

St. John's Stamford  
Vestry Meeting February 6, 2018

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In Attendance: Father Jim Wheeler, Beth Ford, Danielle Sullivan, Kathi Bacchi, Anne Mavor, Father Sandy Key, Terrence Green, Olive Grant, Bill Schwartz, Sandra Clarke, Aldrich Wright, Roger Bullard, Melody Wagstaff

Opening Prayers by Father Jim

Formation by Father Sandy

- Bible study on transfiguration
  - handout-Gospel of Mark 9:2-9

Information:

Minutes of January 9, 2018 Vestry Meeting:

- motion to approve minutes
  - Approved

Annual Meeting Minutes:

- add zeroes to numbers
- pending approval at next annual meeting

Operations Report:

- received via email from Sharon Guinta
- underneath bell tower, noticed rotted wood that needs to be repaired
- capital maintenance budget \$100,000; approx. \$50,000 spent just for bell tower at this point
- discussed concern re already spending majority of our budget; possible other issues that will arise
- Thompson Allen bill for rebuilding main bellows were already paid in 2017
- discussion re pushing off security cameras
- discussion re maintenance versus repairs

Staff Performance Evaluations:

- Summary of evaluations received by email
- evaluations of Sandie DeFilippis, Dr. Chris Shepard, and Dante Ibanez

Lent Events by Father Sandy

- Chili cook off 2/13-community builder; Half-Full application as co-sponsors
- Ash Wednesday, 3 services
- Sunday morning bible study with Roger Bullard starting 2/18; Gospel of John
- Wednesdays during Lent with Sandy; 6PM soup and bread, 7-8PM Gospel of Luke; learning where we fit into the Gospel
- Fr. Sandy at St. John's first two days of Holy Week

- confirmation class at St. Barnabas on Monday's 6:30; bishop at St. Barnabas on Palm Sunday
- recertifying/licensing for Eucharistic Ministry/Eucharistic Visitors
- Safe Church event hosted at St. John's on 4/18; expedited version
- Golf League, Wednesdays after Easter at 5:30; need for RSVPs
- 2/23 Inspirica dinner with youth and Mattie; question asked re Mattie's intentions for Lent

#### Liaison for Community by Father Jim

- accepted by Olive Grant
- need Ministry liaison

#### Canterbury Green Reevaluation and 10-year Ground Rent Agreement by Father Jim

- referred to Finance Committee
- estimate for doing appraisal; Peter Stroili organized in prior years
  - impression is that value of property is lower now than it was 10 years ago, but we should double check that; an appraisal was recommended
  - approx. \$3,000; not sure where in budget it would come from
- still in contract that ground rent will not go down

#### Discussion:

#### Discuss with Father Eddie Lopez re St. John's Ongoing Relationship with Iglesia Betania

- moved to March meeting

#### Post-mortem of Annual Meeting

- discussion re time limits on decisions
  - no formal rule/by-law placing a time limit on discussion
- better communication with parish prior to meeting
  - coffee hour, once a quarter for Treasurer to discuss financials
- asked Jean to be on Finance Committee
- possibility of sending a questionnaire in advance
- can postpone meeting in the future, don't need to decided everything right then
  - takes until mid-January to get figures

#### Revised Contract and Procurement Policy

- currently not available; table for March

#### Proposal for Electrical Work to Install Smoke Alarms in Blower Room, Organ & Sanctuary

- priority for tasks re fire safety; discussed losses, insurance
  - includes Chandelier work
- re TEC Controls-cameras have been bought
- Thompson Allen contract for rebuilding main bellows
  - approved in November, done in December
- TEC Control \$3,900 contract was previously approved

- somehow not paid until today
- Re Cameras: DVR installation can wait
- \$1,650 to TEC Control for heat and smoke detectors and automatic shut off
  - not paid yet
- Contracts for \$2,900 DVR and \$6,895 security cameras
  - not urgent
  - wiring for cameras different than wiring in walls; wiring in walls need to be replaced; wiring for cameras is a new run, new line to add additional cameras
- Motion for Approving the following contracts-
  - \$1,650 to TEC Control for heat and smoke detectors and automatic shut off
  - \$12,895 to Camsan for sanctuary chandelier repair
  - \$8,755 to Camsan for fire alarm wiring
    - total \$23,320 out of capital expense budget
  - Seconded, All in Favor, no opposition
  - Approved

Proposal for Additional Work to Repair Rotten Structure Under Flashing Bell Tower

