

## **Vestry Minutes – March 24<sup>th</sup>, 4:30 p.m.**

Attendance: Rev. Kelly Steele, Rev. David Wantland, Kathy Field, Chris Goode, Trevor Walker, Aubrey Brawner, Sally Robinson, David Neises, Phil Snyder, Pete Kastner, Doug Eberle, Kathryn McLearn, Susan Homar, Suzanne Thomas. Guest - Ed Field

David led the opening prayer. Kelly started an activity asking each member of the Vestry to write on a 3 x 5 card: a) What do you want to be remembered for? And b) What do you want St. Peter's to be remembered for? The group then went into the Parish Hall to discuss the answers with others. It was a very eye-opening discussion.

**Planned Giving:** Ed Field led a discussion to approve a “resolution to approve those parishioners who have given their time and money to support the formation of St. Peter’s church in 1990”. This resolution is submitted by the Planned Giving Committee. The resolution recognizes a select group of parishioners that helped establish St. Peter’s financially. Those parishioners will be called pilgrims. A plaque will be created to honor those individuals and hung in the church. The plaque design will be reviewed at a later date. The placement of the plaque will be blessed by the design committee. The list of pilgrims was amended to include Doris Creasman. Pete Kastner moved to approved the resolution. Phil Snyder seconded the motion. All approved.

Planned Giving is holding an Estate planning and wills seminar May15th. It will be led by Paul Meyer of Meyer & Sayers. Ed also distributed the St. Peter's Church Planned Giving Form.

**Resolution to approve  
those parishioners  
who have given their time  
and money to support  
the formation of  
St. Peter's Church  
In 1990**

Whereas The Planned Giving Committee was formed to encourage parishioners of The Church to make planned gifts to The Church.

Whereas The Church has long term needs for the maintenance of The Church's facilities and its programs.

Whereas The Church currently does not have adequate funds to meet its long-term needs.

Whereas part of The Planned Giving Committee's plan to increase planned giving is to increase awareness of those who have given in the past.

Whereas there is no one site in The Church that honors those parishioners who have given of time or money.

Whereas there is attached a listing of honorees called The Pilgrims.

Whereas an anonymous donor has pledge to purchase the plaque(s) and name tags to identify the recipients.

Be it so resolved that the Vestry of St. Peter's Church on this 23<sup>rd</sup> day of March 2022 voted to approve this list of names as the original Pilgrims of the Church.

---

Signed

**The 1990 Pilgrims  
of  
St. Peter's Episcopal Church  
Skidaway Island**

(List compiled by Chris Goode, reviewed and amended by surviving Founders, Fidlers,  
Forssells, Crittinos, Eckersons)

**March 16, 2022**

Barbara Bell  
George Mallory Boush  
Sara May Gibbs Boush  
Luther Burris  
Robin Burris  
Walter C. Carson  
Virginia Paige Carson  
John Burleigh Clapp  
Mary Barton Clapp  
Ralph Dedrick Creasman  
Louisa Bowles Cunningham  
Judson Pringle Cuttino  
Deborah Stuart Potts Cuttino  
Eugene Barnette Dawson  
Margaret Honeycutt Dawson  
Clifford Weldon Draughn  
Angel Spina Draughn  
Homer Eckerson  
Sally Eckerson  
Joe Farrell  
Constance Farrell  
Barbara Feemster

Dwight Feemster  
George Arthur Fidler, Jr.  
Linda Emily White Fidler  
Robert Marks Forssell  
Shirley DeLyne Forssell  
Clarence Clark Fuller, Jr.  
Muriel Wood Fuller  
Katherine Lang Gibson  
Carleton B. Gibson, III  
Christopher John Goode  
Ian R. Heap  
May W. Heap  
Sara Anne Hills  
George Hills  
Paul Hoornstra  
Mary Nelson Hoornstra  
Elizabeth DeVaughn Lattimore  
William Lattimore, Jr.  
Stephen R. Lufburrow  
Sara Elizabeth Dearing Lufburrow  
Deacon Parker  
Mary Pickford  
Laura Pickford  
John Pickford  
Ronald D. Stephens, Jr.  
Mary C. Stephens  
Jane White Van Gigch  
Frances Van Gigch  
Dorothy Jean "Priss" Wentworth  
William Wentworth

