



St James the Fisherman Episcopal Church

JUNE 17, 2020 @ 4:00

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
Earl Miller
Anne Neely

Deacon Mike Ligon
Deacon Jean Miller
Sheila Jordan, Treasurer
Toni DeLuca, Clerk

ABSENT

Ruth MacDonald, Treasurer

1. Call to Order, Father Farrell
Nine Vestry members were present for the Zoom conference meeting. The meeting was called to Order at 4:00 by Father Farrell.
2. Opening Prayer, Bob Lynott
Opening prayer was provided by Bob Lynott. Bill Chase volunteered to provide the opening prayer at the next Vestry meeting.
3. Approval of May 20, 2020 minutes
Motion: Nancy Dougherty made a motion to approve the May 20, 2020 minutes, which was unanimously approved by the Vestry
4. Rector's Report, Father Farrell
Father Farrell informed the Vestry that there are three people who do not have access to internet/computers. He invited them to attend the St. James Sunday service. Two of the three people came, but didn't care for being there by themselves. They miss the interaction of the other parishioners. The office will send bulletins to Jean Gillette, as per her request.

Father Farrell contacted the people who had attended the Explorer Class. The majority were not interested in doing the class on line and some did not respond.

Father Farrell asked if there were any questions or suggestions. Since there were no questions or suggestions the meeting continued.

5. Treasurers' Report, (May, 2020)

The treasurers forwarded to the Vestry members, via email, the May 2020 financial report and the reports are attached to the minutes.

Treasurers' Comments:

A. PPP Information:

- As of June 8th, \$10,218.85 of the PPP money has been spent.
- This leaves a balance of \$9,581.15.
- The money was used for May salaries, June ATMC, BEMC, payroll taxes, health and life insurance and Burns Web.

B. Income and Expense Statement, May, 2020:

- *Item 4158*: Collected a total of \$1,520 for the DOK food card drive. The report shows an additional \$50. This is explained under Item 6020.
- *Item 4163*: Discretionary Fund shows a total of \$350 given by the parishioners. The final Sunday of May saw deposits of \$2,400 to this account. This amount will show in the June report. The money was transferred to Father Farrell's account on Friday, June 5th.
- *Item 5450*: No ATMC charge for May.
- *Item 5635*: Electric bills are running lower than normal.
- *Item 6020*: SBIC is a payment from a parishioner who made the check payable to St. James and it was deposited under item 4158. A check was sent to SBIC.
- *Item 6110*: CPC funds in May included a check for \$25 which will be sent to the Diocese in June.

Vestry Members Discussion/Questions:

- A question was asked about medical insurance payment. The treasurer said it was paid June 1st. The telephone and internet services were also paid June 1st. All bills are paid when Sharon comes in on Mondays.
- Will St. James meet the deadline for the PPP? The treasurer said that everything will be covered by the end of the month.
- Are pledges coming in? It was reported that the pledges are coming in.
- The electric bill and custodian services are following along.
- Father Farrell said that the Administrator Assistant is monitoring the air conditioning temperature.

Motion: Bob Lynott moved that the Treasurers' Report be entered into the minutes as presented.

Father Farrell thanked the treasurers for their diligence and hard work.

6. Warden's Report, Ron Stephens & Tom Fernandez

A. Junior Warden, Tom Fernandez

- Tom reported that it has been a quiet month. He has made numerous calls to the roofer, but has not heard back from him. Tom will continue to call him.
- The painter painted the areas recently repaired due to rot.
- There is a leak in the air conditioner by the copy room, but no stains. Tom contacted Sandpiper and the service call was \$143. The Sandpiper contract needed to be renewed and the cost came to \$709. The total came to \$844.
- Tom & Ron met with Bill Grothe about the graveyard maintenance. There is a dead tree and Bill wants to do some trimmings. He will clean up the area and remove the dead tree. Bill also suggested to power wash the walkway and he will donate blocks. Tom offered his assistance, but Bill said he will do the job.
- Tom reported that he had a quote for the purchase of microphones for the clergy. The quote was four lapel microphones at the cost of \$1,452.62. Ron further stated that it is a safety issue. Giving each speaker their own microphone solves this issue.

Motion: Tom Fernandez made a motion for the purchase of four microphones, which was unanimously approved by the Vestry.

B. Senior Warden, Ron Stephens

- Ron thanked Bill Chase and Pat Lynch for organizing the Bliss Hall Library.
- Ron read that the Senate was changing the guidelines for the PPP loan, but did not think it would happen before the due date. We will continue to operate under the original guidelines which were issued when we received our loan.

