

## **St. Peter's Episcopal Church / Vestry Minutes, November 19, 2019**

**approved by email 11/25/2019**

**Members in attendance:** Wyndie Eberle, Bob Gilbert, Debbie Giordan, Kim Ribbens, Ned Smith, John Sobke, Paul Soderberg, Lyndall Stanley, Randy Stolt, Judy Sweeterman, Adrienne Williams, Rev. Kelly Steele.

Also attending Doug Eberle, Finance Chair, Emilie Miller, Clerk

The meeting was called to order at 5:32 pm.

Kelly began the meeting with a reflection on the Sunday gospel reading from Luke 23:33-43. The group looked for messages about leadership for St. Peter's .

John led a reciting of the Vestry Covenant.

### **Diocesan Convention:**

Those who attended shared their impressions of the convention. All who attended said that it was an excellent experience. The election of the new bishop was quick and decisive with the election happening on the first ballot. It was also mentioned that several St. Peter's members were elected or appointed to positions within the diocese. Kelly was elected to be Sr. Deputy to the national convention in 2021. Ed Field was elected to the Board of the Corporation. The Toedtman's were appointed leaders (co-chairs) of Diocese of Georgia Companion Diocese Commission and as the Diocese of Georgia's representatives to the Dominican Development Group (DDG) Board of Directors. The DDG is an Episcopal Church 501(c)(3) organization.

This active participation in the diocese was viewed very positively.

### **Consent Agenda:**

The October minutes were approved by email.

### **Church Administration:**

#### **Financial**

Bob reviewed the monthly financials. November shows an overbudget amount in plate offerings thanks to a gift of \$10,000. Pledge income continues behind budget but it typically picks up in November and December. He continues to project a shortfall for the year between \$60,000 and \$70,000.

The treasurer's report was approved unanimously.

A series of Vestry actions requested by the Finance Committee were addressed and approved:

- The Finance Committee recommends Vestry approval for purchasing nineteen (19) 60” round “Professional” model tables from Lifetime Products, Inc. and reimbursing Adrienne Williams for the one table purchased from Sam’s Club. Total cost is under \$4,600; funding will be from the Memorial Fund.
- The Finance Committee recommends Vestry approval for directing the specific building rental income from Dr. Stevens Peirsol to the Maintenance Reserve Fund since the income is directly related to facilities use.
- The Finance Committee recommends Vestry approval to accept the quote not to exceed \$26,500 from McDevitt Air for replacing three education wing HVAC units, two 5 ton units and one 3 ton unit. Funding to include 10 year parts and labor guarantee. Funding will be from the Maintenance Reserve Fund, which has a current balance of \$165K.
- The Finance Committee recommends Vestry approval for moving the Maintenance Reserve Fund investment account from Sun Trust to a different institution with the following authorized signers: Treasurer (Robert Gilbert), Senior Warden (John Sobke) and the Finance Committee Chair (Douglas Eberle).
- The Finance Committee recommends Vestry approval for establishing a St. Peter’s business credit card account at South State Bank with the following conditions: a) a \$25,000 limit on the account; b) no limits on individual cards; c) cards issued to the following individuals – Rector (Rev. Hunt Priest), Associate Rector (Rev. Kelly Steele), Parish Administrator (Amanda Ridberg), Director of Music Ministries (Dr. Timothy McKee), Associate for Youth (Matthew Rice), Head of the Dominican Republic Eye Clinic Mission team (James Toedtman).
- The Finance Committee recommends Vestry approval for granting the following individuals full administration rights to the ACS software: Rector (Rev. Hunt Priest), Treasurer (Robert Gilbert), Associate for Finance (Donna Garrison) and the Finance Committee Chair (Douglas Eberle).

### **Strategic Planning Team**

Randy stated that the committee is finalizing the basis of the Strategic Plan. He asked for a meeting with the Vestry to review the draft plan on December 16 at 5:30 pm which was agreed to with Randy offering to meet individually with members who could not attend that meeting.

### **Clergy Housing Allowance**

The Vestry unanimously approved the required IRS documentation for the clergy housing allowance for Hunt and Kelly.

### **Vestry Nominating Committee**

Wyndie reported that the slate is set.

John expressed the Vestry’s appreciation for the good work done by the committee and the leadership of John Kleine.



**Church Mission/Ministry:****Mutual Ministry Review**

Lyndall reported that all the inputs are in and are very consistent. She anticipated consolidation to be completed by November 26 with feedback to follow.

**St. Peter's Gala:**

Debbie reported that the date of April 17, 2020 is set. She showed a sample of the invitation which will be sent to everyone. Currently the plan is for food, drink and an auction to serve both as a celebration of 25 years in the sanctuary and as a fund raiser for the Maintenance Reserve Fund.

**Church Property:**

Paul reported that there are numerous major expenditures for building maintenance which will be required in the next 10 years. He offered examples of re-roofing the Sanctuary and classroom buildings, 6 more HVAC units for the choir room and the office/parish hall, and the 40 ton HVAC unit for the Sanctuary. He stressed the need to rebuild the Maintenance Reserve Fund to \$250K-\$300K to meet these needs. He also stressed the need to attract new people to the Buildings and Grounds Committee so that the vast knowledge base of the aging members is captured.

**Closing:**

Kelly shared the good news that 4 members of St. Peter's (Linda Tierney, Lynne Kemp, Debby Cuttino and Susan Homar) will be attending the Congregational Development Institute over the next 2 years. She then led the evening prayer and John closed the meeting with Father Foley's Prayer for St. Peter's. The meeting adjourned at 7:22 pm.

The next Vestry meeting is December 17 at 5:30pm.

Respectfully submitted,

Emilie Miller, Vestry Clerk