



SAINT JAMES the FISHERMAN EPISCOPAL CHURCH

AUGUST 19, 2020

ZOOM CONFERENCE

VESTRY MINUTES

PRESENT

**Father Farrell Graves
Ron Stephens, Sr. Warden
Tom Fernandez, Jr. Warden
Bill Chase
Nancy Dougherty
Gary Freeman
Heather Holbrook
Bob Lynott
Anne Neely**

**Deacon Mike Ligon
Sheila Jordan, Treasurer
Toni DeLuca, Vestry Clerk**

ABSENT

**Earl Miller
Deacon Jean Miller
Ruth MacDonald, Treasurer**

- 1. Call to Order, Father Farrell**
Eight Vestry members were present for the Zoom conference meeting. Vestry meeting was called to order at 4:00 by Father Farrell.
- 2. Opening Prayer, Ron Stephens**
Opening prayer was provided by Ron Stephens. Nancy Dougherty volunteered to provide the opening prayer for the next Vestry meeting.
- 3. Approval of July 15, 2020 Vestry Minutes, Father Farrell**

Motion: Bill Chase made a motion to approve the July 15, 2020 minutes, which was unanimously approved by the Vestry.

- 4. Rector's Report, Father Farrell**
Father Farrell returned from assisting his parents in their move to Brunswick County. The Vestry welcomed him back.

Father Farrell stated that he used 26.5 vacation days and has 6.5 days left to be used at a later date. He will most likely use those days in the Fall.

Father Farrell said that during his vacation, there were a few requests for help and that David Brownfield was able to handle the requests.

Father Farrell asked if there were any questions from the Vestry and there were no questions.

5. **Treasurers' Reports, Sheila Jordan and Ruth MacDonald**
Ruth was not available for the meeting and Sheila presented the treasurers' report to the Vestry. The treasurers' reports were forwarded to the Vestry members prior to the meeting for their review. The July financial documents and reports are attached to the minutes.

Treasurers' Report/Comments

Balance Sheet

- TD Ameritrade \$20,000 CD was rolled into the checking account and was moved to savings in early August.
- Raymond James had a gain of \$6,540 this month.

Income and Expense Statement

- The income from pledges and plate collection is down about \$5,000. This could be the result of the summer slump and the loss of summer visitors.
- Item #5710 Building Repairs and Maintenance: Roof repair was \$500.
- Item #5750 HVAC Maintenance: HVAC had an expense for diagnostics and capacitor.
- Item # 6495 Worship: Cost of four microphones
- Item #5665 Waste Disposals: Waste Management was not paid in July but has now been paid through the end of the year. The amount is \$6.19 a month.

Treasurer/Vestry Discussion

- Sheila said that the PPP paper work is currently in process and the treasurers will be forwarding a rough draft to Ron and Deacon Mike. Sheila noted that Ron's email is on the PPP loan.
- Bill Chase asked Sheila if the \$60 check from Azio Media, the used bookstore in Shallotte, was processed. Bill and Patricia had sold the store three books from the church library that they found during their clean up and determined that the books were not useful or valuable. The question was raised only to ensure that the money was placed in an account in order that Patricia and Bill could refer to when purchasing books for the church library. Sheila said that it was, but wasn't sure where it was placed in the revenue.
- Gary Freeman inquired if the decimal point for TD Ameritrade was correct. At the last Vestry meeting there was a discussion about the .125 percent interest rate and if this was an accurate rate. Sheila said yes it was correct. This led to the discussion of looking on line for a higher rate. Father Farrell suggested that the treasurers look on line at corporate accounts. Sheila would check this out and report back to the Vestry.
- Sheila said that the PPP and CD have to be separate. Money in the \$20,000 savings account has an interest rate of .02. There is over \$120,000 in the savings account with a limited interest rate and has accrued \$4.52 interest.

Motion: Tom Fernandez moved that the Treasurers' Report be entered into the minutes as presented.

6. Wardens' Reports, Ron Stephens, Tom Fernandez

A. Junior Warden, Tom Fernandez

Tom has been recovering from surgery and has not been to the church for five weeks. However, he has been in contact with Ron and David Brownfield.

- The painter lost his truck in the hurricane, but should be back to work next week.
- There were large branches down in the cemetery and the debris was removed by Jerry Washington, Steve Tuttle, Gary Knight and Ron.
- Ron has contacted the town about putting a conduit in the drainage ditch in order to give us drive-in access to the cemetery. He is waiting to hear back from the town and will do a follow up.
- There were termites found in the woodwork of a window. David has contacted the termite company.

