

Vestry Meeting
Thursday, August 19, 2021
St. James Undercroft

Present: Eric Blake, Sr. Warden, Barbara Saunders, Jr. Warden, Beth Burton, Chris Collins, Jen Henderson, Vickie MacLaine, Martha Staley, Carol Thompson, Tom Tompkins. and Chad Williams. Also, in attendance was Fr. Rob Willmann, Eleanor Bailey, treasurer and Mindy Rush, clerk

Absent: Linda O'Neill

Opening Prayer: Meeting was started at 7:02 with an opening prayer by Fr. Rob Willmann.

Approval of Agenda: Eric Blake made a motion to accept the agenda. Beth Burton seconded the motion. Motion carried.

Approval of Minutes: Beth Burton made a motion to accept the minutes as written. Eric Blake seconded the motion. Motion to accept the minutes was passed.

The Treasurer's Report:

The Treasurer's written report was reviewed.

Eleanor Bailey thanked Beth Burton and Susan Benson for conducting the 2020 audit. Eleanor also indicated that St. James passed with "flying colors"

Beth Burton made a motion that St. James returns \$20,000 to our trust account.

Barbara Saunders seconded the motion. Motion carried.

Eric Blake made a motion to accept the treasurer's report. Tom Tompkins seconded

New Business:

- Mindy Rush shared that St. James had received a request to be a sponsor of the SOUPer Bowl Benefit Luncheon. The amount of sponsorship is \$200.00 plus the cost to print the tickets (approximately \$65.00). ***Barbara Saunders made a motion to again be a sponsor of the SOUPer bowl Luncheon and provide the cost of the tickets. Jen Henderson seconded the motion. Motion carried***
- Mindy Rush also informed the vestry that: 1. All the fire extinguishers have been checked for the year and 2. That St. James must register its columbarium to the State as a cemetery.
- Several housekeeping items needed to be taken care of as per our audit.
 1. #17 *Is there a space use agreement and insurance certificate for each outside organization using the church facilities?*
 - St. James currently does not have an agreement and or insurance certificate for outside organizations. Tom Tompkins is reviewing our insurance policy to see if this is needed.

2. #31 *Did you receive a list of authorized signatories/persons for all account.*
- *Eric Blake made a motion that the following people, Barbara White, Susan Benson, Eleanor Bailey, and Barbara Saunders be approved as check signers for the Huntington Bank account #01090120562 also known as the operating account. I also move that Robert Willmann, Rector of St. James, be approved as the single check signer for Huntington Bank account number #01099712094, also known as the Rector's Fund. Jen Henderson seconded the motion. Motion carried.*
 - #39 *Is there a Vestry resolution authorizing specific users and credit limits*
Tom Tompkins made a motion that the following persons are specified users of the St. James debit card. Mindy Rush - Administrator, Pat Rush – Sexton, Susan Benson, Eric Blake, Janice Blake – Friendship Dinner, Robert Willmann, Rector and Barbara Saunders - Jr. Warden. And that expenditures over \$500.00 be preapproved by the vestry unless the individual's line-item budget is greater than this amount. Carol Thompson seconded the motion. Motion carried.
 - #39a *Does the resolution also specify the allow uses of the card?*
Vickie MacLaine made a motion that the St. James debit card be used only for the betterment of the St. James' buildings, operation, or outreach programs. Beth Burton seconded the motion carried.

Rector's Report:

The Rector's written report was reviewed. Plans are underway to finalize the vestry retreat. The retreat will be held in three separate occasions with 3-4 individuals. The location will be at Fr. Rob Willmann's home on Saturday afternoons. A large group will then meet to discuss the results of the smaller meetings.

The Senior Warden's Report:

The Senior Warden, Eric Blake, indicated that he had no written or oral report to give as everything is running so smoothly.

The Junior Warden's Report:

The Junior Warden's written report was reviewed with Barbara Saunders, Jr. Warden indicating she continues to try to contact various people to do repair work

Committee Reports:

The Friendship Dinner was briefly discussed considering the ever-increasing numbers of the Delta Variant infections. It was decided that we would continue with having our guests enjoy their dinner in our dining room if we are able to provide for some social distancing, etc. We will monitor the situation and make changes accordingly.

Old Business:

Mindy Rush informed the Vestry that St. James had received a grant for live streaming equipment. Mindy Rush will contact TCP to confirm and pay for the equipment.

Mindy Rush also reported that the on-line/email vote to provide monetary gifts to both Molly Beeten (\$100.00) and Madison Ave. Christian Church in memory of Jeehan Parks (\$500.00) supported these donations.

Beth Burton reported that she was ready to submit the grant application to the Taylor-McHenry Foundation. She just had a question as to the amount to ask for. It was decided to \$7,724.00 the entire amount of the live streaming equipment and installation.

Presentation by Michelle Dayton

Michelle Dayton briefly reported statistics regarding the Covid Delta Variant and her meeting with the Interim Bishop. It is found that an infection of the Delta variant in asymptomatic persons contains 1,000 times more virus than the original Covid. One person with the Delta Variant can infect 37 to 90 people. Currently, the Bishop's mandates as far as in person Worship and Eucharist remain the same. Masks are to be worn, no common cup for communion, Intinction is not a good health practice and a lot of Parishes have returned to no singing.

The Dawn Project

Michelle reported on this project that provides grant funded Naloxone kits to organizations that wish to partner with their local health department to be a distributor. There are 2 different kits available, one is a "deluxe" kit that contains 2 doses of Naloxone nasal spray, gloves, and a CPR mouth shield as well as complete instructions. The other kit has one dose of injectable Naloxone. This kit contains a 3cc syringe with a 1 inch IM needle along with the medication. This might be a good thing for us to have available in the Undercroft especially during our Friendship Dinners. Michelle offered to provide additional training etc. if Vestry decides to pursue this. Chris Collins will check with the Muskingum County Health Department for more details and availability, etc.

Adjourn:

Barbara Saunders made a motion to adjourn the meeting. Carol Thompson seconded the motion. Motion carried. Meeting Adjourned at 8:22 pm

NEXT MEETING –September 16, 2021, AT 7:00 PM IN THE ST. JAMES' UNDERCROFT.

***Respectfully Submitted by
Mindy Rush, Vestry Clerk
Eric Blake, Sr. Warden***