Total: 52

**Finance Department:** Doug Eberle reviewed the February financials. While income was disappointing February expenses were kept in check. Doug says not to panic until after Easter. There are three motions recommended by the Finance committee. They are:

❖ Stifel Account

St. Peter's has an account with Stifel Nicholas & Company for stock transfers. The account documents require updating. Stifel requires a new "Entity Account Resolution" and "Appendix A – Certification regarding Beneficial Owners of Legal Entity Clients. The following resolution is necessary to update our account records with Stifel, the Skidaway broker we use to receive stock, sell stock, and forward cash to the church.

**Motion:**

The Finance Committee recommends Vestry approval of the following:

- (1) The Vestry appoints Pete Kastner, Treasurer, to secure account registration at Stifel, the St. Peters stockbroker and transfer agent.
- (2) The vestry authorizes Pete Kastner, Treasurer, Douglas Eberle, Finance, Suzanne Thomas, Clerk, and Kathy Field, Senior Warden, to have signatory authority on the Stifel account

❖ JUST funding – Outreach

St. Peter's Outreach Committee has not had monies from the operating budget to distribute to charitable organizations for several years. The only funds in the Outreach, Donation's account in recent years have been designated for the Music Academy (now known as the Creative Arts Academy). St. Peter's is a founding member of JUST (Justise Unites Savannah Together) and has contributed to its budget for the prior 2 years. JUST is a collaborative organization of 22 churches in the Savannah area working to address social justice issues principally by using organized people to pressure the City Council. Rev. Hunt had previously supported St. Peter's annual contribution to JUST from the Clergy Discretionary Account, which is not an entirely appropriate use of that account. There should be sufficient savings in operating budget expenses to fund St. Peter's annual contribution to JUST from the operating budget Outreach, donations account.

**Motion:**

The Finance Committee recommends Vestry approval to immediately increase the 2022 Outreach, Donations budget from \$4,000 to \$5,000 with the additional \$1,000 designated for St. Peter's annual contribution to JUST and that the contribution should be made in the next check writing cycle. The Finance Committee will consider, during the mid-year budget review/revision, the Outreach Committee request for an additional \$4,000 in 2022 funding for the Angel Tree project and St. Michael's Food Pantry.

❖ The Market @ 3 West Ridge donation

The Market @ 3 West Ridge has graciously contributed a \$5,500 "facilities use fee" check from the 2022 Market proceeds. Historically these monies have been designated by the Vestry as a contribution to the Maintenance Reserve Fund. The Market Committee is very supportive of this designation. The alternative is to retain the monies in the Donation for use of Buildings income account.

**Motion:**

The Finance Committee recommends Vestry approval to designate the \$5,500 2022 "facilities use fee" from The Market @ 3 West Ridge as a contribution to the Maintenance Reserve Fund

Chris Goode moved to approve all three motions. Dave Neises seconded. All approved.

Additional information was provided on the Expenditure Authorization process, Budget Monitoring Reports, the Maintenance Reserve Fund expenditure projections. They can be found in the Finance Committee Action Item report submitted for review at the meeting.

### **SPACE UTILIZATION:**

The Space Utilization committee felt there needed to be a uniform key policy as all the locks have been recently changed and keys were out of hand. The Final Revised Draft of the Key policy was reviewed.

**Key Policy:** It is the intent of this policy to identify a key access policy for the congregation of St. Peter's Church. This policy excludes the administrative staff and clergy.

There are three lock boxes containing keys to the Sanctuary and the Parish Hall that are available to all parishioners and are installed at the following locations.

1. Outside the choir room,
2. Outside of the entrance to the Parish Hall,
3. Outside of the kitchen door (Parish Hall Only)

The Priest in Charge and/or Rector will maintain the keys to the Administrative Offices and will distribute them on an "as need" basis.

