

**St. John's Episcopal Church**  
**Vestry Meeting Minutes – May 24, 2025**

**I. Opening Prayer / Reflections**

**II. Attendance**

Present: Marlene Eichelberger, Marti Moore, Bob Courdway, Sallie Devine, Bonnie Lovell, Diane Pfaus, and Ellen Seto

Absent: Deb Hladky

**III. Acceptance and Approval of January 2025 Minutes**

A motion was made by Ellen Seto and seconded by Bonnie Lovell to approve the minutes as written.

The motion passed unanimously.

**IV. Expenditure Approvals**

Gardens, Earth, and Water, LLC presented an estimate for garden maintenance in the Waterfall Garden, Butterfly Garden, Office and Walkway (Thrift Shop) and NA Shade Garden for a total cost of \$2990.00. (The \$650.00 for palm removal will be completed by the Sexton and deducted from the estimate. The \$545.00 will be reimbursed by Irene Sawyer.)

This estimate was reviewed by the Vestry via email and approved.

A motion was made Marti Moore and seconded by Ellen Seto to ratify the expenditure garden and landscape maintenance that was previously approved by email.

The motion was approved unanimously.

**V. Treasurer's Report**

Expenses are running close to budget and revenues are well ahead of expected. This will be closely monitored during the summer as revenue often declines during that time.

**VI. Junior Warden**

**Roof Replacement**

Following heavy rain leaks from the AC vents have occurred in the men's and ladies since the roof replacement. The roofing contractor that cracks in the AC vent ductwork caused the leak. The roofing company fixed the vents but advised this work is not part of the proposal and that we will be receiving an additional bill.

**NA Building**

Interest was expressed in painting the kitchen part of the NA building following the repairs. The painter who painted the entranceway to the church is willing to do the work for the cost of the paint. He estimates three (3) gallons total for walls and trim.

The counter edge has not been installed FP restoration as promised, and letters are being sent to resolve this matter.

Following painting the plan is to have the floors cleaned and buffed.

**Gardens**

The memorial garden, pet garden, walkway along the NA/Admin buildings and the serenity garden are being renewed and mulched.

The sprinkler system is being adjusted to make sure all new plantings will receive irrigational water.

#### Workday for Grounds

A workday to clean the ground is being scheduled.

#### Plumbing

Several toilets continue to run and will be fixed or replaced.

#### Memorial Bricks

The memorial brick patio was weeded and sprayed with weed killer. Some of the bricks have faded significantly. They may need to be retched or repaired in another way.

#### Good Neighbors Blessing Boxes

The boxes have been moved closer to the church so electricity can be run more effectively. Their electrician will complete this work

The date for the Largo dedication has not been scheduled.

#### Electrical work inside and outside the Church

Work in front of the church includes underground wiring for all of the spotlights, other items, and replacing the fountain junction box to bring it up to code.

Inside the church, the existing lighting illuminating the stained-glass window from needs to be changed to LED lighting. (Only half of the existing lighting currently is working.)

#### Work to be completed prior to storm season

The power supply outlet for the French drain sump pump behind the NA building needs to be moved to meet code.

A drainage pipe needs to be added from the southern end of the area near the French drain heading west to the serenity garden. This should help the rainwater move away from the NA building area.

Power for the existing sump pump needs to be connected to a battery backup power supply during power outages.

A split system AC unit needs to be investigated for the NA building, given the new building codes that require rooftop AC units to be elevated.

#### Thrift Shop Donation Building

To address traffic flow near the donation shed and Good Neighbors loading area the removal of a parking space on the west side of the tree is being planned. Traffic leaving the donation area will be directed to turn right at the tree and proceed toward the church. Good Neighbors will have a moveable sign (placed on a traffic cone) advising drivers of Do Not Enter with an arrow to the right. Paving stencils have been obtained to mark the parking space to be eliminated as “no parking” and arrows to direct traffic. The current location of the donation shed may not be ideal and other locations may be considered by the Vestry.

#### Storage Building behind Admin Building

Work continues in the storage shed. All cardboard boxes and items damaged by rainwater leaking into the shed have been discarded. Items will now be placed in plastic bins with lids. Additional bins with lids have been purchased.

Most of the items in the shed are Christmas and other holiday items. A “Christmas in July” event is being planned for July 12 in the parish hall given the likelihood of hot weather. The Parish hall has been reserved for that purpose. Specific plans for the event are in process and serving refreshments is being considered.

## **VII. Senior Warden**

Clergy for the June and July services are confirmed. Clergy for August has not been confirmed.

Deacon Kevin leaves the second week in June and will return in late September or early October.

## **VIII. Commissions and Liaisons**

### **Outreach**

The Thrift Shop is doing well. The Handbook has been revised. A meeting is planned with the principal volunteers for June 9 to distribute and review the expectations of the managers and volunteers.

### **Parish Life**

An Italian dinner is being planned for fall. Weekly coffee hour and Fifth Sunday potlucks continue.

### **Communication & Evangelism**

Sunday morning services continue to be streamed live and archived on Facebook and YouTube. Information from the Diocese and National church are also posted on Facebook.

### **Worship**

Music – Both pianos have been tuned. The pipe organ needs to be tuned. Handbell ensemble and voice choir continue to perform. Sheet music has been cataloged. Copyright permission and Public Domain licensing continue to be managed to keep in Copyright Compliance.

Ushers – All is well and covered as needed.

Altar Guild – No report

Readers – Being covered as needed

Lay Eucharistic Ministers – Two (2) additional LEMs are needed.

### **Stewardship**

The vestry is exploring ways to facilitate year-round stewardship.

## **IX. Old Business**

The Thrift Shop Handbook was reviewed by the Vestry.

A motion was made by Ellen Seto and seconded to approve the Thrift Shop Handbook as amended with policies and procedures being effective following the June 9, 2025, meeting with principal volunteers.

The motion passed unanimously.

## **X. New Business**

The possibility of a Capitol Campaign is being discussed. The goal would be to raise enough to support the search and hiring of a full-time priest.

**XI. Calendar**

June 8 Pentecost – Combined service with St. Paul’s at 9:30

Clergy	June 1 & 8	Pastor Kathy Walter
	June 15 & 29	The Rev. Hugh Bell
	June 22	The Rev. Doris Johnson
	July 6 & 20	The Rev. Hugh Bell
	July 12 & 27	Pastor Kathy Walter

Vestry Terms Ending

January 2026 – Sallie Devine, Marelene Eichelberger, Marti Moore

January 2028 – Deb Hladky, Diane Pfaus, Ellen Seto

**XII. Adjournment**

The meeting was adjourned without objection at 1:55 p.m.

Respectfully Submitted by Diane Pfaus

Date Submitted: 6/3/2025

Approved by the Vestry: 7-20-2025