

St. Peter Episcopal Church

Vestry Minutes

April 19, 2018

Present: Phil Montgomery, Anita Biletzky, Barbara Weaver, John Boies, Judy Dettloff, Henry Vincent, Bronwyn Burgweger, Fr. Jim Clement and John Vain, Treasurer

Absent: Donna Hill

Visitors: Nancy Franke, Lynn Roberts, and Jane Ovitz

The meeting was called to order at 7:00 p.m. by Fr. Jim, who led the Vestry in an opening prayer.

Minutes of the previous meeting were approved without correction. **The agenda for the meeting** was accepted.

During the **Open Forum**, Jane Ovitz offered the information that refreshments would be furnished for the family of Linda Hartlep both before and then following her funeral on Friday, April 20.

The Finance Committee met on Tuesday, April 17. John Vain reported that there are no concerns with the budget at this time. Liane O'Keefe has been requested to review the current monthly rent for the Wetzel and Nolan House properties in order that the Vestry can then determine whether an increase is warranted.

An audit of the parish's finances for 2017 is to be prepared. The last audit was completed in 2014. There was discussion whether an audit by an individual or company is necessary as opposed to an audit by a committee of the parish. The diocese has indicated that a number of parishes are now conducting their annual audit following a committee format. It is difficult to identify persons who are willing/able to perform an audit and the expense is relatively high. It is possible that we could utilize both methods on some alternating basis. It was decided that at this time we will plan to have an audit completed by an outside person within the next two months.

The last inventory of the holdings of the parish was made in 1996. It is both necessary and desirable that an inventory be made so that current information is available to present to our insurer in the event of any loss.

Reports of the performance of our trust funds shows that they are lower for the first quarter of 2018. The review of possible changes in the investment of the three trusts is proceeding with the intent to convert them to "total return" trusts.

The parish has been informed that we can anticipate additional monies from the Hines-Reit fund in an amount in the range of \$975-1,300. This will probably occur in August.

Committee reports from Christian Outreach and the Caregivers were provided in written form. There is no new information to report from the Rector Search Committee.

In his report, Fr. Jim expressed appreciation to all those who assisted in the events of Holy Week and Easter. A funeral service will be held at St. Peter's on April 20 for Linda Hartlep. Fr. Jim will be absent from the office for a few days next week. He will return to his duties on April 26 or 27.

Old Business included Fr. Jim's recommendation that each Vestryperson be a member of a committee of the parish. Since the Vestry has oversight of all committees, this would allow for closer supervision of the work and progress of each group.

New Business for the Vestry centered on a recommendation for the restructuring of the Building and Grounds Committee. After many years of service, Pat and Tom Klein resigned from the committee at the beginning of 2018. Discussion among Fr. Jim and the wardens concluded that the efforts of the Building and Grounds Committee were often directed to the two rental properties of the parish. In order to change the focus of the committee, it was recommended that we separate the Nolan House and the Wetzel House from the responsibilities of the B&G Committee. In future, the renters would bring to the attention of the parish office any needs they might have for maintenance or repairs. If the request is seen as legitimate, the office would then be charged with providing the names of several persons or companies who could be contacted directly by the renters. Any major project or repair would still require the approval of the Vestry.

By following this procedure, the B&G Committee would be removed from these types of concerns. It is hoped that they could then become a more forward-thinking committee that can identify the future needs of the parish and create a plan in regard to the maintenance of our properties.

A proposal for the re-organization of the Building and Grounds Committee was presented by Phil Montgomery. This would entail a) the separation of the rental properties from the responsibilities of the committee, b) renters will be instructed to bring any maintenance concerns to the attention of the parish office, which will provide them with direction as to how to find assistance in correcting the problem, c) the Building and Grounds Committee will focus on the renovation and restoration of the parish properties and present plans to accomplish identified improvement projects.

This proposal was seconded by Judy Dettloff and was unanimously accepted by the Vestry.

Henry Vincent questioned whether the amount of profit from the rental of these two homes warranted the continued time and efforts of the parish. He suggested that perhaps the parish

would be better served by the sale of the properties and the investment of the income from that sale.

Other new business included the recommendation by Fr. Jim that Larry Dirst be named the Parish Historian and Judy Dettloff named the Parish Librarian. Since Larry and Judy have been closely involved with these areas for a number of years, it would seem that to officially recognize them in these roles is reasonable. In the future, Larry will respond to any requests by the public for information about St. Peter's history. Judy will make decisions about the books and materials that will be housed in our library.

This recommendation was unanimously approved.

John Boies questioned the upcoming schedule for Sunday School meetings in April and May. Those dates are April 8 and 22 and May 6 and 20, as reported at the February meeting.

A motion to adjourn was made at 8:35 p.m. and this was accepted.

Fr. Jim led an evening prayer before concluding the meeting.

Respectfully submitted,

Larry Dirst

Acting Vestry Clerk