

St. Peter's Episcopal Church
Carson City, Nevada
Vestry Meeting Minutes
December 11, 2018

Quorum

Senior Warden Allison Joffee called the Vestry meeting to order at 6:05 pm. There was a quorum. Members shared the Vestry Litany.

Members Present: Allison Joffee, Cecil Chapman, Colleen Feuling, Tracie Lindeman, Joy McClain, Hallie Murphy, Bill Murphy-Sharp, The Very Rev. Jeff Paul, Marilyn Peshek, Becca Van Sickle, (new Vestry member)

Members Absent: Gayle Bowers, Susan Newcomb, Georgie Pike

Guests Present: Vestry members-elect Charlotte Hofer and Robey Willis; Karen Kish, Tom Streenan

Allison welcomed Vestry members elect Charlotte and Robey. Lisa Braren and Susan Newcomb, also Vestry members elect, were unable to attend.

In a brief overview, Fr. Jeff explained that the Canons of The Episcopal Church (TEC) define how the Vestry operates. He noted there is a “tension that configures with the Vestry relationships.” At St. Peter’s, the Senior Warden, appointed by the Rector (per TEC Canon), runs the Vestry meetings and builds healthy relationships with all Vestry members. The Vestry, the core leadership of St. Peter’s parish, oversees the Ministry Team and all the various working groups, including the Finance Committee.

Committee Chair Reports:

Finance Committee Update (Karen Kish, Chair, Sandy Burnette, Tim Harris, Allison Joffee, Marilyn Peshek, Chris Ritger, Phil Ritger, Tom Streenan)

The Finance Committee meets the fourth Tuesday of each month.

Marilyn deferred to Karen for the financial update.

Karen introduced herself and defined the Finance Committee’s (FC) roles as the financial advisor and consultant to the Vestry, and direct supervisor of St. Peter’s invested funds. The FC attempts to monitor closely procedures and processes which

hold any financial ramifications.

Karen distributed a memo to the Vestry dated December 4, 2018, titled “Internal Control Questionnaire.” The questionnaire is the tool which the FC selected in May 2018 for conducting an organized review of financial practices within the church.

A negative response to a question suggests an area that could be strengthened. The FC memo identified seven such responses in their internal audit. They plan to follow up on some of these items. Karen responded to questions from Vestry members about the church having no regular record of external audits; the process for counting the cash receipts; annual vs. quarterly statements to donors for tax reporting; and the frequency of review of actual property compared to recorded inventory.

In each situation, the FC has made efforts to do what is reasonable and feasible. For more detailed information, the memo and the annotated copy of the “Internal Control Questionnaire” are included in the December 11, 2018 Vestry Reports section. Karen reminded the Vestry the FC will continue to seek improved practices and procedures. Both the FC meetings and records are open to all congregants.

Karen will conduct an **orientation for Vestry members to the Finance Committee, Saturday, January 5th, 10 am to 12 noon in St. Peter’s library.**

Allison complimented and thanked the Finance Committee and Vestry for their collaborative efforts on the meditation labyrinth-walkway installation project, especially all the work done to prepare for the Special Vestry Meeting, Sunday, October 28, 2018.

Memorial Garden Update – (Tom Streenan, Chair of the Memorial Garden Committee)

Tom requested the salvaged concrete sidewalk sections be moved to the south side of rectory the week after Christmas. Hallie will arrange the forklift rental and funds will come from the labyrinth-walkway contingency fund.

Allison asked Tom to contact her when the time is nigh for the next Memorial Garden Vestry update.

Thank You and Appreciation (Marilyn Peshek)

Vestry members email Marilyn names of people you want to thank or appreciate. Please include brief specifics or draft an opening sentence for each recipient’s note.

Crafting Our Message Presentation (Tracie Lindeman and Bill Murphy-Sharp) Tracie and Bill described the “world café” facilitation process they are

recommending the Vestry use to craft parishioners' heartfelt, welcoming interactions and experiences at St. Peter's. The format of the café is a comfortable, low-key environment with card tables set up for four people. One chair at every table is reserved for a recorder, the only person who stays at the same table during the entire café process. The recorder listens, takes notes and helps compile the brief personal vignettes and remarks which will help craft St. Peter's "All are Welcome" messages.

Like a progressive dinner, all the participants move simultaneously to a "next" table. There is no requirement to stay with the same group of table participants, nor is there a particular order or sequence of moving from table to table. Each table's recorder asks a unique question that every table participant will respond to during the 15-20 minute duration of each table session.

Tracie suggested the rectory as a location for the world café. Given the amount of time each café requires (about 2-2½ hours for questions and consolidating the recorded information), the earlier session may be scheduled on a different Sunday than the café for people attending the 10 AM post-worship session. A team of 3-4 facilitators is needed for each session.

