

St. Stephen's Vestry Minutes

May 10, 2016

Attendees: Mo. Susan Anslow Williams, Don Ingersoll, Silvia Karlsson, Katy Allen, Margie Armstrong, Ken Fuhr, Alice Moss, Patrick Roberts, Norma Ross, Paula Somerville, Richard Kenefic, Roy Waters

Opening: Senior Warden Don Ingersoll called the meeting to order at 7:05, members recounted important events/issues in their lives over the last few weeks.

Prayer: Pat Roberts led us in a prayer.

Bible Study: Mo. Susan led us in discussion of Hosea 1:2-4 and 2:16-20 How do we judge those who are desperate? Do we all have the same choices in tough times? There is no template for neediness. If there will always be poor people does that mean we always have opportunities to serve, or is it just disheartening? Can we place blame on individuals for actions learned as a child? How can we overcome initial distasteful reaction to help? Thinking of women from Thistle Farms and the struggles they try to overcome to put their lives back together.

Rector's Report: Fr. Jim and Mo. Susan met with greeters and welcomers to work as a team and offer hospitality throughout the service. Summer replacement clergy are all arranged; Fr. Tom Hawkins, and Fr. Jim; Mo. Susan will use her vacation time. Fall Stewardship Event will be changed from 10/2 because of SOS week. Will pick a church for Labor Day field trip (adult faith committee will arrange), worship committee will meet Thursday 5/12.

Strategic / Generative Topics: Liaisons update about committee work, including key months for their events. Most follow school year calendar except finances, records (parochial report) which is on calendar year basis. Would synchronizing be an improvement?

- **Adult Faith:** confirming members (possibly including Kris Fuhr, Alan Giles, Helen Giles, Paula Somerville, Norma Ross, Ken Fuhr). Fish fry was last activity, next event labor day field trip. Will work to develop plans from survey taken last year, incorporating needs of younger members (reach out to Katherine Hassel, Anna Dorsey, Mark Pierce)

- **Building and Grounds:** continuing with plans mentioned in last meeting roof top unit, water heater has been replaced, looking forward to planning security with Tom Vida, spring cleanup was successful, suggestion to itemize needed maintenance (book

in gathering area for repair suggestions, could we make it a sign-up by task or ask directly about each need?)

- **Communication:** Website and Witness are primary tools. Vestry asked to check out new site and give feedback. Sermons are available. Committee is available for consultation if you want publicity for an upcoming event. Press releases need to go out early, no guarantee they will run unless a paid advertisement. Vestry members need to send head shots for information board. Add any upcoming events to calendar ASAP, even if planned during the summer. Communications will revisit the idea of electric road sign and get quotes.

- **Endowment:** Mo. Susan on behalf of chairman Jim Carnegie sending out letters to those who have made gifts in past but are not known to have put them in the will. Will be a mass mailing to suggest there is nothing to lose by adding St. Stephen's to will

- **Hospitality:** committee report in June as there is an upcoming meeting

- **Stewardship:** looking to find alternative fall meeting date with consultant Fr. Dick Hamlin

- **Member development:** rely on greeters/welcomers to connect new faces to someone with common ideas and have them come to coffee hour

- **Outreach:** blood drive was successful in terms of volume donated, but with fewer donors

- **Pastoral care:** need to identify people with expertise/specialties (seniors/dementia, home care, addiction, woman with troubled teen); suggestions Diane Kenefic (Master of Social Work, certified Substance Abuse Counselor), Richard Kenefic (career in social services), Mo. Susan will be training leaders of evening prayer in case of need for Saturday service. Summertime will have a basic bulletin, with readings, announcements etc on an insert

- **YACYM:** meet monthly, last month planned VBS will launch this Sunday. A suggestion was made to update name to something more like "summer camp." Youth Sunday upcoming, confirmands were gifted a prayer book. June pilgrimage will be a weeklong broad spectrum of what it is like to live a life of service (Amish country in Pennsylvania, Philadelphia visiting Christchurch connected to founding fathers; and studying inclusivity of Absalom Jones first black priest; and NYC including 9/11 memorial, Wall Street Trinity Church with memorials). Paid third from fund, third from fundraising (auction, etc) third from parents, Rite 13 outdoor adventure is upcoming

Consent calendar: Roy moved to accept March minutes as amended, seconded by Richard and carried without dissent.

Financial update: They are in line with last year's revenue and expenses, but down from expectations

Finance Committee: Pat Roberts and Don Ingersoll updated the Vestry on the need to have our financial books reviewed/audited. Historically, qualified parishioners (accounting professionals) without ties to church financial operations have been conducting reviews (similar to audits, but with fewer elements) yearly. A review was last conducted in 2013 by Retired CPA Sandy Jose. A **qualified volunteer was not available last year, and we now need to assess both the 2014 and 2015 books.**

Vestry discussion included questions about our obligation regarding reviews vs. audits so that we fulfill our fiduciary responsibility to ensure that our books and finances are sound. Should we consider an audit by a CPA firm as assurance that everything is in order; and what is the cost, how would we fund this considering our current deficit?

Action was deferred and matter was referred to the Finance Committee for evaluation of discussion points. Don and Pat will report back for Vestry consideration and action at its June meeting.

Upcoming events: church picnic 6/5 suggestion to consider renting a bouncy house, what kid activities? Hospitality will plan at next meeting (wear a hat ladies day); all are invited to 6/3 choir spring concert

Closing prayer: Led by Mo. Susan

Adjourned: 9:16p.m.