

**St. James Vestry Meeting
Tuesday, May 14, 2024**

Participating: Rev. De Freeman, Parish Administrator Meghan Kasuba, Senior Warden Jeanie Smith, Junior Warden Margaret Cadden, Treasurer Bruce Stone, Dan Campbell, Ben Coddling, Tracy Corte, Jim Daniell, Bill Dowdle, Dee Gambill, Laura Jones, Misty Whitehead, and Clerk Mary Mullins Redditt
Absent: Jennifer Lambert, Matthew Myrick, Peter Gaillard

Opening Prayer –

De offered a prayer for the early evening from the Book of Common Prayer.

Recitation of the Mission Statement

Vestry members joined in the reciting of the Mission Statement:

We are a community anchored in Christ, seeking God, sharing His love and serving others.

Meditation—Rev. De Freeman

De offered a meditation on the power of prayer and the need for Christians to rely on the power of God instead of their own power.

School Board Report – Ben Coddling

- The school held its Art Showcase on April 22 and it was a very well attended fundraiser.
- They are currently collecting receipts from Greer's markets to support school supplies.
- There is good enrollment for summer camp at around 75 kids a week. Will run for 6 weeks. This is a big moneymaker for the school.
- Held a Mother's Day Tea.
- Will be having a Field Day soon.
- May 23 is kindergarten graduation.
- May 24 is the last day of school.
- The Bishop has made some suggestions to the bylaws and the Board will look at these again at the next meeting in June.

Capital Campaign Update – Dee Gambill

- Dee says the team feels we are where we need to be with the campaign at this time.
- Have received pledges of \$2.8 million. This is close to 40% of our total of \$7.5 million before really going out to the whole church.
- Sunday is the first day parishioners will begin handing in their pledges and will probably continue over the next few months.
- June 9 is “first fruits” when the first offerings are made.
- June 16 is when the totals of the first fruits will be announced.
- Parishioners will be receiving letters over Memorial Day weekend.
- Jeanie thanked the group that made the home gatherings a success.
- Met a lot of new people and have gotten some good feedback.
- The hospitality was excellent and the presentations were polished and well done.
- Participants had a lot of questions.
- Believe the ability to have direct interaction between parishioners and the vestry and with De’s charts was effective.
- There were 89/invited and 47 attendees at the first gathering. All three gatherings averaged about 50% attendance of those invited.

Design Phase Discussions -- All

- There is \$380 K available from the Capital Campaign right now.
- De detailed the expenses spent on the campaign so far which include payments to the consultant, postage, etc.
- The cost for design will be \$7.5% of the building project cost.
- 1% of the project cost should be devoted to soil work and borings.
- There are some renovations that are static and we know what they will be (e.g., choir room).
- Could have architects start on some of that now and the other fluid parts later, when we are more confident of the pace of our campaign.
- Should we have a goal for the level of commitment we need to proceed with the design? This will be difficult because pledges will continue to trickle in over the months.
- A general contractor will be in charge of keeping on top of the project.
- Chuck Coddling was a construction manager and may be asked to oversee the project.

- Will likely have a construction committee along the way with one person being the day-to-day contact for the contractor.
- We are waiting on our subcontractor, SE Civil Engineers, to give us a plan for the new ingress and egress to the property.
- Misty Whitehead made a recommendation to go ahead and invest in the design and ask that it be set up in three construction phases, with the first able to stand alone, proceeding with the second and third phases as the campaign can support. The architects say the choir room and classrooms would make most sense to be in the first phase as they won't be disruptive.
- Margaret made a motion to support the investment for the design in a phased construction approach, provided there is some flexibility in cost for the buildout of the multipurpose building. Dan Campbell seconded, and all approved.
- The contract will be reviewed and negotiated, if necessary, before approved.

Financial Update Discussion & Decisions – Bruce Stone

- Financials are good.
- Income and expenses are in line, with income leading, but this typically dips in the summer months.
- The balance sheet looks good.
- The school income includes the summer camps.
- We are over budget on income and under budget on expenses for the month and the year.
- The Finance Committee voted that we can begin to spend money on the Capital Campaign.
- Want to reconcile what is coming in and going out on a monthly basis.
- Finance Committee approved:
 - Resolution to approve Jeanie Smith as Senior Warden for 2024
 - Adding Jim Ketchum as a trustee to the Children's Charitable Trust.
 - The transfer of the Walcott Outreach Fund to the Capital Campaign.
- These had previously been approved by the vestry at the April meeting and now need to be signed by De and Mary.

Approve April Financials

- Ben Coddington made a motion to approve the financials, Tracy Corte seconded, and all approved.

Decision

Approval of April Vestry Meeting Minutes

- Dan Campbell made a motion to accept the meeting minutes, Margaret Cadden seconded, and all approved.

Next Vestry Meeting

June 20, 5:45 pm

Closing Prayer

Fr. De offered a closing prayer.