

St. James Vestry Minutes

June 13, 2017

Present: Sharon Nitz (Senior Warden), Janet Johnson, Doug Adams (Treasurer), Linda Young (Rector), Rex Burns (Junior Warden), Todd Butler, Eric Pratt, Beth Hatter

Absent: Trina Robinson (Junior Warden), Alex Irwin (Clerk), Melissa Williams

- Linda started off the meeting with a check-in with the Vestry members at 6:40pm.
- Linda led the vestry in a prayer
- After check-in we discussed the chapter titled, "The Job".
 - Talked about the distinction between a job (ticketing items off a list) and a vocation/calling (a greater cause/bigger picture)

Consent Agenda

- We moved the detail of property upkeep portion of the treasurer's report to the discussion portion of the agenda.
- Rex will orally present the Junior Warden report in the discussion portion of the agenda.
- Beth made the motion to accept the consent agenda as presented. Todd seconded the motion and it was passed unanimously.

Discussion

Treasurers Report – detail of property upkeep

- The winter caused overages in this account. We paid \$5844 this year for snow removal compared to \$1228 last year.
- The Palouse masonry entry for fixing the rectory chimney was moved to the "rectory refurbishment" account.
- We have always paid the Sun Pest bills – they are not shared by CCCC.
- Doug related that at the end of the year we will probably have spent more than we took in overall but we have the money to cover it.

Internal audit report

- Sharon commented that there was an error in the report about the smoke alarms. They were indeed purchased; however, they have not been installed.

- Eric commented that he was not comfortable with parish members doing work on ladders and such and we should have professionals install the smoke alarms and CO2 detectors.
 - Janet will contact M&M Harrison and Greg's Electric to see if either one can install these and to get costs and when they can install.
 - Vestry decided to allow the leadership team to carry this forward

Trees

- Rex Burns met with Reece Cousins did a walk-through to look at the trees that need to be trimmed or taken down.
 - Reece estimated it would cost \$600 to take care of the trees that need care.
 - He does not clean up what he cuts, so we need a crew for that.
 - Rex will contact him to see when he can do this and will put together a crew to clean up the branches, etc. Could possibly combine with a clean-up day for the grounds in general.
 - We will share this cost with CCCC out of a joint fund.

Anniversary Celebration/Picnic costs

- Alex sent a proposal to the meeting for food costs, bouncy house and shade tent rental.
 - It was suggested that we add a fruit salad to his proposal, along with ice cream and paper plates and utensils as needed.
 - Beth asked for \$500 for swag for the July 22 event as well as Lentil Festival and Palouse Pride.
 - Doug indicated that the costs for rental for the bouncy house and tent have been paid.
 - In total asking between \$1200-1500 for the event.

Social gathering of vestry

- Sharon invited the vestry and spouses to a gathering at her house tentatively set for August 27 at 4:30 pm.

Mission Statement

- Beth asked the vestry to please read what she sent and send edits/comments to her.
- She will try to have this finalized by July vestry meeting.
- Some members commented that the statement might be a bit long.

Building Use Policy

- Eric provided a map of the building and asked for corrections.
- Beth started an outline but has not finished the policy.
- They will attempt to have a draft by the July vestry meeting.

Building Use Request – Violin lessons

- Violin teacher from Moscow has requested use of the building for lessons on Tuesday afternoons. Elena knows her and says that she is a responsible person.
- Janet will contact her to see what her time frame is for those afternoons and to talk about the size of room she needs and the possible distraction of CCCC.

- Discussed a fee of \$35.
- Also discussed if this is a proper use of the building.

Building Use Request – Palouse Choral Society

- They have requested the use of the building for practice March 1 and a concert March 2. Would use the Nave for the concert and the Canterbury Room as a green room.
- The Executive director and Children’s Choral Director are coming Thursday, June 15, to look at the space and see if it will fit their needs.
- We would ask for a donation to offset our costs.
- Vestry members believe that this would be a great opportunity for us to have them here.
- Need to talk to them about the parking situation with CCC and suggest maybe off-site parking for singers.

Emergency Clergy Number

- Linda shared that there is now an emergency number for parishioners for after-hour situations. It is 208-502-0167.

Kiwanis request for donation for stuff the bus program

- Vestry suggested that we put out a call to parishioners for them to participate individually if they would like to but not have the church participate.

Hospitality Tour

- Rex volunteered to help coordinate a tour of the building this summer for parishioners.

Replacement for Tyler Laferriere on vestry

- We have 60 days to name a replacement who would serve through the end of his term which is February 2018.
- Sharon will ask Kathleen Smith-Meadows if she would be willing to serve and will let the vestry know.
- Beth suggested Kaylee Ray as a possibility if Kathleen was not interested.

Decisions

Action Items

- The vestry is working on the mission statement.
- Tree removal work day is coming up.
- Event reminders.
- Softball team – let Rex know ASAP if you are interested.

Picnic Costs of \$1200-1500

- Passed unanimously.

Building use by violin lessons/Palouse Choral Society

- Sharon motioned to allow provided they agree to issues we discussed. Eric seconded. Passed unanimously.

Trees - \$600 cost

- Beth motioned to allot money and have Rex set up the date. Sharon seconded. Passed unanimously.

We adjourned with the Our Father at 8:50pm.

Next Vestry meeting is July 11th, at 6:30 pm.

Minutes submitted by Janet Johnson, Office Administrator