

VESTRY MEETING

St. James' Episcopal Church

Glastonbury, CT 06033

February 27, 2024

The meeting convened at approximately 7:00 PM.

Attendees: Rev. Matt Handi, Ralph Urban, Don Gardner, Bob Dugger, Joyce Reynolds, Mitch Chester, Susan Wright, Erin Perrelli, Marie Dixon, Valerie Huestis, Cheryl Turner

Absent: None

Opening Prayer by Rev. Matt Handi

Approval of the Agenda

Valerie Huestis moved and Don Gardner seconded.

Approval of the Previous Month's Minutes

Minutes to the January 16, 2024 meeting were not presented.

Annual Meeting Minutes

Minutes to the Annual Meeting held on January 28, 2024 will be voted on at next years' Annual Meeting. Discussed the purchase of a new lawn mower as voted on at the Annual Meeting by congregation. The vestry will re-visit to approve at a later date.

New Business

Priest In-Charge

- Annual Meeting Feedback: good meeting with good interaction among the small breakout groups. Briefly discussed the Treasurers' Report presented by Bob Dugger.
- Vestry Retreat: Scheduled to be held Friday March 1st starting around 5:00 PM at Camp Washington. On Saturday the 2nd, St. James' Vestry will meet from 9:00 AM until 10:30 AM and St. Lukes' Vestry will meet from 10:30 AM until 12:00 noon. Zoom will be available to those who cannot attend in person. Following lunch, both churches will gather together from 1:15 PM to around 3:00 PM to discuss common ministries.
- Vestry Ministry Assignments: Following a mutual ministry structure agreed on at last years' Retreat, Rev. Matt Handi proposed assigning Vestry members to various committees for fit and leadership. Some of the committees mentioned were Communications, Worship and Grounds. Don Gardner suggested a lay person be assigned to the Worship Committee. Matt commented that he regarded the new model of ministry, Vestry member liaison, to be a communication tool for keeping everyone apprised of activity within the various committees. Matt plans to send out an announcement that will introduce the liaison leader and suggest that issues be brought to the attention of that person.

Wardens' Discussion

- **Energy Efficiency Proposal:** Don presented a proposal submitted by contractor "Artisenergy Solutions" to upgrade the church's lighting and help save money on utility costs. Estimated project costs (including lighting and insulation) = \$67,900; Estimated incentive = \$28,000; Net cost after incentive = \$40,000. Estimated payback period = 10.75 years. Motion made by Marie Dixon to accept the proposal and enter into a contract and Valerie Huestis seconded. Unanimously approved by all those in attendance contingent upon approval by the Finance Committee.
- **Internet Security:** The slides to Sunday's service were off, system needs to be re-booted. The Rev. Brockman announced the interruption in service and referred the congregation to the Book of Common Prayer. Don emphasized the importance of having a Plan "B" in the event that technology fails.
- **Internet Security Firewall:** Matt's computer was hacked, but there doesn't appear to be any damage as a result. Matt suggested upgrading to a new system and will send out numbers so the Vestry can vote.
- **Archives:** Ralph Urban met with a group following Sunday service to comb through documents and files that had accumulated in various spaces of the church. Decisions on what to keep and what to discard were made. Ralph suggested a process to shred documents securely and preserve what we want to keep. It was suggested that a room in the basement be used. Consider employing a professional shredding service. Don said that we need to know costs and also to consider alternatives, i.e. Town of Glastonbury. Ralph will follow up with the vendor.

Vestry Items

- **Eclectica String Quartet:** Joyce told the Vestry that she had attended a concert a few weeks back at St. Mark's Lutheran Church where the four-musician group Eclectica performed. Joyce was very impressed with their performance and style of classical music that would be a good fit for St. James' music program. Valerie thought that the Fall would be a good time to invite the group in and all agreed. Matt liked the idea of having a group to call upon for future outreach and publicity purposes. Valerie and/or Joyce will follow up with Eclectica and coordinate future event.

Treasurer's and Assistant Treasurer's Offerings

- **Withdrawal of \$1,000 from the Gifts to Student Aid Endowment at Donations & Bequests to reimburse the Student Aid Endowment Income account on the Balance Sheet:** Proposed by Valerie, Ralph motioned and Erin seconded. Withdrawal of \$1,000 approved.
- **American Red Cross:** Inquiry by American Red Cross first aid instructor about using parish hall to provide future onsite first aid training. Valerie led discussion. Ralph commented that it would be a valuable service to the community. Valerie will follow-up with contact at ARC and let them know that we are interested in the short-term. Ralph

asked if we required any certificate of insurance. Matt confirmed that the church is covered for liability. June and August suggested time frame.

- January Financials: Highlights of reporting. Bob Dugger led the discussion referring to the January Balance Sheet and Treasurer's Report. "Big Picture", fair amount of front loading, people already paying pledges, payroll not in, about \$11,000. We're in good shape regarding cash, but the amount will dwindle as the year goes on. Bob commented that he noticed people paid their whole pledge amount early and "that is encouraging". We're short \$3,000 for month of January to meet total expenses. We're fully invested in treasury notes, all rolled in and staggered, \$100,000 invested in four segments 25/25/25/25. Ralph moved to accept the January financials, Don seconded, all in favor.
- Valerie approved as "signer". Bob motioned, Ralph seconded, all in agreement.

Old Business: None presented.

Closing Prayer ~ Adjournment: Rev. Matt Handi said closing prayer, adjournment at 8:40 PM.

Respectfully Submitted by: Joyce A. Reynolds, Clerk