

Regular Meeting of the Vestry
THE NEVIL MEMORIAL CHURCH OF ST. GEORGE, ARDMORE, PA
Tuesday, September 12, 2017

ATTENDANCE

Present: Chris Butto, Joan Cesare, Paul Joslin, Stephen Krouse, Susan LaBrake, Rob McGarvey, Janet Reddin, Catherine Stuart, The Very Rev. Ryan Whitley

Absent: Andrew Coonradt

Guest: Mary Hobart, Chair of the Stewardship Committee

Supplemental Documents:

a) July 2017 Financial Report

The meeting convened at 7:20 PM, after a tour through the Rectory to review its current condition and needed repairs.

OPENING BUSINESS

- Spiritual Exercise – Pastor Barbara distributed then discussed a handout with a diagram illustrating process tasks of Interim leadership. She stressed the importance of a clear and transparent search process, with constant communication to parishioners about what to expect and when, both at Sunday services and in the E-Tale. We need to convince parishioners that they are an important part of the process and will have multiple opportunities to provide feedback.
- Approval of the August 2017 Minutes
A **MOTION** was made by Paul Joslin to approve the minutes for the August 2017 meeting as amended. The motion was seconded by Rob McGarvey. It passed unanimously.

BUILDINGS AND GROUNDS (B&G)

- Susan reported that the three replacement toilets will be delivered tomorrow between 6 and 8 pm. She also spoke to Pete Ricci, who had suggested extending the kitchen flooring into both bathrooms before installing the new toilets. He added that once everything has been moved out of the bathrooms in order to install new flooring would be an excellent opportunity to have the stalls removed for sanding and painting. This would require identifying a vendor to remove and reinstall the stalls. Paul suggested we also should investigate the relative cost of refurbishing the existing stalls versus replacing them. And, before new flooring is installed would be an ideal time to repaint the walls. Susan will talk to the painter who recently painted the Rector's office, to obtain a cost estimate.
- Paul reported that AMDG has mapped out the roofs, including elevations, square feet, etc. Their full evaluation, including immediate repairs plus areas to keep an eye on in the future, should be available later this week or next. They already have done some minor repairs, and fixed the leaking dormer window in The Ark.
- Paul Terra, the electrician investigating the parking lot lights, found and fixed several problems. In the process he discovered that the timer for the lights that is located in the kitchen is no longer connected. The controlling timer is now in The Ark. Steve suggested asking the electrician whether he could move control back to the kitchen. Otherwise we need to make arrangements for members of B&G to have access to the timer in The Ark in order to reset it when necessary.

Class of 2018
Chris Butto
Susan LaBrake
Catherine Stuart, *Rector's Warden*

Class of 2019
Joan Cesare
Stephen Krouse
Janet Reddin, *Secretary*

Class of 2020
Andrew Coonradt
Paul Joslin
Robert McGarvey, *Accounting Warden*

- The coring of the roof on behalf of AT&T has been put on hold. They don't have approval yet to proceed.
- The exhaust fan in the kitchen was reinstalled yesterday.
- Tomorrow Paul will be picking up the tow-behind attachment for the lawnmower that the sexton, Mark Alston, requested.
- Susan asked Heidi Brocklesby whether she would help design new sign(s) and Heidi said yes. Derron has measured the existing sign. We now need to identify vendors. Susan mentioned again that B&G needs to have a list of preferred vendors to work from. Paul will research the name of the sign maker we'd used previously.
- Susan would like to take the light fixture in the Bride's Entrance to Wylie's Lamps in Ardmore, in search of a replacement lampshade. However a temporary replacement light would need to be installed. It was suggested that she first take them close-up photos with measurements, of the light fixture in the Bride's Entrance and also the one in the Sulgrave entrance.

STEWARDSHIP

- Mary Hobart, Chair of the Stewardship Committee, reported that this year's Stewardship Campaign letter is finished and she has signed it. The mid-year letters, listing pledge and Capital Campaign contributions, will go out by the end of this week.
- Chris added that Kelly wasn't able to use mail merge for addressing Stewardship letters, nor was personalization of the letters possible. He said that Kelly is going to put all parishioners into QuickBooks. Then the total of their contributions can be included in future letters, along with personalization.