The only members of the congregation having a complete set of keys will be the Sr. and Jr. Wardens.

The Junior Warden or Parish Administrator will track all keys on a spreadsheet to maintain control over the number of keys in use.

Pete Kastner moved to approve. Susan Homar seconded. All approved.

The Space Utilization committee developed a final revised draft of a Memorial Tree Planting Policy. The tree planting policy is needed as parishioners may want to memorialize their loved ones with a tree or shrub on St. Peter's property. After much discussion it was determined to put this plan on hold for further review and discussion. The thought would be to create a list of fundable items with estimates that parishioners could fund in honor of their loved one.

**PLAYGROUND:** GameTime submitted a proposal for a free-standing swing set. Total cost \$5827.53 though there is a donor for the cost of one swing. There was a discussion on swing types regular vs. toddler swings. What is needed for installation? Phil is waiting on concrete work in front of the church until we determine the concrete needs here to save money with pouring. There is no estimate cost for installation right now. We will also need new shredded rubber for under the swing set area. After a lengthy discussion, the swing-set proposal was put on hold until we can determine where the funding will come from.

### **HVAC: Sanctuary HVAC Engineering proposal**

The Sanctuary HVAC committee is moving forward on researching potential solutions for the sanctuary HVAC system replacement, as discussed during the Vestry Retreat. Pete Kastner and Phil Snyder have researched local mechanical engineering firms and have identified RWP Engineering to provide a study of alternative methods of replacing the existing HVAC system. The proposed contract price for the study is \$17,500, with additional work billed on an hourly basis. The Vestry is

requested to approve a maximum expenditure, at this time, of \$22,000 for this study. The RWP Engineering proposal will be sent to the Vestry members under separate cover.

After much discussion it was decided to table is motion and ask for a special meeting with the vestry and RWP Engineering. In addition, Chris Goode will provide names of additional firms to consider. The review meeting with the Vestry is scheduled for March 30<sup>th</sup>, 8 a.m. via Zoom.

**\*\*UPDATE 3/29/22** – just received an e-mail from Kathy Field that the proposal by RWP has been withdrawn with no explanation. Thus the March 30<sup>th</sup> 8 a.m. Zoom call will not occur. The HVAC Taskforce will continue to solicit proposals. If anyone has any suggestions, please submit them to the Task Force as soon as possible.

**BYLAWS:** This subject was removed from the agenda. The by-laws need to revised again as there were diocesan changes. They will be re-distributed electronically for a vestry vote. Kathy Field moved to table this issue. Chris Good seconded. All approved.

**NURSERY HIRING:** Kelly has scheduled interviews with 23 people for nursery positions. Many are simply no shows. Three were offered positions but only one has completed the online training required.

**CHILDREN'S MINISTER:** Betsey Bass has been offered the position of Children's Minister. She will start August 1<sup>st</sup> part-time.

**BISHOP'S VISIT:** The Bishop will attend our next Vestry meeting scheduled April 21<sup>st</sup> 4:30 p.m. as well as Easter service April 17<sup>th</sup>.

**OFFLINE REPORTS:** Reports were submitted to the vestry via e-mail by:

1. Aubrey Browning – JUST, Music Committee, Nursery, & Children's Ministry
2. Chris Goode: Altar Guild, Eucharistic Ministers, Lectors & Vergers, New Ministry Technology, Flower Guild, Choir-Music Program, Greeters & Ushers, Prayer Guild
3. Kathryn McLearn: Music Committee, Outreach Committee
4. Susan Homar: The Market @ 3 West Ridge, The Outreach Committee, Emmaus House, Eye Mission
5. Rev. David Westland: Associate Priest Vestry Report
6. Phil Snyder: Building & Grounds Report
7. David Neises: Christian Formation & Hospitality

**EXECUTIVE SESSION:** Hal Evans led discussion on extending a contract to Rev. Kelly Steele to be RECTOR of St. Peter's. Pete Kastner moved to call Rev. Kelly Steele Rector of St. Peter's. Kathryn McLearn seconded. All approved.