

MINUTES

ST. JAMES' EPISCOPAL PARISH VESTRY MEETING on Monday July 23, 2018

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

Excused: Julie Mattson

The meeting was called to order by the Rev. David Stout at 10:15 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:** June 25 Vestry Meeting – Steve Kittell moved to accept the minutes, Denise Ray seconded. Motion carried.
3. **FINANCE:**
 - a. **Treasury Report** – Nationwide Annuity: Lew Chartrand recommends leaving the money invested in the annuity, while Peter Babin suggests investing the money elsewhere. Steve Kittell moves to discuss this at a future meeting while Lew and Peter discuss options, Brian Burke seconds, motion carried.
 - b. **Employee Handbook** – Pat Anderson moves to accept the St. James' Parish employee handbook as drafted, Brian Burke seconds, motion carried.
 - c. **Re-keying locks on St. James' campus** – Steve Kittell moves to go forward with the proposal from Inside Out Lock & Key to re-key the church office, church, sacristy, Thrift Store, and Spencer House, including any possible extra key costs, Brian Burke seconds. Motion carried.
 - d. **Midyear Giving Campaign Results** – David+ reports the grand total for the campaign was \$32,455, this includes the \$10,790 Challenge and \$21,655 in response to the challenge. David+ thanks Vestry for all taking part in the challenge. Mahalo to Gerrit for an outstanding job as our Stewardship Chair, and to all those who participated.
4. **OUTREACH & YOUTH MINISTRIES:**
 - a. **Community Meal Ministry** –
 - i. **Kitchen renovation** – Marci Yardley reports the kitchen will not be certified but will meet a lot of the requirements. Denise Ray has created a beautiful design and quality materials that are durable and will last are being used. Marci also reports the electrical and plumbing systems are overdue in being updated, regardless of the work done on the kitchen renovation. Steve Kittell motions to allow the executive committee to authorize moving forward with the electrical upgrades once quotes are received, Pat Anderson seconds. Motion carried. Pat Anderson moves to allow the executive committee to authorize moving forward with the plumbing upgrades once the quotes are received. Marci reports there are 4 windows in the kitchen that do not open and need to be replaced as this is a health and safety issue. Pat Anderson moves to allow the executive committee to authorize having the windows replaced, Brian Burke seconds. Motion carried. David+ reports a \$25,000 anonymous donation has been received to use towards the kitchen renovation.
 - ii. **Volunteers** – Steve Kittell reports we've had a phenomenal number of volunteers for the serving line and there are 5 weeks in a row coming up where businesses are sponsoring the meals.
 - b. **Youth Ministry report** – Mahalo to all the Vacation Bible School volunteers, they've done an amazing job.
 - c. **Thrift Store** – Nina Disbro reports another break-in at the Thrift Store. The power to the security cameras was cut and a window broken. Battery backups will be purchased for the security systems and Tom Robertson will work on having the window replaced.
 - d. **Ministry to those affected by the lava flow in Puna** – David+ reports \$3,000 was sent out of the volcano donations to Connect Point Church to build 11 units for those displaced by the volcano.
5. **MISSION, GROWTH & EVANGELISM:**
 - a. **Baptisms** – David+ reports there will be baptisms there will be baptisms July 28 and August 19.

- b. Adult Spiritual Formation** – David+ reports he and Marnie+ are working on plans for the coming months. There will be a newcomer reception, Discipleship classes, and an Advent study. David+ and Marnie+ will be going to the mainland for continuing education classes in October.
- 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 the plans are now with the Building Commission. Once the approval is received we will start taking construction bids. Mahalo to Brian for all his hard work on this.
 - b. **Asphalt Pavement** – Brian reports paving will begin next week on the driveways between the youth hut and the pavilion, as well as the gravel area across from Spencer.
 - c. **St. Columba's Windows** – Pat Anderson reports she wrote the Bishop regarding the plastic reproductions of the stained-glass windows that were moved from St. Columba's and are now on O`ahu. The Bishop will pay half of the cost for the reproduction. Pat reports the entire cost will be approximately \$2,400. Steve Kittell moves to spend up to \$1,500 for this project, Peter Babin seconds. Motion carried.
 - d. **St. Columba's Bell Tower** – Brian reports he has received two bids for the work on the bell tower but recommends not accepting either of them. Brian moves to allow the executive committee to authorize pouring the necessary concrete according to the existing dollar amount already authorized by Vestry, Denise Ray seconds. Motion carried.
- 8. **RECTOR'S REPORT:**
 - a. David+ will be on vacation from Monday, July 30 through Wednesday August 15 and will not be checking his email or texts. Marnie+ will be here for pastoral needs.
 - b. Donna Brown is now creating and sending out the Parish Newsletter. God Bless you Donna, and many thanks!
- 9. **NEXT MEETING:** Monday, August 20, 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 12:40 PM.

Respectfully Submitted,
Sheri Mariscal