Tracie and Bill will cull the questions for the café sessions. Questions will not be announced ahead of time. Other items include using the large white board for the consolidation process and putting a notice/invitation in advance of the cafés in St. Peter's e-newsletter. The Vestry may have a "no set-up" practice at either their January or February meeting.

Motion:

Joy moved the Vestry approve the November 13, 2018 Meeting Minutes. Cecil seconded the motion. Motion carried unanimously.

Senior Warden's Report: Allison asked Vestry Members to let Jeff and her know of people they recommend for the Vestry Clerk/Secretary.

St. Peter's will continue to allow smoking outdoors when we host the **NOTS program** during February. The two butt cans need to be placed near the gathering area.

Allison plans to contact the plumber Greg Peterson for his ideas **reconfiguring the kitchen** with a cabinet dishwasher and removing one oven/stove, plus request his bid on the work.

Becca is locating **dinnerware** at area thrift stores to reduce St. Peter's reliance on paper products. Consensus of the Vestry is to move away from single-use paper products as much as practical and possible. Prices for dishes range from \$.50 to \$3.00.

Conversations with groups hosting food events (Sunday coffee hours, the monthly wine walk, potlucks, men's breakfasts, annual Thanksgiving potluck,

receptions, etc.) may increase cooperation and compliance if people know what to expect ahead of time. A project proposal will follow after the preliminaries are addressed.

The **oven/stove and ride-upon lawn mower** will be sold on Craig's List.

The **2019 Vestry Meal Schedule and ride sign-up sheet** has circulated to all 2019 Vestry members along with a list of **Vestry Committees**. Allison added two new committees for 2019: Buildings and Grounds and Master Plan (the 2019-2024 Five Year Plan). Vestry members may contact Allison by leaving a voice message or texting her on her cell if they have questions, have found their committee of choice, or would like to change a current committee assignment.

St. Peter's E-Newsletter is distributed every other Friday by Adrienne Gonzalez, St. Peter's Administrative Assistant. It is an excellent resource to get the word out about ministries, events whether one-time, ongoing or a special event, like the World Café. Articles are short, written by a volunteer, committee member, or you! Contact Adrienne in the office for more information, 775-882-1534.

Allison's Senior Warden's Report for December is attached in the Vestry Reports section.

Outgoing Vestry member Joy McClain asked Vestry members, especially those attending 10 AM Sunday Worship, for their assistance with **Sunday close-down** duties. Becca, Hallie, Cecil, Tracie, and Marilyn signed up again. A number of these volunteers do double-duty, taking their turn making coffee or serving on the Altar Guild on the same Sunday they sign up for the church close-down.

Junior Warden's Report: Allison noted that Gayle is working with St. Peter's HVAC contractor on a maintenance plan. Gayle's Junior Warden's Report for December is attached in the Vestry Reports section.

Rector's Report:

Fr. Jeff is pleased with the excellent response from **new readers**. There are 8 new readers for 8 AM and 2 for 10 AM.

The **dedication of the labyrinth** will be in the spring, after the yard clean-up has occurred.

Fr. Jeff met with Betsy Kosier to plan the **Vestry Retreat, updating St. Peter's 5-Year Plan (2019-2024)**. The retreat has been rescheduled to **Friday, March 22 and Saturday, March 23**. Meet at St. Peter's at 4 PM Friday to carpool

to **Camp Galilee** for dinner. The retreat concludes about 4 PM Saturday. Fr. Jeff will invite Betsy to attend January's Vestry meeting.

The **Gifts Discovery Workshop** facilitated by Rev. Eric Heidecker is being held at St. Peter's on the 4 Sundays in January from 11:30 AM - 1:30 PM. The program begins with a potluck. The workshop sessions include small group discussions, interacting with Scripture, and a gifts discernment tool. Fr. Jeff will post workshop information in the e-newsletter.

Fr. Jeff, Adrienne and Phil Ritger are working on the Christmas letter for an abundantly generous annual giving (of time, talents, and other resources).

Christmas Eve Services are 5:30 PM-Children's Service and 9PM. Chuck McCray will lead Morning Prayer Christmas Day and TJ will provide an Indonesian brunch. There is no Healing Service Wednesday, December 26,

The next training session for **Nevadans for the Common Good (NCG)** is Wednesday, January 10, 6:00 PM at St. Catherine's, Reno. Paul Turner and Barbara Paulson, a community leader, will speak about the upcoming legislative session.

Robey informed the Vestry about a fund-drive for a retaining wall at St. George's Episcopal Church located on Main Street in Austin, NV. The parish is small, contributions are welcome.

The meeting was adjourned.

The Vestry prayed the Compline.

Next Meeting: The next Vestry meeting is scheduled for 6:00 pm, Tuesday, January 8, 2019.

Meal assignments: Entrée: Colleen; Salad/Bread: Robey; Dessert/Beverage: Bill

Respectfully submitted,

Kathleen Plante
Clerk/Secretary