7. Continuing Business

A. New Microphones for Clergy

The microphones were previously discussed under the Junior Warden's Report.

B. PPP Update

The update was previously discussed under the Treasurer's report and Senior Warden's report.

C. Church Services, Father Farrell

There was extensive discussion from the Vestry about the continuing of church services.

Discussion/Concerns/Questions

- Father Farrell and the Wardens have been discussing the various options for the church services. Outside service is a legal option, but there is limited space and too many obstacles to be considered.
- Discussion about to continue with the on line services. There are some churches doing on line, but not as many.
- Gary Freeman sent out an email to the Vestry that a New Jersey parish minister had sent to his parishioners. It seems that others are also concerned about attending services during the pandemic. There are some church services, but the majority of churches are doing Zoom.

- Nancy Dougherty asked if Father Farrell knows the percentage of people attending the on line services. He said that there are 44- 50 connections and sometimes as high as 63 connections. Nancy asked if there is a head count of parishioners attending the services.
- Father Farrell said that the Sunday service has been St. James parishioners, but there were some outside attendees for the Compline services, in addition to parishioners.
- Heather Holbrook suggested that the church do a poll/survey of the attendance at the Zoom services. Heather and Father Farrell will coordinate a survey to be sent to the parishioners.
- Nancy Dougherty will do a head count of the Sunday Zoom services.
- Farther Farrell was asked if he has heard from the Bishop. He said that the Bishop will revisit this at the end of the month.
- The rate of the coronavirus has increased in North Carolina and Brunswick County. There are so many variables to be considered and the importance of keeping our parishioners safe should be of the utmost consideration.
- Many would like to go back to services in the church, but we must do what is best and safe for all.

8. New Business, Father Farrell

The agenda stated no new business, but Father Farrell wanted to bring up an issue for the Vestry to discuss.

Father Farrell said that there is very little Wi-Fi available in Bliss Hall. The DOK tried to use it and were unable to connect. David Brownfield, Administrative Assistant, contacted ATMC about the cost of installation. The cost to install would be \$150 to \$250 and the increase to the monthly cost would be \$15.

Nancy Dougherty made the suggestion that, would it be possible for the DOK to pay for the Wi-Fi. Anne Neely said that maybe the DOK would be able to assume the cost of the installation and did not foresee it as being a problem. She will explore the possibility of this with the DOK.

Motion: A motion was made by Bill Chase to install WI-Fi in Bliss Hall, which was unanimously approved by the Vestry.

9. Deacons' & Liaisons' Reports

A. Deacons' Reports, Deacon Jean & Deacon Mike

- Deacon Jean has received coats for the coat closet and has been cleaning and organizing the closet.

Deacon Jean said that the church smells better and does not have a musty odor.

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

B. Program Liaison's Report, Bill Chase

Bill and Pat organized the Bliss Hall Library. In the course of organizing and sorting out the books, they found three books they that thought might be of some value. Bill took the books to be appraised and was told the books were worth a total of \$60. Bill asked if the Vestry wanted to sell the books for \$60 or keep them. The consensus was to sell the books and use the money to purchase something for the library.

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- C. Worship Liaison's Report, Nancy Dougherty
Nancy does not have anything to report at this time.

- D. Outreach Liaison's Report, Gary Freeman
Gary does not have anything to report at this time.

- E. Communication Liaisons' Report, Heather Holbrook & Anne Neely
Anne reported that there is not much that can be done at this time. Anne and Heather have been focusing on organizing the bulletin boards in the gathering areas. They have been in contact with the Administrative Assistant and he has been doing some updating on the website.

- F. Stewardship Liaison's Report, Bob Lynott
Marsha Clark, Betty Herron and Peter Tietjen have agreed to be on the Stewardship Committee. The committee will be meeting sometime this month. Bob is still exploring a title for the stewardship campaign.

- G. Endowment Liaison's Report, Deacon Mike
Deacon Mike does not have anything to report at this time.

Other Discussion: Fr. Farrell asked where we were on the Internal Audit. Ron Stephens stated that the audit is due to the Diocese in September. Kenny Krawcheck and Greg Weber are conducting the audit this year.

- 10. Adjournment and Closing Prayer, Father Farrell
Father Farrell provided the closing prayer and the meeting was adjourned at 4:55.

Motion: Bill Chase made a motion to adjourn the Vestry meeting, which was unanimously approved.

Next Vestry Meeting will be Wednesday, July 15, 2020 @ 4:00.
Location to be determined

Toni DeLuca/Vestry Clerk

Ron Stephens, Sr. Warden

Date: _____

Date: _____