

St. James Vestry Minutes
Thursday, October 17, 2024
5:45PM

Participating: Revs. De Freeman, Amanda Doshier, Forbes Sirmon, Parish Administrator Meghan Kasuba, Finance Director Jim Ketchum, Sr. Warden Jeanie Smith, Jr. Warden, Margaret Cadden, Treasurer Bruce Stone, Dan Campbell, Ben Coddling, Tracy Corte, Jim Daniell, Bill Dowdle, Dee Gambill, Laura Jones, Jennifer Lambert, Matt Myrick, Misty Whitehead, and Clerk Mary Mullins Redditt.

Sr. Warden Jeanie Smith opened the meeting at 5:45 pm.

Opening Prayer -

Fr. Forbes opened with prayer.

Recitation of the mission statement -

The vestry then recited the mission statement together: *We are a community anchored in Christ, seeking God, sharing His love, and serving others.*

Meditation – Jennifer Lambert

5 min

Jennifer Lambert offered a meditation on what it means to “go and be a blessing.”

Building Committee Report - De Freeman

45 min

There will be a parish-wide meeting in early December with all hands on deck

Chuck Coddling walked the vestry through the latest design for our new expansion.

There are some drastic changes since meeting with the construction manager, including moving classrooms from Wilson Hall to the extension of the pre-engineered multi-purpose building, connecting to the existing structure.

Moved choir room to a bump out of Wilson Hall, giving more space to music team.

There will now be two classrooms on the ground floor and six classrooms on the second floor, as well as a shared classroom (between school and church).

The Building Committee went on a field trip to Andalusia to see a church job Witherington Construction had completed. Picked up some good ideas there.

There is now a great food prep area for the multipurpose building.

Have added a stage and storage for tables and chairs in the multi-purpose facility that can accommodate almost 400 seats (300 with great sightlines).

Have a layout for 72” tables in the multipurpose room and can seat 220+ there.

Restrooms can be used by school or participants to multi-purpose facility events.

There are new offices and admin. areas for the school, along with a reception area.

Entrance/reception will be located on the south side of the facilities, including security considerations.

Also were able to add an office and space for Music Minister Mary Katherine.

All construction is two-story, except for the two classrooms in the bump-out.

Everything we had in the original concept is here with additions of office space, restrooms, and storage.

Will have an additional 1,000 feet upstairs that we won’t build out now due to additional cost.

Will have a net gain of classrooms and an economic advantage at the same time.

Design includes a forecast of needs for the school 10 years out, which would accommodate 6th grade.

The plans will be shared with the school board on Monday.
 Will be incorporating Wilson Hall into the addition.
 May build out additional height in the metal frame to accommodate needs of a stage.
 There will be a 24-ft eave height on the lowest part of the metal frame.
 If we run into budget issues, “main street” will probably not be changed.
 Priority of the multi-purpose facility has been elevated.
 An enlarged, covered drop-off on the front is envisioned with a ramp.
 Want the entrance to be a conversation piece as that is the way most will come into the church.
 The main entrance will be one of the first areas completed as it will need to serve the school once it’s entrance area is demolished for other work to begin.
 The new food prep off the multi-purpose room will have cooling, heating devices and ice machines.
 Any new food service equipment will likely be on wheels and mobile, as is some of our kitchen equipment now.
 Multipurpose facility will not look like a metal building. Will likely have hardie board, board & baton siding. It is a pre-engineered frame, not a metal building.
 Will need to continue raising funds.
 The latest design reduces our flexibility to build in phases. “Main Street” is about the only option we have not to move on if budget is an issue.
 Will discuss where we are on budget at Nov. 19 vestry meeting.
 Hope to have an initial bid at the November meeting. If vestry approves then, we could have a meeting with the congregation in early December and it will need to be all-hands-on-deck.
 If we have the information from Witherington beforehand, it will be shared with the vestry to study.
 Jim Ketchum says vestry should have received an email about the boring. Know we don’t want to micromanage each expenditure like this. Proposes process that Witherington approve first, then Chuck, then Jim can pay the expenditure. There will be hundreds each month.
 Dan Campbell made a motion that we approve Jim’s proposal. Tracy seconded and all approved.
 Jim Daniell notes we DO want the vestry to be notified if there is a problem.
 Chuck has developed a monthly report template to share with the vestry.
 Have an estimated \$400 K contingency that needs to be watched closely.
 De says vestry members may check out the plans but don’t want these circulated among congregation members just yet.
 Bill says all on the vestry need to have a real good understanding before this is released to the parish so that we can talk competently about it.

School Board Report - Ben Coddington

5 min

ZebedeDodah Fest annual fundraiser is approaching on November 1.
 Episcopal School Week was last week. The new Knights logo was unveiled Wednesday in the Chapel. Is available for viewing on our social media.
 Three are rolling off the school board at the end of the year, so if any are interested, Ben encourages you to reach out.

Jr. Warden Report - Margaret Cadden

5 min

Grow Discussion - De Freeman

5 min

De and staff have been looking at a marketing firm to do some online marketing for about \$400 a month. Represents \$10 K in Google Marketing ads. Don’t need vestry approval but wanted us to be aware. Hoping we will see an increase in new visitors, so please give us feedback.

Acolyte Festival Re-cap - Forbes Sirmon

5 min

Forbes shared a two-min. video about the trip with the acolytes to the Acolyte Festival at the National Cathedral. Had 10 youth and several adult chaperones. Also went to the Changing of the Guard at Arlington National Cemetery and to the National Holocaust Memorial Museum.

Vestry Nominating Committee for 2025

5 min

Laura Jones, Ben Coddling, Matt Myrick

These three will be departing the vestry, in addition to Peter Gaillard, who had resigned previously, so there are four openings. Jeanie reminded that all need to give the names to De and Jeanie first before talking to the applicant. **Parish meeting** - Sunday, January 12, 2025

Convention Delegates

5 min

Feb. 21 & 22 - Destin/Ft. Walton Convention Center

Dan and Misty Campbell have volunteered to go. Need six delegates.

Dan suggested Austin and Cat Young may be interested and we should reach out to them.

Financial Update Discussion & Decisions - Bruce Stone

10 min

Stewardship - Pathways to Generosity update

One letter has gone out so far. Are not doing the storybook this year so will not be sending out another letter. Speakers are lined up. De speaks Week 1, Bruce speaks Week 2. The devotionals are in printed form and placed around the church.

Approve September Financials

Bruce said everything is good! Our net income is way over budget due to a \$25 K annual expense for insurance. Building and grounds is still slightly down but we expect to do a few things in the next quarter. Church income is up and way over budget. We are up \$140 K from last year. Net operating total is below budget. The school is on target for the month and the year.

We will have to take out an insurance rider for the new construction.

Ben made a motion to approve, Jennifer seconded and all approved.

Decision

Vote to approve September Vestry Minutes

2 min

Margaret made a motion to accept, Laura seconded and all approved.

November Vestry meeting is TUESDAY, Nov. 19, 5:45pm.

Note this is a rescheduled meeting date due to Fairhope's Lighting of the Trees.

Mary Mullins Redditt has a conflict with the Sacred Ground series and asked for a volunteer to clerk for the meeting. Bruce volunteered. [The Sacred Ground series was later rescheduled, negating the need for Mary to need a substitute.]

December Vestry meeting - Thursday, Dec. 12, 5:45pm.

This is also a rescheduled date due to the holidays.

Misty has the next meditation.

Closing Prayer

1 min

Amanda offered a closing prayer

Total Approx

93 mins