

Present: Priest Lisa Tucker-Gray, Shelley Zalewski (Sr. Warden), Liz Covey-Dwyer (Jr. Warden), Sherry Bass, Lily Ann Beament, April Cooke, Mark Eissler, Liz Needleman, Beth Frolick-Rapson (Treasurer), Phyllis Ikegami (Clerk)

Absent: Anne Dehne (Secretary), Linda Griffin

Call to Order: Pr. Lisa called the meeting to order at 7:01pm

Opening Devotion: Mark Eissler offered devotions

Business:

Approval of Consent Agenda:

- Draft Vestry Minutes: 10/25/16, 12/6/16, 1/22/17, 2/11/17
- Rector's Report
- Wardens' Report
- Commission Reports:
 - o No Administration Commission report this month
 - o Property Commission – January and February reports
 - o No Finance Commission report this month
- Financials: December 2016 and January 2017

Motion made to accept Consent Agenda (deleting January 2017 financials) by Liz Covey-Dwyer, seconded by Mark Eissler. Motion approved.

Executive Committee Actions Update Shelley Zalewski

- Additional cost of \$50 for painting the upstairs room of the Rectory

Commission Items for Action:

- Property: approval of payments of property commission invoices by Mark Eissler (see attached addendum).

Motion made to take fund of \$4,130 in unforeseen building expenses from the operating budget by Liz Covey-Dwyer, seconded by April Cooke. Motion approved.

Finance (Chair: Beth Frolick-Rapson)

- December 2016 Treasurer's Report (submitted by Beth Frolick-Rapson)

Motion made to accept the Treasurer's Report by Mark Eissler, seconded by Liz Needleman. Motion approved and filed for audit.

- Budget Liaisons: Beth will re-send budget liaison assignments via email to the vestry.

Old Business Shelley Zalewski

• Rectory Update

- Episcopal Diocese of Michigan's Standing Committee has approved the lease between St. John's and Sister Magdalena.
- Sister Magdalena will sign a 6-month lease and do a walk through on Wednesday, March 1. Official move in day will be Wednesday, March 8.

Motion made to allow St. John's Executive Committee to make remaining decisions regarding the Rectory and the lease by April Cooke, seconded by Mark Eissler. Motion approved.

• Policy Manual

- There are half a dozen issues still needing to be addressed. Shelly will handle.

• Final vestry signoff prior to ordination: Teresa Wakeen

- The document still needs vestry signatures. Pr. Lisa/Shelley will seek out signatures within the next week.

New Business

- Interim Director of Family Ministry update Priest Lisa

Motion 1: Funding

A motion to permanently release \$15,000 from unrestricted bequest funds as designated at the December 2016 vestry meeting to cover the hourly pay and associated taxes for the Interim Director of Family Ministry position for the remainder of 2017.

Motion made to accept by April Cooke, seconded by Liz Covey-Dwyer. Motion approved.

Motion 2: Hiring a Parishioner for the Interim Director of Family Ministry position

A motion to approve the hiring of SJP parishioner Jayne Watson for a temporary, short-term position for 10-months to serve the Interim Director of Family Ministry.

Motion made to accept by April Cooke, seconded by Liz Covey-Dwyer. Motion approved.

- Pr. Lisa has announced that Rev. Deacon Jenny Ritter has been assigned by Bishop Gibbs as temporary diaconal support for Lent and Holy Week.
- All vestry members are required to attend the EDOMI diversity training on Saturday, March 25 at The Cathedral Church of St. Paul in Detroit. Registration and refreshments will run from 8:30-9am. The workshop is scheduled from 9am - 4pm.
- Approval of Parochial Report Beth Frolick-Rapson

Motion to approve the 2016 Parochial Report as presented by Lily Ann Beament, seconded by April Cooke. Motion approved.

Visioning (Liz Covey-Dwyer)

Liz Covey-Dwyer led a review of church sizes, which was a continuation of a presentation that Priest Lisa led at the Vestry Retreat in February. The Vestry provided input between the Retreat and the Vestry meeting based on a reading from Alice Mann's "Raising the Roof" book. Each member took a

questionnaire and provided scores to Liz to share at the Vestry meeting. Liz then led a discussion with the Vestry members on closing the gap in key areas to understand what SJP would need to do in order to move from a Pastoral to a Program church. Next steps included Priest Lisa, Shelley and Liz to review vision drafts and incorporate input from the evening's discussion into a revised vision statement.

Adjournment & Closing Prayer: Meeting adjourned at 9:00pm

Respectively submitted: Phyllis Ikegami, Vestry Clerk

Next Vestry Meeting: Tuesday, March 28 at 7:00pm

Addendum - Property Commission Invoices 2-28-17

1. Cintas inspection budgeted for \$610 for February. Actual expense \$1,639.48
 - The cost of the annual inspection was included in the budget. It included an estimate of expense based on the cost over the past few years.
 - This year they needed to do more work this year than in the past; replace 4 exit batteries and 5 fire extinguishers this year and recharge the rest.
 - Timing - Invoice due now
 - Funds needed: \$1,029.48

2. Dec. 8" Snow removal invoice: \$1,653.60
 - Snow Removal contract indicates we need to pay additional costs when we have a single "snow event" that is more than 8".
 - Vestry decided not to include funds for additional snow removal events in the operating budget.
 - Timing - Invoice due now
 - Funds needed: \$1,653.60

3. Sidewalk Repair bill not included in budget request.
 - Received an invoice from the city for sidewalk repairs on the same form as property tax bills.
 - Per initial call to the city, we were told this was a tax and we could disregard. Follow-up calls to the city indicate we do have to pay for sidewalk repairs.
 - Timing - Invoice payment due between 12/1/16 - 2/14/17
 - Funds needed: \$787.50

4. Invoice for the repair to roof in Priest Lisa's office (Newton Crane)
 - Timing - Invoice due now
 - Funds needed: \$400.00

5. Invoice for roof cleaning from Dec. 2017 (Newton Crane)
 - Invoice included in the 2016 budget, but work not completed in time to pay in 2016
 - 2017 budget reflects cost for two roof cleanings not three
 - Timing - Invoice due now
 - Funds needed: \$350.00

6. Invoice for cost to snake two drains
 - This is routine repair/maintenance work
 - Approval required because there is no excess money in the building fund and we are over budget for Church Maintenance (operating fund expense)
 - Timing - Invoice due now.
 - Funds needed: \$199.00