

**Meeting of the Vestry of St. Peter's by-the-Lake
Thursday, November 16, 2017**

The Vestry gathered on **Thursday, November 16, 2017** for the regular monthly meeting.

Present: Carol Mead (Rector), Becky Adams, Cody Allen, Barbara Brown, David Chew, Todd Clapp, Scottie Jackson, Katy Pacelli, Jan Patrick, Susan Siddall, Dick Phillips (Treasurer), Ross Hartford (Bookkeeper - via phone) and Ginger Perdue (Clerk).

Visitor: Ken Ruckstuhl

The Vestry began the meeting at 6:31 p.m. with prayer.

The **Minutes** from the October meeting were presented. Susan Siddall made a motion to accept the minutes as presented, Barbara Brown seconded the motion, and the motion passed.

Treasurer's Report

October Treasurer's Report: Dick Phillips presented the **Treasurer's Report** for October. Total income for October was \$26,111 against a budget of \$26,728 for a total of \$617 under budget. Total expenses for October were \$25,216 against a budget of \$25,434 for a total of \$218 under budget. Income versus expenses for October left a net gain of \$895.

Year to date figures show a total income of \$282,320 against a budget of \$267,780 for a total of \$14,540 over budget. Total expenses for the year are \$261,774 against a budget of \$259,176 for a total of \$2,598 over budget. Income versus expenses for the year leaves a net gain of \$20,546.

Bank balance as of 10/31/17 was \$203,330, with restricted and holding funds of \$118,921 leaving a general fund balance of \$85,310.

BankPlus loan balance as of 10/31/17 was \$121,264.

Jan Patrick made a motion to accept the Treasurer's report as presented. Susan Siddall seconded the motion and the Treasurer's report was accepted as presented.

1st Draft of the 2018 budget: The vestry received the first draft of the 2018 preliminary budget. The vestry briefly looked over the budget. The bookkeeper was asked if the actual budget for 2017 could be added to the budget presentation. Ross said that item could be added. The vestry will review the budget and be ready for discussion at the December meeting where a budget will be presented for approval.

Finance Committee (see attached written report)

Becky Adams presented the finance committee report.

1. Color printer for the office: It was asked if we needed to purchase a good color printer for the office. It was decided that we did not need one at this time. If we have a large color job to print, we will take it to Office Depot. It was pointed out that we may need to purchase a new computer for the administrator since the one she is currently using is several years old and running Windows 7.
2. Columbarium: Looking at the holding fund for the columbarium, it was asked if we still had a columbarium foundation and/or committee and if it met. Sandy Ruckstuhl, Katy Pacelli, Scottie Jackson and Ginger Perdue were approved to function as the columbarium committee but never met. They have agreed to meet and discuss the current holding funds and make recommendations to the vestry of any needed changes.
3. Funeral Policy: The finance committee asked if there was a policy for funerals, such as costs, etc. Carol addressed this issue and it was decided that each funeral should be dealt with individually. We will not pursue creating a funeral policy at this time.

4. **Current BankPlus Loan:** Our current BankPlus note is up for renewal in December. The current balance is \$122,542.77. (Note this was the amount when the finance committee met). The finance committee recommends that we pay an additional payment amount of \$17,000 on the note which would bring the total loan to be renewed in December to approximately \$98,736.

The vestry briefly discussed this option. After discussion, Becky Adams made a motion to approve spending \$17,000 on the current BankPlus loan before it renews in December using funds from the general fund. Cody Allen seconded the motion and the vestry passed the motion.

This is a budget modification to the 2017 budget.

BankPlus Loan Renewal: Todd Clapp made a motion to appoint and authorize Richard Phillips, treasurer, to be the designated signer/representative for St. Peter's for the BankPlus loan renewal. Jan Patrick seconded the motion and the motion passed.

New Business

Ken Ruckstuhl: Ken Ruckstuhl asked to speak with the vestry about concerns regarding the payment for the parking lot work from different funds (kitchen, maintenance & general fund). His concerns are using restricted funds and holding funds and there not being a policy regarding the transfer of funds. He is also concerned about the "paper trail" of these funds and not being able to see how this was done. Ken also recommends that we have a written policy regarding gifts to restricted accounts.

