining of school year to have a presence somewhat on campus; issue of legitimacy on campus
 - budget created; site established; contract to be signed
 - listening post on campus not going to happen for time being
 - Stamford Interfaith Clergy Group: 5 clergy members very much a part of group right now
 - discussed need for press coverage for the group

Discussion

Nominating Committee for 2019 Vestry and Officers

- need to start in September
- traditionally Vestry has put those who are retiring as key members of committee
- Melody, Aldrich, Olive and Danielle to be on committee; suggestion to ask Denise Wade and Jon Saunders to assist

Christmas Show

- date: December 9th; Sandra on board again
- concerns re timeline discussed; discussed asking for help from Iglesia Betania & L'Epiphanie
- assistant for Sandra
- Father Jim to update Sandra on discussion

What Should/Can the Vestry be doing to prepare for the Interim when Jim retires?

- need for meeting with LeAnn Tolzman; discussion re timing
- discussed need to start looking for interims; who can contact interims

Decisions

Volunteer Recognition Event (Chris, Beth and Danielle)

- discussed plans and dates; November 17th in the Eagle's Loft
- issue re format
- slideshow of photos; discussed live entertainment
- group will need more help from Vestry in future

Approve Final Version of the Procurement Policy

- handout provided
- motion to approve procurement; seconded; thanks to Kathi
 - all in favor; unanimous
- question re having a policy and procedure manual
- Danielle to assist Fr. Jim in including other policies and procedures to include in manual
 - include policies/procedures re discretionary funds; policy re non member visits
 - 3 additional binders-one for each liaison

Additional Smoke Detector Beam Detector to Cover Sanctuary/Choir

- approx. \$3,700; request for updated bill; Lester to send
- Chris to discuss with Jane and Melody re funding;
- motion to approve the project, continue with Lester as project manager and need for proper communication; check not to be written until Lester tells us its done
 - seconded; no further discussion; all in favor, no opposition

Other Parish Business & Concerns

Any item Vestry members want to tag for our October meeting

- looking into setting up a phone line for Vestry meetings for absent Vestry members to call in on
- Veteran's Day
- Update from Mattie after Welcome Weekend; feedback for those who signed up
- Ron to send around email re roofing for Vestry to vote on

Closing Prayers

Upcoming Meeting

- Saturday September 22: Vestry members and spouse BBQ dinner at the Mehan's
- Tuesday October 2, 7pm: Next meeting