- \$19,250 (on top of \$33K already approved) because structure under the \$33,000 worth of work is rotting
- per Ron Bacchi's reports; Ron has been up there himself to observe; feels like he got the best contract we can; trying to maintain integrity of appearance and structure
- discussion re trouble with bell tower during renovation
- discussion re other active leaks in chapel, and above lectern; additional painting needed due to leaks
- Motion for Approving the \$19,250 contract for Master Roofers-
  - seconded, discussion:
    - discussion re doing work now or later;
    - already have Master Roofers on roof
    - will take us to \$80K of Capital Budget; budget is a guideline, not a final number; most years we don't spend our \$100k budget
    - discussion re possibility of having special fundraising re repairs
    - emphasized need having for quarterly meetings re finances
    - proposal that Property Committee have a meeting before next Vestry meeting; chair to attend next meeting to discuss situation and likely issues we may face in the upcoming year
  - 1 opposition; no abstentions
  - Approved

Decisions:

### Nunc Pro Tunc Vote to give Ron Bacchi authority to sign contracts with Master Roofers

- Motion to retroactively give Ron Bacchi authority to sign contracts with Master Roofers
  - seconded; discussion-
    - ensure going forward this is done with other contracts
  - no opposition
  - Approved
- Motion to give authority to Lester Bilyou to enter into contracts with TEC and Camsan for the above approved contracts
  - seconded; discussion-
    - if anything in contract changes, it is to be discussed with Vestry and approved
  - all in favor, no opposition
  - Approved

### Approval of Voting List

- tentative approval given at January 9 meeting
- discussion re criteria; request to put back Tara Williams on list
- Motion to approve voting list with addition of Tara Williams to active list
  - seconded, all in favor
  - Approved

### Changes to Budget

- Give \$10,000, to be distributed equally among 4 charities as beneficiaries of December 9<sup>th</sup> 275<sup>th</sup> Gala
  - total from remainder of last year's budget for music, plus money raised at gala
  - moved, seconded; discussion-none
    - all in favor, no opposition
    - Approved
- Retroactive staff salary increases for 2018
  - question re whether a percentage was set aside for salary increases
    - Chris set aside \$3,000, pending reviews
  - discussion re Dante's scope of work
    - cleaning v. repairs
    - increased use of building
    - cleaning service only comes once every other week, only does main floor
    - discussion re Dante's ability of always suggesting improvements and looking at needs
  - Father Jim to circulate job descriptions
    - discussion re hours and job description tabled for next meeting
  - Motion for 2% salary increase for Sandie DeFilippis, Dr. Chris Shepard, and Dante Ibanez
    - Seconded; Discussion-

- as long we are within the \$3,000 proposed budget
    - All in favor, no opposition
    - Approved
- Proposal from Melody to allocate any unspent remainder of 2018 Outreach budget to Haiti mission partnership
  - budget policy, use it or lose it; outreach had \$3,000 budget, spent \$1,600
  - \$2,800 for Haiti was not from budget; through fundraising
  - question-where does money go?
    - through income, or to loan
  - Proposal is from now on going forward for outreach budget
  - Question asked re what the effect is on the budget for having excess money getting rolled over for income next year
  - Proposal is for any unspent remainder of outreach budget at the end of each year goes to unrestricted funds for use for Haiti
  - moved, seconded,
    - all in favor, no opposition, 1 abstention
    - Approved

#### Increase in Authority to Administrator

- with the 3 new liaison positions and their interaction with Sandie, there are complexities that can be addressed with increased authority to the administrator
- 1) Authority to approve contracts for emergency repairs for up to \$2,000
  - one example-frozen pipes on a Saturday night
  - question re limiting it to \$1,000
  - citing to Episcopal Canons, Vestry are caretakers of money; feels like we are delegating it to others and thinks it should go through Vestry
  - question asked-what percentage of emergency repairs are for \$2,000 or less
    - likely a small percentage
  - discussion re cut off should be at the point where its exercised often enough that the authority given is reasonable
    - request for statistics of emergency contract amounts to help determine appropriate amount
    - decision tabled until after review of statistics
- 2) Authority to approve requisitions for up to \$500
  - Father Jim has multiple, constant requisitions for \$500 he has to sign off
  - need for Vestry approval for authority for Sandie; explain to auditors why this was done
  - Motion to give authority to the Parish Administrator to approve up to \$500 for requisitions, effective immediately
    - Seconded; All in favor; no opposition
    - Approved

Additional Discussion:

- Dislike of Announcements at end of service
  - discussion re disrupting flow of service when announcements are in the middle of the service
  - further discussion/decision to be held off for further observation and further thought; think of some way to have a conversation re the issue

Other Parish Business and Concerns:

- Request from Olive for the heads of each committee to structure a budget
  - if committee goes over budget, then they would fundraise
  - suggestion that the Treasurer and committees under Communications meet and come to a decision, and then inform Vestry

Discussion re Father Jim:

- a discussion was had, outside the presence of Father Jim
- need for serious discussion re financials at a future meeting
  - possibility of having a separate, special Vestry meeting around Chris's quarterly report

Closing Prayers