It was pointed out that the primary donor for the kitchen funds was asked for permission to use the remaining kitchen funds to help pay for the parking lot and the donor agreed. The kitchen renovation project has been completed and there was over \$15,000 left in the fund. It was also noted that the vestry approved the payment of the parking lot with the kitchen funds, maintenance and general fund and this was a part of the official vestry minutes.

It was suggested that the funds from the kitchen restricted account be transferred to the maintenance fund and that would help with the accounting of the parking lot project. The bookkeeper said he could do this transaction.

The vestry agreed that it would be a good idea to have a written policy in place regarding the giving of restricted funds. Ginger will check with the diocese to see if they have a written policy in place. We will proceed with forming a policy for restricted donations.

Approve applications for renewal of Lay Eucharistic Ministers (chalice bearers), Lay Eucharistic Visitors (administer home communion) and Worship Leaders (licensed lay readers): (see attached list) Ginger Perdue presented the vestry with the list of those renewing their licenses in the above referenced categories. Katy Pacelli made a motion to approve those renewing their lay minister licenses in the above referenced categories. Jan Patrick seconded the motion and the motion passed.

Voluntary Proportionate Giving Pledge to the Diocese: Katy Pacelli made a motion to continue our 12% voluntary proportionate pledge to the diocese for 2018. Todd Clapp seconded the motion and the motion passed.

Set Date for Annual Meeting: Katy Pacelli made a motion to set the date for the annual meeting of the parish for Sunday, January 21, 2018. Jan Patrick seconded the motion and the vestry passed the motion.

Form Nominating Committee: The nominating committee for the upcoming vestry elections was appointed. Those serving, along with the rector, are: Scottie Jackson, Cody Allen, Barbara Brown and David Chew. The vestry was also encouraged to look for good qualified candidates. We will be electing a Sr. Warden, Jr. Warden, 3 vestry persons to serve a three year term and 1 person to serve a two year term (to complete the unexpired term of Hollie Hull, who resigned).

The vestry was reminded that we must publish the names of nominees at least two weeks prior to the annual meeting even if we do not have any nominees at that time. Nominations can be made up to the election time at the annual meeting.

Thank you for Ron Blackwood: Ron Blackwood is retiring from his long time ministry for Billy Brumfield and Stewpot. The vestry would like to recognize him for his tireless dedication to this ministry with a gift and a resolution from the vestry. Carol will draft a resolution thanking Ron for his service. We will purchase a Table 100 gift card from discretionary funds to present to Ron.

Ongoing Business

Sr. Warden's Report: Scottie Jackson asked the vestry to consider addressing safety issues and concerns in light of the recent church shootings. The vestry will look into these matters after the first of the year. Ross Hartford volunteered to serve on this committee or to serve on whatever form the vestry chooses to address these issues. Ginger said that Church Mutual has sent out some information regarding this issue.

Jr. Warden's Report: Carol asked Ginger if she knew of any Jr. Warden issues that needed to be discussed. Ginger said that Bill Brown and Jim Garrison had been working on lighting in the parish hall and that the toilet in the men's room needed repair and that they were checking on it.

Priest's Report: Carol updated the vestry about her nephew and her recent trip to Illinois. Carol talked about having a votive candle stand in the nave. She explained that this was a way to offer prayers for someone. Carol said while this is technically the rector's call, she wanted to know if the vestry had any thoughts or concerns. Carol will speak with Dennis and work with Jim Garrison on a design.

Update on Bell: Susan Siddall reported that the bell was ordered and had arrived. She asked the vestry to please consider where to erect the bell and a suggested height. Susan has someone to give us a quote on building the frame and putting the bell up. The vestry briefly discussed options. Susan hopes that we can make a decision soon. It was noted that donated funds were received to pay for the additional work and that no budgeted monies are being used for this project.

Marketing Committee Report: Katy Pacelli reported that she is continuing to work with Chad to complete the design of the new website. She showed the vestry a preview of the site.

Katy is also continuing to work on reserving a spot for our Easter billboard on Old Fannin Road.

Other: It was asked if we could schedule a newcomers party as it has been quite some time since we have had one. Carol agreed we needed to work on having one.

With no other business to discuss, a motion was made to adjourn at 8:32 p.m.

Respectfully Submitted



Ginger Perdue
Clerk of the Vestry