

Vestry Meeting  
Thursday, January 19, 2023  
St. James Undercroft

Fr. Willmann called the meeting to order at 7:00 pm. With opening prayer.

Present: Vickie MacLaine, Jr. Warden, Susan Benson, Beth Burton, Chris Collins, Lee Donoho, Tom Tompkins, Fr. Rob Willmann, Rector and Mindy Rush, Clerk.

Absent: Eric Blake, Sr. Warden, Mark Eagleson, Jen Henderson, Carol Thompson, and Eleanor Bailey, Treasurer

Approval of Agenda: Susan Benson made a motion that the agenda be accepted as submitted. Chris Collins seconded the motion. Motion carried.

Approval of Minutes: Susan Benson made a motion to approve the minutes as written. Chris Collins seconded the motion. Motion carried.

Treasurer's Report: A new Treasurer's report was not submitted as it had just been reviewed and approved at that meeting at the Annual Meeting, January 15, 2023.

New Business:

Sexton: Vickie MacLaine, Beth Burton and Susan Benson had been working on developing a list of duties, and wages (\$20.00 per hour) for the position of Sexton. This information was presented by Beth Burton to the Vestry. ***Tom Tompkins made a motion to adopt the proposed sexton's duties. Vickie MacLaine seconded the motion. Motion carried.*** Beth Burton will follow up completing the job description. Lee Donoho, Fr. Rob Willmann, Vickie MacLaine, and Susan Benson will interview candidates.

Vestry was reminded of the need to complete the Diocese's Safe Church training.

Lee Donoho indicated that the hospitality committee need an area to store their supplies.

Mindy Rush and Susan Benson will clean out a cabinet for their use.

David Schubach submitted a letter to the vestry regarding the music department budget. After discussion, it was determined to have: 1. Eric Blake, Sr. Warden, chair the finance committee; 2. Have the committee meet and review the budget every quarter and present to the present their findings to the vestry; Eric Blake will appoint members of this committee.

Discussion also occurred concerning the current Articles and Regulations of St. James Church. ***Tom Tompkins made a motion to have a committee formed and review those Articles and Regulations. Lee Donoho seconded the committee.*** Eric Blake will appoint the members of this committee. Vestry members will to serve are Lee Donoho, Chris Collins, Barbara Murrell, and Beth Burton. Tom Tompkins is willing to act as a consultant.

Discussion also occurred regarding the purchase of an AED. A grant for this purchase will be research.

Rector's Report:

No new report was given as it had been reviewed at the Annual Meeting, January 15, 2023.

Senior Warden's Report:

No new report was given as it had been reviewed at the Annual Meeting, January 15, 2023.

Junior Warden's Report:

A lightning rod was removed from the roof. This rod had been determined to be causing leaking in the north hallway.

Vickie MacLaine obtained two estimates for new gutters. Two estimates were presented 1) Winegard for \$1209.00 and 2) Bob Cross for \$1970.00. ***Susan Benson made a motion to have Bob Cross install the new gutters. Beth Burton seconded the motion. Motion carried.***

A request, by Vickie MacLaine, to have the locks on the second floor and sacristy doors be changed and kept locks. ***Susan Benson made a motion to have the locks changed. Tom Tompkins seconded the motion. Motion carried.*** Vickie MacLaine will contact Best Lock to have these changed.

Committee Reports:

No reports were given.

Old Business:

No old business discussed.

Motion the Adjourn: Made by Beth Burton and seconded by Susan Benson. Motion Carried.

Respectfully submitted,

Mindy Rush,1

Clerk