

ST. DAVID'S EPISCOPAL CHURCH
Vestry Meeting Minutes
August 5, 2019

MINUTES

Present: Valori Mulvey Sherer, Interim Rector; Judy Robinson, Senior Warden; Muff Lyons, Junior Warden; Vance Davidson; Sandy Frazier; Jake Jacobson; Steve Steinbrueck; Treasurer; Donna Ross, Clerk

Not Present: Gael Graham

Guest: Bill Kirwan

OPENING MEDITATION

The meeting began at 5:30 P.M. Sandy Frazier gave the opening meditation.

INFORMATION

1. Cemetery. Bill Kirwan, Cemetery Chair, made a presentation about the current status of the cemetery. Currently there are three unmarked graves. He noted policies had been approved in July of 2017. It was decided that the Vestry would review the current policies and develop procedures concerning cemetery-related activities. Kirwan will send copies of the policies to the interim rector and Vance Davidson. Kirwan will resign as Cemetery Chair as of the September 2019 Vestry meeting. Senior Warden Judy Robinson expressed her thanks to Kirwan for all his work as chairman and with the committee and for making the transition so thorough and organized with file and digital copies. It was noted that the building and grounds responsibility belongs to the junior warden and that the rector maintains the records. A discussion followed covering who should have records in case the rector and cemetery chairman cannot be reached when there is a need for interment. Also discussed was the need, possibly, for an on-site person for the service, parking, etc. Vance Davidson will review current policy and make recommendations for written procedures. Kirwan will draft a probable to-do list. Jake Jacobson, Muff Lyons, Barb Manke, and Nancie Wilson are serving as the committee. A discussion about three unmarked graves followed. The rector offered to purchase one marker out of the rector's discretionary fund. The Vestry approved without objection.

2. Update from Discernment Committee Chairman Harry Brown. The committee started meeting in May and has held eight or nine meetings. They have completed the church assessment tool survey. They will host Holy Conversations this month. They will next develop a church profile. They then will develop the office of transitional ministry (OTM) portfolio based on a template provided by the Diocese. The profile is in process with a draft to be completed by the end of August. It will then be reviewed by the Vestry, the Canon, and the Bishop. Next a job announcement will be developed along with a set of interview questions. This work should be completed by November. In January the application list should be whittled to two or three with interviews to follow. Then the candidates will be presented to the Vestry. The Discernment Committee and the Vestry will meet together August 12th. It was emphasized that the CAT survey meeting should be separate from the Holy Conversations. It was agreed without objection that Interim Rector Sherer will buy a microphone and amplifier in time for the Holy Conversation meetings.

3. Indoor Garage Sale. The date has been set for Saturday, August 24 with setup on the Friday before.

4. Bylaws and Policies. The final versions of the new bylaws and policies will be printed and filed and uploaded on the church's website once received. The delay is due to computer issues.

5. Resignation. Kendra Graham, church administrator, has resigned effective August 17th. The Interim Rector is currently searching for a new parish administrator.

DISCUSSION

1. Reports.

Interim Rector Valori Mulvey Sherer e-mailed her report. (on file)

Junior Warden Muff Lyons reported that she continues to pursue work on the roof and steeple and expects an estimate soon.

Sherer said she plans to write a grant application to help pay for the steeple and roof repairs.

Senior Warden Judy Robinson e-mailed her report. (on file)

Treasurer Steve Steinbrueck did not provide a Statement of Financial Position and a Statement of Activities for July because the Vestry meeting was moved up a week and the financial reports were not ready. He noted he opened a new account at Wells Fargo. He also said he is compiling a list of tasks for an assistant treasurer. A discussion followed about confidentiality and if the new assistant treasurer would be bonded.

2. Church Security. Vance Davidson has arranged for Sergeant Hollyfield to make a presentation at the September 9th Vestry meeting.

3. Fireproof File Cabinet. The Vestry was asked to make suggestions as to the contents of the cabinet. Bill Kirwan had suggested the first priority would be baptismal, confirmation, and marriage records. The second would be Vestry minutes. The third would be legal documents, and the fourth would be cemetery plot assignment records and maps. Last would be historical documents. It was also suggested that someone should make digital copies with off-site backup of all the above-named records. In addition, someone should be designated to scan photos into the digital records.

DECISION

1. **It was moved, and seconded, to accept the July 8, 2019 Vestry Minutes as corrected. The motion passed.**

2. Parking Contract. The parking contract with Western Carolina University was discussed. It was decided to stay with the decision from the last Vestry meeting to raise the parking fee with the Western Carolina University Athletic Department from \$1,200 per year to \$2,400 per year per current market rates even though the university representative had responded that would not be possible. Alternative possibilities for game day parking monitoring were discussed.

3. Nomination. **It was moved, and seconded, to nominate Nancie Wilson to the Diocesan Executive Council. The motion passed.** (The vote for representatives to the Council will be taken at the convention in the fall.)

4. Budget Range for New Rector. Following discussion, it was agreed what is paid to the interim is what St. David's can afford. It was also agreed that St. David's would not offer a lower salary with the promise of future increases.

5. Other Items. Twenty-five shirts with the church logo for St. David's members who are participating in volunteer activities will be purchased from Mountain Projects for \$250. It was announced that a very generous gift of art from Joan Byrd and George Rector was donated to St. David's. The original hangs in the Tate Gallery in London.

The next meeting is September 9th, and Judy Robinson will be the Chaplain. The meeting adjourned at 7:35 P.M.

Prepared by Donna H. Ross, Clerk