

# St. David's Episcopal Church

## Vestry Meeting

August 15, 2018

**Present:** Mary-Esther Arther, Mary Harbinsky, Pat Hodde, Kathy Kent, Lee Moody, Dale Pappas-Wilhelm, Jon Richardson, Mike Roehrer, John Simonelli, Marty Stanton, Jennifer Trevisan, Irene Williams

**Guest:**

Bonnie Hook

The Rev. Richardson called the meeting to order at 7:00 p.m.  
A quorum was established.

Mrs. Hodde opened the meeting with prayer.

Mrs. Williams told how she asked her friends how they felt the Holy Spirit or God in their lives. She shared the stories from several of her friends.

Mr. Simonelli moved to approve the agenda as presented. The motion was seconded by Mr. Stanton. The motion carried.

On page three of the June 20, 2018 minutes the term fence was corrected to read guard rail. Mr. Stanton moved to approve the minutes as corrected. Mr. Roehrer seconded the motion. The motion carried.

## OPPORTUNITIES

### "Three Ships: Membership, Discipleship, and Stewardship

#### Listening from the Congregation

- Mrs. Hodde reported that the light switches for the sanctuary are unworkable. She will pay up to \$400 for a licensed electrician to come and replace the panel. A quote will be obtained for the job.
- Several members of the congregation have commented the new print for the bulletin is too light.
- A member of the congregation stated that we need new members. The vestry was reminded we just introduced nine new members. It was also suggested better attendance from our members would be helpful.

#### Outreach

Mrs. Pappas-Wilhelm reported on outreach.

- Part of our community outreach will be providing a space for the Kinnelon Animal Shelter cats while renovations are done. Currently it is unknown when or for how long the cats will be here.
- We will participate in K-Fest Saturday, September 29.
- We have received thank you notes from Queen of Peace and St. Anthony's for our donations to their food pantries.
- A third disbursement has been sent to the food pantries.

## Stewardship

Mr. Simonelli reported on Stewardship.

- We are in the process of trying to find a Friday in Lent for the Tastefully British to cater the Fish and Chips dinner.
- Thanks to the Time and Talent survey several new people are interested in being worship team members. Both Tony Devincenzo and Scott Ashton have expressed interest and/or have started.

## Thanksgivings

- Thanksgivings were expressed for the new worship service booklet.
- Thanksgivings were expressed for two new property committee members
- Thanksgivings were expressed for Gill who is really on top of things.
- Thanksgivings were expressed for Rev. Richardson's and Mr. Kidney's hospitality for the parish bar-b-que.
- Thanksgivings were expressed for our loyal photographers: Marty Stanton, John Simonelli, Nancy Moody, Caroline Mossip, Sondra Odian, and Michael Kidney.

## QuickBooks

Mrs. Hook was available for questions.

- There is a significant difference between the bottom line on the QuickBooks report and the Treasurer's report. The reasons for the differences are being investigated.
- Several transition issues were presented. The need to have standardization so records aren't on any specific computer.
- Moving QuickBooks to an online version which would allow checks to be produced in the office. This would enable Mrs. Hook to have real time access to transaction information.
- The Rev. Richardson would authorize checks, except those payable to himself which could be authorized by the senior warden.
- Ms. Trevisan moved to accept the June 2018 QuickBooks report. Mr. Stanton seconded the motion. The motion carries.

- Mr. Stanton moved to accept the July 2018 QuickBooks report. Mrs. Williams seconded the motion. The motion carried.

## Treasurer's Report

- There were no questions for the Treasurer.
- The report on the investment accounts will be sent tomorrow. We are making money on both accounts.
- Our PayPal account and Square will both be monitored by the church office. Currently Rev. Richardson is monitoring both then he will train Gill.

## Operations and Actions

- Mrs. Kent moved to ratify the email vote approving half the cost to replace Rev. Richardson's laptop. Mrs. Pappas-Wilhelm seconded the motion. The motion carried.
- Mrs. Pappas-Wilhelm made a motion to approve the replacement of the hard drive on the office computer which was replaced by Mr. Simonelli's and Rev. Richardson's authorization at a cost of about \$300. Mr. Roehrer seconded the motion. The motion carried.
- The Stewardship letter and tri-fold were discussed. Under Questions and Answers the Income for 2018 should be \$191,960 instead of \$207,427. This line will also have an \* (\* will be supplemented by 2017 surplus). Ms. Trevisan moved to accept the Stewardship letter and tri-fold as corrected. Mr. Roehrer seconded the motion. The motion carried.
- Mr. Stanton moved to obtain a PNC Bank debit card tied to the church's checking account for Rev. Richardson and Mr. Roehrer. Ms. Trevisan seconded the motion. The motion carried.
- The policy for the card's use will be drafted by Rev. Richardson and email to the Vestry for approval.
- Mrs. Kent moved to authorize Irene Williams, Mary-Ester Arther, and Mike Roehrer to sign and open accounts for St. David's Episcopal Church. Mrs. Pappas-Wilhelm seconded the motion. The motion carried. [N.B. this specific wording is required by PNC Bank]
- All Vestry members who haven't completed the Safe Guarding Training were reminded to finish, since the 60-day deadline for completion has long past.
- St. David's Disaster Recovery Program will remain the same, except we will buy food only when an emergency is predicted.
- The office copier has come up for renewal. Mr. Simonelli reported that Rev. Richardson has negotiated a new 5-year lease which is \$40 less a month and 1/3 as much per page copied. The new copier will be password protected.

## Property Committee

Mr. Roehrer reported.

- The new chairs and table are here and unpacked. The closet has been reorganized.
- The solution for the driveway visibility problem is down to two or three designs. The area has been measured and mapped.
- The no overnight parking signs have arrived.
- The property committee is considering revisiting Adopt a Project.

## Calendar

- Corrections for the Year-long calendar: April 14, 2019 is Palm Sunday.
- Mr. Simonelli moved to accept the year-long calendar. Mrs. Williams seconded the motion. The motion carried.
- September's calendar was corrected: Sept. 2 no choir warm up. No Outreach Committee meeting on the 11<sup>th</sup>.
- Mr. Simonelli moved to approve September's calendar as corrected. Mr. Stanton seconded. The motion carried.

The Vestry Mutual Ministry Review will be Sat. November 17<sup>th</sup> 9-2. The facilitator will be the Rev. Dr. Elizabeth Kaeton.

Mrs. Kent moved to end the meeting. Mrs. Williams seconded the motion. The motion carried.

The meeting ended with the Lord's Prayer at 8:51 pm.

Respectfully submitted,  
Mary Harbinsky  
Clerk of the Vestry