

St. Mary's Church
Vestry Meeting Minutes of 02/11/10

Present:

<i>Fr. Michael Sclafani, Rector</i>	<i>Tom Metry, Member</i>
<i>Mike Ward, Sr. Warden</i>	<i>Peter Cabbiness, Member</i>
<i>Gerald Hatler, Jr. Warden</i>	<i>Jack Van Patten, Member</i>
<i>Kyle Campbell, Clerk</i>	<i>Virginia Engel, Member</i>
<i>Judy Wilson, Treasurer</i>	<i>Brandy Swisher, Member</i>

I. Call to Order

Fr. Michael opened the meeting with a devotional reading at 6:14PM.

II. Approval of Minutes

- a. The minutes of the January 24, 2010 Vestry Meeting were presented and discussed. There was one minor spelling correction pointed out by Jack Van Patten.
 - i. Motion to accept January's minutes as amended and approved by Jack Van Patten.
 - ii. Seconded by Brandy Swisher.
 - iii. Motion Passed Unanimously.

III. Financial Reports

- a. Fr. Michael stated that the "Church Trac" software he uses to manage the parish would not adequately track the parish payroll. Instead, Treasurer Judy Wilson decided to continue using QuickBooks to track the parish finances.
- b. Judy Wilson presented the December 2009 Treasurers Report for discussion.
 - i. Jack van Patten moved to accept the report.
 - ii. Peter Cabbiness seconded the motion.
 - iii. Unanimously approved.
- c. Judy Wilson presented the Jan. 2010 treasure report for discussion.
 - i. Brandy Swisher moved to accept the report.
 - ii. Mike Ward seconded the motion.
 - iii. Unanimously approved.
- d. Judy Wilson reported that the signature cards for the bank accounts have been updated as previously decided upon by the vestry.

IV. Property Reports

- a. Fr. Michael reported that the outside floor mats to the church entry and the Hospitality Room, the old wooden bench, and possibly some coffee items from inside the hospitality room were missing. Fr. Michael said that he removed the "hide a key" from under the utility box and instead issued keys to those individuals who have need for a key. Anyone who does not have a key but feels they need a key can speak with the office to obtain one.
- b. Fr. Michael said that the heater on the east side of the church had not been working again. The company that previously repaired the unit was called and another repairman came to fix it again. A bill has not been received for this and if one is, then it will be disputed because they did not fix it right the first time.
- c. Fr. Michael and Brandy swisher explained that this past spring the Landscape Committee and Ron Hunt decided that Ron would take care of our annual weed control. Ron will start that project as soon as the rains stop. Ron will have free access to a tractor (we will pay for the fuel) which he will use for the weed control as well as regarding the property on the north side of the church campus. Ron will also use the tractor to begin developing the undeveloped overflow parking lot. Fr. Michael also mentioned that there is a large pile of mulch behind the office on the west side of the property that needs to be spread out. He suggested using this mulch around the playground and basketball area and also along the south side of the paved parking lot.

- d. A state reimbursement check in the amount of \$8,185.75 was issued to St. Mary's for the landscaping grant. We do expect additional reimbursement as the next phase of the grant project is begun.
- e. Fr. Michael said that he would like the Jr. Warden to begin working on putting together a Property Maintenance Team made up of volunteers willing to work with the Jr. Warden on assorted property related projects as they come up.
- f. The vestry also suggested that the Jr. Warden begin thinking about organizing a parish spring clean-up day.

V. Other Reports

- a. Mike Ward Was pleased to report that the ticket sales are quite strong for the valentine supper youth fundraiser event that the youth group will be hosting. There are only 3 tickets left. Contact the office if you wish to purchase any.
- b. Fr. Michael gave an update for the ongoing TEC lawsuit against the diocese.
- c. On February 9, 2010 Fr. Michael attended a diocesan meeting regarding changes to the Clergy health insurance that are scheduled to take place March 1, 2010. Within the next week Fr. Michael must choose between two programs. One program is a policy similar to the one that is currently in place. It is through Kaiser Permanente and it is a traditional plan with a copayment. The second plan is also through Kaiser but it is a high deductible plan (\$7,000/year for the family plan) with a Health Savings Account (HSA). With this plan the parish pays the premium as well as funds the HSA with \$6,000 per year. All medical expenses are paid directly from the HSA until the \$7,000 deductible per year is met. Once the deductible is met there are low copayments. Fr. Michael said that each option has advantages and disadvantages and he has to decide which option would work better for his family. Total cost for either option is about the same. Either option will save the parish approximately \$5000 a year or \$400 a month. Fr. Michael asked the vestry to allow him to make the final decision between the two plans.
 - i. Tom Metry moved to authorize Fr. Michael to decide between either of the two options.
 - ii. Jack Van Patten Seconded.
 - iii. Unanimously approved.

VI. Old Business

- a. The vestry briefly discussed the recent Annual meeting. The consensus was that the Annual meeting was a huge success due in part to turn out and organization. Communication seemed well received by all who attended.
- b. The parish continues showing signs of slow but steady growth. A few ideas to aid in growth were discussed.

VII. New Business

- a. Fr. Michael proposed having a separate bank account for the Youth Program. The Youth Program is self funded through fundraisers and direct donations and having their own account would allow the Youth Ministry Team Leaders direct and quicker access to those funds. The Treasurer would still track that account and would include it in the monthly Treasurers Report to the vestry. The vestry then discussed the specifics of the proposal.
 - i. Kyle Campbell made the motion to allow Mike Ward (Sr. Warden and one of the Youth Ministry Team Leaders) to search out a bank that does not charge a monthly maintenance fee and to open a new account for the Youth Program. The account will include a debit/credit card. Purchases of up to \$250 may be made with the debit/credit card without approval from the vestry. Purchased over \$250 will be approved by the vestry and will be made using a check which will require 2 signatures. There will be five (5) signors on the account. The five (5) signors will be:
 - 1. Jenifer Ward (Youth Ministry Team Leader).
 - 2. Mike Ward (Youth Ministry Team Leader).
 - 3. Peppy (Patricia) Sclafani (Youth Ministry Team Leader).

4. Judy Wilson (Vestry Treasurer).
5. Kyle Campbell (Vestry Clerk).
- ii. Jack Van Patten seconded the motion.
- iii. Unanimously approved.
- iv. Fr. Michael discussed our parish savings account. That account currently contains funds designated as *Building Fund*, *Memorial Fund*, and *Website Design*. This is an old account and the only on-going contributions to the account are funds designated to the Building Fund. Past vestries have not specified how the funds designated Memorial Fund were to be used. And since Fr. Michael designed and built the parish website there is no fee for those services. Fr. Michael suggested that the vestry designate the entire fund and its balance as "The Building Fund" and that the account continue to be used for donations to the Building Fund.
- v. Jack Van Patten so moved.
- vi. Peter Cabbiness seconded.
- vii. Unanimously approved.

VIII. Announcements & Reminders

- a. Ash Wednesday service: Feb 17th at 6:30pm.
- b. Morning Prayer Tuesday thru Friday during Lent at 9:30am.
- c. Stations of the Cross Fridays during lent at 6:30pm.
- d. Diocesan Youth Convention Friday and Saturday February 26th and 27th .
- e. At the beginning of this meeting Fr. Michael also reminded the vestry that they should let him know if they will be absent from a scheduled meeting.

Next Vestry meeting will be March 11th, 2010 at 6:00PM

Meeting Adjourned at 8:59PM with Fr. Michael leading a round table prayer session for the needs of the church and for others who were in need.

Respectfully submitted,
Kyle Campbell
Vestry Clerk