

VESTRY MINUTES

St. James' Parish, Waimea, Hawai'i Island
Sunday, July 26, 2020 – 11:30 AM via ZOOM

Present: Marci Yardley, Frankie Pang, David Stout+, Shari Harada-Peck, Sharon Alfonso, Jeanne Savage, Scott Byron, Michael Thompson (Treasurer), Marnie Keator+, Linda Lundgren+, Tim Bostock, Jaisy Jardine (Parish Administrator).

- 1) Devotions & Opening Prayer- David + opened in prayer at 11:44 AM.
- 2) Minutes from June 28 meetings (regular meeting & executive session)- Jeanne motioned to approve both the regular meeting and the executive session meeting minutes; Tim seconded. Motion carries unanimously.
 - a) Record email vote approving Parish Administrator and Bookkeeper Job Descriptions- Email vote on June 29. Marci made motion to approve. Tim seconded. Motion carries unanimously.
- 3) Outreach (10 min)
 - a) Community Meals
 - Community Meals –Please see Jr. Warden's Report. We answered the call during a pandemic. The need is there, and we are answering the opportunity that has been presented to us. David acknowledged the great blessing of Linda's+ effort and involvement. Linda+ shared testimonial from a community member of how much this meal has meant to our community, St. Columba's. 476 served this past Tuesday!
 - Community Meal Ministry Pa‘auilo Coordinator Position Proposal. Tim proposed 18 hrs a week, up to \$20 an hour. Scott made motion to approve the proposal of a Community Ministry Pa‘auilo Coordinator of up to 18 hours a week and up to \$20/hour. Shari seconded. Motion carries unanimously. Tim to finalize the job description after which Vestry will vote on it at the August meeting.
 - Tim also suggested providing an honorarium of \$500 for every two-month internship with the Community Meal as we would like to keep the program moving forward. The intern not only works on both meals all day, but also manages the sponsorships with Tim's oversight. Grace Bollinger has been a blessing! Her highly effective work has been critical in allowing Tim the time to write grants. Honorarium funds to come out of funds that are earmarked for the meal. Jeannie Savage made motion to allow for a \$500 honorarium to be paid for a two-month internship on a rolling basis if we can fill those positions, language clarified to \$250/month honorarium. Scott seconded. Discussion ensued. Motion carries unanimously.
 - Michael asked about Hawai‘i Food Basket Grant- Tim responded that we should hear by end of August.
 - b) Thrift Store Ministry
 - Navigating the reopening. TS has done a phenomenal job, Jane and John Stover were the Parish Medical Task force representatives during the reopening and it has been wonderful. God Bless Rona for her ministry! David also thanked Jeanne Savage for her assistance as the Vestry Liaison to the Thrift Store.
 - Help for Rona Scull. Operationally there is a lot with pulling the inventory out to the lanai and pulling it back in. This is something that we are looking at to ensure she is supported.
- 4) Keiki, Youth, & ‘Ohana Ministries
 - a. Susan Acacio's resignation effective July 31st. Susan is retiring.
 - i) Celebrating Susan's Ministry. Saturday & Sunday, July 25 & 26. Special thank you to Donna Brown for the wonderful video tribute! While Susan was unable to make it to the Beach Mass Service, Marnie + dropped off a lei and card to her house.

- ii) Keiki, Youth, & Family ‘Ohana Disernment Committee Formed.
 - a. Debi Brun, Charlotte Crouch, Lorrie Dillion, Shari Harada-Peck, Felicia Linton, Laura Williams. Donna Brown serving as recorder and designer of parish survey. Charged with the task of inviting our parish ‘ohana for where God is leading us in this ministry, put together a survey, collect the information and send it to Vestry to review. The Committee hopes to have survey put out in the middle of August.
- iii) Continuing ministries in the “in-between.” In person afterschool tutoring remains on hiatus. Many things are still to be determined.

5) Worship and Adult Spiritual Formation

- a) Possible book study: Book recommendation: “Leadership for a time of pandemic: Practicing resilience” by Tod Bolsinger. David is leading a clergy study of the book on Wednesday, August 19. Exploring doing a parish study as well.
- b) Confirmations & Bishop’s visit rescheduled:
 - St. Columba’s, Sunday, September 13th, 9:30 AM
 - Beach Mass & Sunday at St. James’, October 10 & 11. Will confirm at 9 AM service.
- c) Worship is being recorded on Saturday at Beach Mass and shown live on Sunday morning and it seems to be working well, less interruptions with internet. In person aattendance numbers the week prior were 80 for the weekend. St. Columba’s is between 11-15 parishioners.

6) Finance

- a) Report on the Midyear Challenge Grant. \$5,000. Given: \$8,339.65. Total: \$13,339.65! The Vestry thanks the anonymous donor of the \$5k and the parishioners who gave to match the grant. This is all unrestricted funds to go towards the ministry that God is calling us for.
- b) Fall Stewardship Campaign 2021. Gerrit is looking for a co-chair. We are thankful for Gerrit’s service and leadership as chair the past 4 years.
- c) Treasurer’s Report (see attached report & financials)- The parish has been incredibly blessed financially this year.
 - Very generous donations have been made to keep our mission & ministry. Grant income has more than made up for the shortfall from the Thrift Store Ministry. Thank you to those who have been more than generous with their treasure. For example, the week that just ended, the Thrift Store did \$6K in sales.
 - TECH Portfolio Q2 results are positive.

7) Sr. Warden’s Report

8) Jr. Warden’s Report (see attached report).

- a) Paul Donoho sent RFPs for the engineering work, and after receiving several bids, he recommended we contract:
 - Aina Engineering for civil (\$4,200)
 - Majestic Engineers for electrical (\$3,800)
 - Hakalau Engineering for mechanical (\$4,200)
 - GFDS for structural (\$8,300)

It should be noted that total engineer’s contracts are 50% less than budget estimates, saving \$20,000 of “soft costs”. In fact, we will contract directly with Aina Engineering only; the other consultants will be under Paul Donoho Architects – but we need to reimburse him for the retainers he will pay to them. Tim motioned to move to approve the contracts. Scott seconded, all in favor. Motion carries unanimously. David+ shared that we we need to make parishioners aware of the progress on this project and ministry. Discussion ensued that the weekly community meal descriptions in the newsletter have been beneficial and Marci volunteered to do a write up on the progress for the newsletter. Linda+ thanked the Vestry profusely for their support.

- 9) Rector's Report (5 min)
- 10) Next Meeting: Sunday, August 30, 11:30 AM via ZOOM.
- 11) Concluding Prayer: O God our protector, by whose mercy the world turns safely into darkness and returns again to light: We give into your hands the decisions we have made, the dreams we are shaping and our unfinished tasks, you alone are our sure defense and bring us lasting peace in Jesus Christ our Lord. Amen.
- 12) Adjourn.