

**St. James Vestry Minutes  
September 12, 2017**

**Present - Linda Young (Rector), Sharon Nitz (Senior Warden), Janet Johnson, Doug Adams (Treasurer), Beth Hatter, Charlie Hammerich, Eric Pratt, Rex Burns (Co-Junior Warden), Melissa Williams**

**Absent - Alex Irwin (Clerk), Todd Butler, Trina Robinson (Co-Junior Warden)**

**Linda opened the meeting with a check-in with the vestry at 6:35pm.**

**Linda presented a reading: Matthew 18:15-20, and asked the group to reflect individual on the reading and then discuss it with another person. We then talked about it as a group.**

**Consent Agenda**

- **Linda explained that the consent agenda is sent out before the meeting so that questions, corrections or concerns can be raised ahead of time. Once resolved, the agenda can then be accepted at the vestry meeting.**
- **Doug explained that the heart of the treasurer's report is the paragraph that is sent with the spreadsheets.**
  - **A question was raised as to why the CCCC rent is never what it is supposed to be. Doug said that he would ask Janice about this to get it fixed.**
  - **A question was raised to define "givers of record". These are people who have not filled out a pledge card but who contribute and are known entities.**
- **Moved to accept the consent agenda. Motion seconded and passed unanimously.**

**Calendar**

- **September 30 (Saturday)—Regional Gathering Day: Church of Nativity, Lewiston; 9:30-3:30—Convention Delegates required to attend, all leaders strongly encouraged. Lunch provided. We can carpool.**
  - **Linda stressed that delegates are required to attend and leadership is encouraged to attend.**
  - **Sharon, Alex, and Chris are the delegates. Sharon will send a reminder email to the delegates and alternates.**
- **October 1—Pet blessing at 10:30 Eucharist**
- **October 1-2—Roger Williams Symposium (Monday 10/2 workshop at STJ)**
- **October 7—Advocacy Workshop with Faith Action Network at CCUCC**
- **October 8—Rev. Paul Benz, Director of Faith Action Network preaches at STJ**
- **October 20-22 (Friday-Sunday)—Diocesan Convention in Coer D'Alene**
- **Dates for St. James 125<sup>th</sup> Anniversary Celebration—October 28 Open House (hoping for 1-3pm but waiting for Bishop to concur!)**
- **Bishop Visitation: Saturday and Sunday October 28 and 29, 2017**
  - **125<sup>th</sup> anniversary part 2**
  - **Linda will check with Mallory to see what time the bishop is coming on Saturday, October 28.**

- November 12—Stewardship Ingathering

## Discussion

- Anniversary steering committee report
  - Saturday is a 2-hour open house with the bishop speaking at about the half-way point, refreshments, tours, children's activities, and an art project collecting hand prints of all parishioners.
  - Sunday the bishop will lead the Eucharist and these will be confirmation and reception.
- Introduction to Safeguarding Online
  - Item added by Linda.
  - Vestry is required to do this training every five years even if they have done similar training elsewhere
  - There are three modules the vestry needs to do:
    - Meet Sam
    - It happened to Me
    - Keeping Your Children Safe
  - Once you complete the modules, print off a certificate and either send it to Linda via email or give her the certificate.
- Kick-off Sunday review
  - The taco bar was clever and successful
  - Trina already has an idea for next year.
  - Linda will put out sign-up sheets again this Sunday in case people were unable to sign up last week; then she will send the sheets to the appropriate people.
- Building Improvements
  - The group decided to focus on carpet discussion
  - Higginson's sent 4 quotes
    - 7593 – less expensive carpet tile – Parish Hall only
    - 7319 – Carpet tile for entire area
    - 7318 – More expensive carpet tile for entire area
    - 7589 – commercial broadloom for the entire are
  - Melissa's Dad is in the flooring business and says that Shaw makes the best carpet tile
  - Georgia Carpet Works measured by sq yards, not sq feet
  - Moscow-Pullman Building Supply
    - Quoted carpet tile and broadloom carpet (Mohawk)
  - Discussed if anyone knew about any of these companies and people had heard good things about all three
  - The question was raised if everyone was on board to replace the carpet and if we have the money to do so.
    - We need to keep in mind that the roof will need to be repaired/replaced

- Also, discussed priorities of items listed: carpet, kitchen, windows
      - Priority would be carpet and kitchen
  - We don't currently budget specifically for a reserve fund
    - The reserve we have is what is left over at the end of the year
    - Doug believes we will not have a surplus this year because of last winter
  - Discussed carpet roll vs carpet tile as well as possibility of a different surface
  - Overall impression is that everyone believed we should replace the carpet
  - Discussion of if we should have a campaign to raise funds for the carpet
    - It was believed that the kitchen would lend itself better to such a campaign
  - Looked at quotes from all three companies for carpet tiles
    - \$22,300 – Higginson's
      - More expensive carpet tile
      - All areas (hallway, stairs, narthex, parish hall)
    - \$28,000 – Georgia Carpet Works
      - More expensive carpet tile
      - Did not specify that it included the narthex, but did include hallways, stairs and Parish Hall
    - \$32,000 – Moscow-Pullman Building Supply
      - Included narthex, office (\$1000), hallways, Parish Hall, stairs.
      - For \$9000 less they would use some of the carpet from Parish Hall to fix frayed carpet in the narthex (this would cost \$500)
  - Motion to allocate \$30,000 from the reserve fund for new carpet in Parish Hall, narthex, hallway, and stairs, and to create a small committee to make this happen.
    - Motion seconded and passed unanimously.
  - Melissa Williams volunteered to chair the committee and find two more people to assist.
    - Kathleen Smith-Meadows and Jane Sielken were suggested as possible committee members
- **Building Use Policy**
  - Beth will email a draft for feedback and we will bring this back at the October vestry meeting
  - Eric is finalizing the map
- **Mission Statement**
  - Beth presented a draft statement
  - Linda asked that she make the statement shorter so that people could remember it
  - Also, it needs three action words that can be remembered, put on walls, etc
  - Beth asked for vestry members to send feedback to her
- **Stewardship**

- Committee will meet and are looking at doing pretty much the same as last year.
- **Parking Proposal**
  - Policy decided at August 2015 vestry meeting of 50% general fund/50% outreach split is not being followed
  - We need to have a policy update so that a percentage of the funds are going to parking lot maintenance
  - Proposal presented for 40% general fund, 40% outreach, 20% parking lot maintenance
  - Motion to update the policy to divide the yearly income from parking as follow: 40% general fund, 40% outreach, 20% parking maintenance. Motion seconded and passed unanimously.
  - Motion to recognize that we did not divide the funds from parking properly. Because we don't know exactly when the error was made, we decided to keep the funds where they were allocated by the bookkeeper. Motion seconded and passed unanimously.

### **Decisions**

- **Carpet Proposal**
  - See above.
- **Parking Funds Proposal**
  - See above
- **Action Items**
  - The vestry is deciding on new carpet. There are samples in Parish Hall if anyone wants to look at them. A small committee was formed to decide on how to proceed.

**We adjourned with the Our Father at 8:48 pm**

**Next Meeting October 10, 2017**

**Minutes submitted by**

**Janet Johnson, Administrative Assistant**