

MINUTES

ST. JAMES' EPISCOPAL PARISH VESTRY MEETING on Monday June 25, 2018

IN ATTENDANCE: Rev. David Stout, Rev. Marnie Keator, Marci Yardley, Pat Anderson, Julie Mattson, Steve Kittell, Brian Burke, Denise Ray, Lew Chartrand (via phone), Peter Babin (via phone) Nina Disbro (staff) and Sheri Mariscal (staff).

The meeting was called to order by the Rev. David Stout at 10:20 am.

1. **OPENING PRAYER:** David+ opened meeting with a prayer and asked the Holy Spirit to guide all of us during this meeting.
2. **MINUTES:** May 21 Vestry Meeting – Julie Mattson moved to accept the minutes, Pat Anderson seconded. Motion carried.
3. **FINANCE:**
 - a. **Treasury Report** – Marci Yardley moved to accept, Brian Burke seconded. Motion carried.
 - b. **Building Insurance Values** – Peter Babin proposed increasing the insured values of our buildings based on the higher replacement cost. Sheri Mariscal will inquire with the Diocese on how to proceed and get a quote on any additional cost.
 - c. **Update on discussion with WCS board members** – Peter Babin reported we are still waiting for the school's proposal on how they would like to move forward. David+ will check in with Amy Salling, head of the school.
 - d. **Annual Financial Audit Results** – Pat Anderson moved to accept the results, Denise Ray seconded. Motion carried.
 - e. **Employee Benefits Report – Vestry entered into Executive Session –**
 - f. **Midyear Stewardship Campaign** – David+ report on status and thanked vestry for their leadership and witness by their participation in and support of in the campaign.
 - g. **Xerox printer lease** – Sheri reported that she had received a proposal from Xerox for a new printer with a five-year lease, which will increase our printing speed, and greatly decrease our printing costs. The savings will be approximately \$180 a month. Marci Yardley moved to accept and sign the new lease, Brian Burke seconded. Motion carried.
 - h. **Yearly rental lease agreement discussion for Small World Pre School – The vestry went into Executive Session to discuss.**
4. **OUTREACH & YOUTH MINISTRIES:**
 - a. **Community Meal Ministry –**
 - i. **Kitchen renovation** – Marci Yardley reported on progress and asked for the vestry's approval to proceed, which she received. She will send email with the proposed renovations.
 - ii. **St. James' Community Ministry Center** – Julie Mattson reported that the core group of community meal organizers have been meeting with an architect to look into the possibility of building a St. James' Community Ministry Center. These meetings have been for long-range planning for our growing ministries and the future physical needs.
 - b. **Youth Ministry report** – David+ reported that Susan Acacio, our Youth Ministries Coordinator, is off at diocesan church camp this next week with six of our keiki. David stressed that we all should all be very pleased with Susan, she is doing an amazing job as our Youth Ministry Coordinator.
 - c. **Thrift Store** – Nina Disbro reports that although we have new volunteers, the volume of donations keeps rising and the Thrift Store periodically has to put out the sign that no more donations can be taken until further notice. Nina discussed how we try to distribute clothing we can not use/sell to other organizations. However, the amount is greater than the outlets we have discovered. Nina reported that she has been approached by merchant in Honoka`a who would like to come and get items we don't sell and sell them in Honoka`a. Peter Babin will look into the legalities of doing this. Nina reports she needs a volunteer to run the boutique. The work of overseeing the boutique is diverting too much of her time from other needs. We will run an ad in the newsletter and insert requesting volunteers.

- d. **Ministry to those affected by the lava flow in Puna** – David+ reported we have donated funds available to help those affected and he is currently looking into where the monies can go to ensure that 100% of those funds go to those in need.

5. **MISSION, GROWTH & EVANGELISM:**

- a. **St. Columba's Congregation Diocesan designation** – David+ reported that the diocesan Standing Committee and Diocesan Council both voted to officially change the status of St. Columba's Church from a Preaching Station of the diocese to a congregation of St. James' Parish. The change reflects what is already a reality. This does not mean that if St. Columba's continues to grow that it could become a mission congregation of the diocese. It does make clear our relationship as a parish for the immediate future. One benefit of this change is that it ensures that the choice of priest at St. Columba's falls to us as a parish 'ohana. With this change the Linda Lundgren's title will now be Associate Rector for St. Columba's Congregation. Marnie's+ title will also change to Associate Rector.
- b. **Baptisms** – David+ reported we have had the joy of baptizing several people over the last couple of months, and we currently have at least 3 more coming up in July and August.

6. **SENIOR WARDEN'S REPORT:** Marci stated she nothing further to report, for all items have been discussed.

7. **JUNIOR WARDEN'S REPORT:**

- a. **Thrift Store Lanai Expansion** – Brian reported we have received the permit from the Planning Office to move forward with in seeking to obtain the Building permit for the Thrift Store lanai expansion. Matt Graves, the architect we have employed, will draw up the formal plans for submission. Mr. Graves will submit the plans when ready, which will be between 2 – 3 weeks.
- b. **Asphalt Pavement bid** – Brian reported he sent out 5 requests for bids on the proposed paving between the Youth Hut and Pavilion, and the gravel lot across from Spencer House, only 2 bids came in. Brian reported the pavement up to the side of the Pavilion will be ADA compliant, and recommends accepting the proposal from De Rego. Marci Yardley moved we approve the De Rego bid dated 5/29/2018, Julie Mattson seconded. Motion carried. Julie Mattson moved we pay for the paving out of the Road Fund, Steve Kittell seconds. Motion carried.
- c. **Avocado Tree** – Brian reported the avocado tree roots will impede the pavement process. Everyone agreed that they had no desire to cut down the tree. However, as the discussion continued it became clear that it needed to be removed. Secondary to the primary discussion, it was noted that the tree is a male avocado tree and does not bear fruit. Marci Yardley moved we cut the tree down, Denise Ray seconded. Motion carried. Brian will explore options to do so.
- d. **Hiring Sexton** –
Vestry entered into Executive Session –

8. **RECTOR'S REPORT:** All that David+ needed to go over was discussed in the above items.

9. **NEXT MEETING:** Monday, July 23rd, 10 AM in church office.

10. **CONCLUDING PRAYER and ADJOURNMENT:** All held hands and prayed. Marci Yardley moved to adjourn, Julie Mattson seconded. Meeting adjourned at 12:48 PM.

Respectfully Submitted,
Sheri Mariscal