FINANCE, ADMINISTRATION and WORSHIP

Accounting Warden's Report

- Rob presented the July financial report.
A **MOTION** was made by Steve Krouse to receive the financial reports.
The motion was seconded by Chris Butto.
It passed unanimously.
- Rob reviewed the contract on the Konica copier. Toner, 7,000 black and white copies per month, and service are covered. After 7,000 copies the cost becomes 2.3 cents a page. Color copies are 17 cents. In a typical month we print 5,600 pages. However extra services can push us over the limit. Also Fr. Ryan had been moving towards including more text in the bulletins, e.g. printing out the Nicene Creed. Possibilities for reducing printing costs are: (1) investigate the cost to increase the threshold on the number of copies included in the contract, (2) move towards having an Order of Service permanently in the pews for each season, then only print the readings and announcements each Sunday.

Rector's Report

- We've been informed that Gloria Campisi donated a percentage of her estate to St. George's. The amount of this legacy gift won't be known until her estate is settled.
- Pastor Barbara is planning to conduct a Holy Communion preparation class for 1st and 2nd graders, probably before Easter.
- In a meeting with Lou Carol, Pastor Barbara asked where the choir encounters difficulty. This Christmas Eve will be especially challenging because it falls on a Sunday. Unless some adjustment is made this will

require the choir to sing services at 10 AM, 4:30 and 10 PM. Barbara suggested (1) combining the 8 and 10 AM services that day so that the Advent 4 service will be at 9 AM, without the choir, (2) move the 10 PM service an hour earlier to 9 PM (with carols starting at 8:40). Susan added that the Altar Guild would like to decorate the church earlier than Christmas Eve, e.g. December 23rd.

Rector's Warden's Report

- Prospective members of the Search Committee and Parish Profile Committee were discussed.
- In the interests of time, the Vestry will discuss then vote on the portion of Barbara's salary that is her housing allowance via e-mail.
- The Vestry also will discuss and vote on a candidate for the Ark Board via e-mail. [N.B. The Vestry subsequently voted to appoint Maureen Krouse to the Ark's Board of Directors. She will succeed Sam Soldan as Chair.]

SOCIAL, OUTREACH, CALENDAR AND COMMUNICATIONS

- Upcoming events:
 - Matinee Movie ("A Dog's Purpose") – Saturday, September 16 at 2:30 PM in Jerusalem Hall (Organizers: Roland Noreika and Steve Drabkowski)
 - Fall Feast - Men Cook – Saturday, September 23 (Organizers: Pete Ricci and David Farnsworth)
 - Outreach Committee meeting – Tuesday, September 26, 7 PM
 - Special Capital Campaign Coffee Hour – Sunday, October 1 after 10 AM service (Organizers: Capital Campaign Committee)
 - Kids vs. Adults Wiffle Ball Game – Sunday, October 1 after 10 AM service [N.B. this event later postponed to Spring]
 - Blessing of the Animals – Sunday, October 8, 10 AM service
 - Good Works Work Day – Saturday, October 14, 7:45 AM to 3 PM (Organizer: Eileen Kammerer)
 - Hoagie fundraiser – Saturday, October 14 (Organizer: Pete Ricci)
 - Trunk or Treat – Saturday, October 28, 4 to 6 PM in St. George parking lot (Organizer: Vicki Strickland)
 - The Gala – Saturday, December 2 (Organizers: David and Laurie Ney)
- Rob suggested offering the new Nursery caregivers extra hours to provide babysitting services at events.

SHEEP CONCERNS

AFFIRMATIONS

ADJOURNMENT

A **MOTION** was made by Steve Krouse to adjourn the meeting.
The motion was seconded by Catherine Stuart
It passed unanimously.

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The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Janet Reddin, Secretary