

St. James Vestry Minutes
Thursday, August 18, 2022

Present: De Freeman, Forbes Sirmon, Amanda Doshier, Sr. Warden Jeannie Smith, Jr. Warden Lauren Arington, Clerk Bruce Stone, Parish Administrator Meghan Fancher, Earl Jackson, Laura Jones, Ben Codding, Matthew Myrick, Tracy Corte, Mary Statkewicz, Chris Nelson, Shannon Pesnell, Bebe Goetter, Jim Ketchum

Vestry Members Absent: Peter Gaillard, Elizabeth Erwin, Katie Smith

Vestry meeting commenced @ approximately 5:45 pm

Opening prayer – Fr. Forbes Sirmon

Recitation of Mission Statement

Ben Codding led meditation

Discussion:

Jim Ketchum - June & July income figures to budget decreased, however, \$10,000 over budget YTD, as opposed to \$7,000 over budget for 2021. Expenses maintained as expected, while some areas of budget experienced no expenses. Unrestricted cash has decreased, with August expecting to realize a substantial increase from the School.

Upon motion being made for approval of financial reports, Earl Jackson made 1st motion to approve, seconded by Ben Codding. Financial report unanimously approved.

Father De - reported on Seminary assistance and suggested that we maintain the same level of commitment for Drew Downey as previously with Kenneth White-Spunner. Motion was made to approve, Ben Codding made 1st motion to approve, seconded by Lauren Arington. Vestry voted to approve unanimously

Lauren Arington/Jr. Warden: Report on Architectural Committee findings and recommendations. Two architects were “very strong”, and Walcott, Adams Verneuille were selected by the Architect committee, and recommended to Vestry for further action. Discussion among the Vestry followed, and Lauren also reviewed the committee’s discussion with the architects. The committee appears very confident in their choice and stated that several firms declined to submit proposals due to their workloads.

Matt Myrick inquired as to the time frame and was advised to expect 90 days for WAV drawings, study, and schematics. Expense expected to be \$20-\$25,000. WAV has stated that expected building to be done between January & July of 2025. Chris Nelson inquired as to what the “key” reason was for selecting WAV architects, with response being Gina & Mac Walcott’s role in selection process. Lauren Arington did state that “phases” were expected to be provided by WAV for consideration.

Fr. De made motion for purposes of hiring WAV to provide their preliminary study and designs, and to enter into a contractual relationship with WAV. Estimated expenses again of \$25,000.00. As recommended by the Finance Committee, funds will be coming from the School. Motion was made for approval of hiring WAV and expenses, with Lauren Arington making first motion for approval, followed by Chris Nelson. Prior to final approval, additional and different discussions ensued. The original motion was then again moved to be approved as an Amended motion, and the Vestry unanimously approved both expenses in the maximum amount of \$25,000, and to enter into a contractual agreement with WAV.

Earl Jackson - initiated discussion on Capital Campaign Consultant. Three (3) consulting firms have been interviewed, CCS, Horizons and Generis. Initially, the committee voted to consider CCS, with a \$33,000/month expense for six (6) months. After their reconsideration, it was agreed to consider Horizons, with a \$15,000 feasibility study expenses, and flat fee of \$60,000 should they be retained as the consultant for the capital campaign drive. Horizons references were excellent. Committee decided on Horizons, which only requires \$15,000 up front payment, and recommended to Vestry for approval. Horizons will work and coordinate with WAV to determine overall funds required to be raised. Earl Jackson made motion to approve, subject to Jim Ketchum receiving one final reference, seconded by Lauren Arington. Vestry voted unanimously to approve the retaining of Horizons as capital campaign consultant, with expenses approved of \$15,000.00. Funds will come from School budget. Chris Nelson inquired as to whether it was necessary to "lock-in" their fee.

Earl Jackson reported on upcoming October 2nd Consecration Sunday. Letter/envelope stuffing will be September 18th. We will be making phone calls again. Lunch meal will be served after both Sunday morning services. Shannon Pesnell will be Vestry speaker on 9/25, Clergy will speak on 9/18, and visiting Priest (TBA) will speak on 10/2.

Matt Myrick reported on Outreach committee as update. Outreach committee has inquired about the possibility and need for a generator for Green Hall/kitchen, in the event of hurricanes and major disasters. It was mentioned that the renovation, etc., will probably include generators. Chris Nelson also mentioned that generator rentals can be "locked down" and leased on an as needed basis.

Fr. De announced that all exterior doors will now remain locked during School hours.
Wireless is being updated in October.

Zebedee-do-Dah fundraiser for School will be held at the Brewery again on November 6th. Motion was made for the School to use funds to purchase golf cart for the raffle again, Earl Jackson made first motion to approve, seconded by Matt Myrick. Vestry voted unanimously for approval.

Fr. De announced that the School was now using the "parking meadow" regularly for recreational purposes, and he felt that some grounds work needed to be done. Expenses were not firm at the time, and Fr. De expected to follow up for approval with the Vestry via email at a later date.

Fr. De announced that ASA for July, 2022 was 282, August to date is 319, with 373 in attendance last Sunday.

Fr. De initiated discussion on STJ youth and stated that we are essentially starting over from ground zero. Reaching out for professional assistance and consults, and in the process of determining expected costs.

Fr. Forbes announced that the new Website tour will "launch" in late August/early September and thanked both Jennifer Glover and Leslie Guilian for their assistance and expertise in getting everything ready.

July, 2022 Vestry minutes were requested to be corrected to note that Jeannie Smith was present. Earl Jackson made first motion to approve July, 2022 Vestry minutes, seconded by Lauren Arington. Vestry minutes were unanimously approved.

Next Vestry meeting will be September 15, 2022; Fr. De will not be present, as he will be at a retreat.

Rev. Amanda Doshier gave closing prayer.

July, 2022 Vestry meeting adjourned at 7:27 pm.