B. Sr. Warden, Ron Stephens

- Ron and Sheila met to work on fixed expenses for the 2021 budget.
- Ron discussed a budget meeting for September. A first draft of the 2021 budget will be presented at the October meeting and the finalized budget presented at the November. This schedule prepares us to present the final budget to the Parish at the December Annual Meeting.
- Ron asked about the Wish/Want List that was discussed last year. Nancy and Tom said that they would look for their lists. The question was presented to the Vestry of whether to develop a new list or review the previous list. The consensus was to review the previous list and discuss at the next Vestry meeting.
- The Saint James Beautification Committee was looking at plantings/landscaping, but had to pause because of the Coronavirus. Gary asked if the committee could maybe meet but outside. There are \$25,000 expenses available. Ron suggested waiting to spend this money as the current trend indicates pledge and plate contributions are down.

7. Continuing Business

A. Update PPP Loan, Deacon Mike

Deacon Mike said that he has researched and found that the church qualifies for a 3508EZ form for the filing of the PPP Loan Forgiveness Application. This will enable the church to file fewer documents with that form, but will require keeping other documents on file, should they be requested. Saint James will be meeting the reporting and documentation requirements, which means that Saint James should not have to pay the loan.

B. Parish Survey, Heather Holbrook

Heather had forwarded, via email, to the Vestry the church survey results and reviewed the findings. Heather reviewed each of the survey questions and the results of the survey and the parishioners' written responses. There were 51 responses received by the deadline of 8/15/2020. Forty percent of the parish had responded to the questionnaire.

Attached to the Vestry minutes are the results of the parish survey and comments. Heather will be forwarding the executive review at a later date.

The Vestry members will review the survey and discuss at the next meeting. It was the consensus of the Vestry that the results should be shared with the parishioners.

The Vestry thanked Heather for all her work and diligence in preparing and gathering the information from the survey.

8. New Business

A. Internal Audit, Ron Stephens

The internal audit is in process and possibly be completed by the end of the week. It will definitely be completed by the September 1st deadline. Kenny Krawcheck and Greg Weber volunteered to handle the audit.

B. Lobster Sale, Bill Chase

Bill notified the Maine supplier that Saint James would not be participating this year. The supplier sent Bill an email that the lobsters were cheaper this year and plentiful. Unfortunately because of Covid, the lobster sale will have to be cancelled for this year. Hopefully, next year, we can reinstate the lobster sale since it has been so well received.

C. Other Business

There wasn't any new other business to be discussed.

9. Deacons and Liaisons' Reports

A. Deacon Jean was not present for the meeting.

Deacon Mike said it has been quiet and does not have anything to report.

B. Program Liaison's Report, Bill Chase

Bill does not have anything to report at this time.

C. Worship Liaison's Report, Nancy Dougherty

The Compline services seem to be very popular, whereas the Morning Prayer Services are not as popular.

D. Outreach Liaison's Report, Gary Freeman

Gary does not have anything to report at this time.

E. Communication Liaison's Report, Anne Neely & Heather Holbrook

Anne and Heather do not have anything to report at this time.

F. Stewardship Liaison's Report, Bob Lynott

Bob is developing a video to be presented to the parishioners. Right now it is in the early stages and a work in progress. Bob showed a sample of the video that he has been working on, which looks good. The theme will be "Doors" based on the "named" doors of Saint James. Father Farrell once commented on the many doors of Saint James and each door has a name. The committee thought that would be a good theme for the stewardship. The committee members are Bob Lynott, Marsha Clark, Betty Herron and Peter Tietjen.

Bob spoke about the break out rooms he was able to do during the Compline. He suggested that maybe this could be done as a coffee hour, placing groups of people in those rooms.

The Sunday music was difficult to hear when Father Farrell was away. Father Farrell said it will be better this Sunday because he will be using his computer. Ron suggested that maybe a lapel microphone placed in the choir loft would be helpful.

Bob brought up again about doing something for Dan and Barb Bartell. Toni DeLuca, Vestry Clerk, suggested inviting the Bartells to the next Vestry meeting to thank them for all they have done for Saint James the Fisherman. Everyone thought this was an excellent idea.

G. Endowment Fund, Deacon Mike

Deacon Mike does not have anything to report at this time.

10. Adjournment and Closing Prayer

Father Farrell provided a closing prayer and the meeting was adjourned at 5:15.

Motion: Nancy Dougherty made a motion to adjourn the Vestry meeting, which was unanimously approved by the Vestry.

Next Vestry Meeting will be Wednesday, September 16, 2020 at 4:00. Location TBD.

Toni DeLuca, Vestry Clerk

Ron Stephens, Sr. Warden

Date

Date