

VESTRY MINUTES

St. James' Parish, Waimea, Hawai'i Island
Sunday, March 22, 2020 – 11:30 AM

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

Excused: Scott Byron, Linda Lundgren +

- 1) Meeting called to order at 11:44 AM and David+ opened in prayer.
- 2) Minutes of February 23 meeting. Minutes were reviewed. Motion to approve by Marci Yardley and seconded by Jeanne Savage. Motion carries unanimously.
- 3) Coronavirus Response.
 - a. Parishioner Phone Tree being created. Jaisy taking point with parishioners Ruth Smith & Jeanne Cooper Cochairing this new Ministry.
 - b. Online Worship being offered. Sundays & Wednesdays at 9 AM. Experimenting with everyday Morning Prayer. Suggestion made by Tim Bostock to conduct online worship via one platform (either Live Stream or Facebook Live). Live Stream seems to be the better platform. A bit of a challenge with microphones at the worship service. Looking at offering Morning Prayer via LiveStream and Facebook Live. Up to 150 LiveStream views and similar number on Facebook.
 - c. List being assembled to shop & deliver groceries, pick up prescriptions and/or mail for kupuna.
 - d. Staff: (We are so blessed to have the best parish staff we could hope to have)
 - i. Jaisy working from home. Office phone is forwarded to her cell. She has access to most all computer files.
 - ii. Clara working in the office one day and from home other days.
 - iii. Sue Dela Cruz is organizing Food Ministry and other opportunities.
 - iv. Malu is working on projects. Plenty to do.
 - v. Susan Acacio is off-island tending to her mother's estate.
 - vi. Everett and Rona are organizing music for our online worship.
 - vii. Rona Scull is working with a small group of volunteers. No donations being accepted.
 - viii. Clergy are checking in on folks and tending to pastoral needs.
 - e. All partner group/ministry meetings have been moved to the Pavilion, as it is more open. They have all been asked to disinfect seats, tables, etc. after use. Most it seems have went on hiatus.
 - f. Rentals:
 - i. Small World Preschool is on Spring Break this next week and may extend.
 - ii. Waimea Country School is on Spring Break and will follow DOE schedule & directive.
 - iii. Yoga Studio has moved to online ZOOM classes.
- 4) Outreach, Fellowship & Youth Ministries
 - a. All gatherings on hiatus. Moving what we can to online.
 - b. Community Meal: Tim Bostock provided update on Community Meal. Soup will be provided at Community Meal this week, cup of rice placed in box with bread and salad. No more than 10 people will be present at a time. There will be 2 stations where boxes will be handled (with gloves). This will involve placing names on a roster for volunteering to wash vegetables, as that will be the biggest challenge this week. We will see how it goes. Jeanne Savage mentioned 90 families came to the Food Pantry this week. There is a need.
 - c. Godly Play: David+ shared that we are looking at what St. Bart's in New York and other churches are doing with their Godly Play online and online practices for worship, education, and fellowship. More information to come.
 - d. Thrift Store- Closing of the Thrift Store will be a financial strain. Michael to report more in Treasurer's Report.
- 5) Worship and Adult Spiritual Formation
 - a. Update on proposed sanctuary renovations: This is a good time to finish the flooring. THANK YOU to Malu for removing the white paint from the ceiling. Tim reported the Koa paneling estimate came in at \$15-\$20K, the materials alone were \$11K. This will be placed on hold.
 - b. Lenten newcomer/refresher/confirmation course is trying to go on ZOOM this next Wednesday.

- c. Men's Bible Study is seeking to go on ZOOM next Friday, March 27, 7:30 AM.
- 6) Finance
 - a. Treasurer's Report. Michael Thompson (Treasurer) reported. We were very close to budget for February. The Church's net income (income minus expenses) through February is \$10,524, which is \$500 worse than budget. Pledge income is \$5,164 under budget, but total income is \$5,931 better than budget, due mostly to strong results from the Thrift Shop through February. We will need to monitor closely the effects of the coronavirus in these two areas for the next few months at least. Expenses through February are \$6,458 over budget, primarily due to unbudgeted overages in Thrift Shop lanai charges.
 - Financial situation because of Coronavirus. The Thrift Store situation is posing an issue, it brought in \$24K of revenue in February. Suggested online giving and pledge income moving forward. Shari suggested we place on-line giving buttons higher up in the newsletter. We need to focus on managing expenses. David+ is prepared to take a pay cut.
 - "The Gathering Place" separate bank account update. Michael presented two options one to be an annuity and one as a bond fund. Michael to send more information as it becomes available. Tim suggested that it remain in the bank because it will need to be liquidated and we also need to have a conversation with the donor as to what we decide.
 - b. Form Compensation Review Committee. Need to establish a compensation review committee for compensation of staff, ensuring compensation is in line with other positions. Marci volunteered to chair compensation review committee. Tim and David+ volunteered to be on the committee.
- 6) Sr. Warden's Report- Marci reiterated that now is the time to "tighten our belts" She is currently looking at different areas, as with the cancellation of services, reduction in electricity and utilities as well as supplies being ordered should reduce.
- 7) Jr. Warden's Report (5 min)- Please see attached report submitted and circulated via email 3/11/2020. Tim Bostock also reported the Thrift Store Lanai is finished! One more floor staining is needed. Security cameras are in place, want to add overnight flood lights that are solar powered. There will be an electrical upgrade at Waimea Country School, yoga steps will move forward as they pose a safety hazard. That should begin April 4th. Pre renovation work for St. Columba's has started, huge thank you to Paul Donoho for his in-kind donation of his architectural expertise. Tim has communicated with sponsors of upcoming Community Meals and they are all fine with how everything is moving forward. There may be an additional revenue stream from Kohala Center for Community Meal. More information to come. No update on carpet/hardwood quotes for sanctuary. Jeanne Savage inquired as to how to decide regarding carpet or hardwood. It really will come down to the sound, as well as the cost of the estimate. David + thanked Tim Bostock for the WONDERFUL JOB he is doing and continues to do. Marnie mentioned the grounds have never looked better. Thank you to Tim!
- 8) Rector's Report (5 min)
 - a. "Email Vote" to approve Parochial Report Submission submitted to Diocese Friday, February 28. Marci Yardley made motion to approve, seconded by David, motion passed unanimously.
 - b. Parish Administrator and Bookkeeper positions, Executive session.
 - c. Financial Peace University. Scott Byron helping David with researching.
- 9) Next Meeting: Sunday, April 26, 2020 at 11:30 AM
- 10) Meeting concluded at: 1:15 p.m.