

# Vestry Meeting 10/29/23 Minutes

## Attendance

Angela Breeher, James Ammon, Lauren Renshaw, Darian Wigfall, Rebecca Ragland, Richard Byrne, Tom Schroeder, Justin Vitale, Karen Watts

Additional Attendees: Laura Shields

## Asking the questions & Opening Prayer

RR 10 Minutes

Introducing Darian Wigfall

## Fundamentals

RR

2 Minutes

- Remember our covenant items:

**I will be on time and support ending on time.**

**I will stay focused on the task at hand.**

Remember: if it isn't on the agenda, it's not on the table for discussion – write it down and submit it for next time. We don't want to miss things, but we need to stay on target to honor everyone's time.

- Appoint a volunteer to keep time and keep us on topic

**Action Items:**

- Agenda for this meeting.

Motion to accept agenda for meeting- Karen, seconded by James. All aye.

- Minutes from August 2023.

Motion to accept last meeting's minutes- Laura, seconded by Karen. All aye.

## Reports:

**Heigham House**

**Update - RR**

**5 Minutes**

- Sink and toilet are needed to be replaced/repaired. Scott is to take lead. James has offered to assist.
- Some smaller items (mostly cosmetic) and easily handled required items for occupancy such as installing smoke and carbon dioxide detectors.

**Treasurer**

**TS**

**5 Minutes**

- John Harris (Maureen Harris's estate) will be donating \$5000 this year and next.
- Motion to accept report- James, seconded by Karen. All aye.

## Future Decisions:

**30 Minutes**

**Budget Proposal for 2023 – TS (for Exec Committee)**

- Discussion prior to meeting- Angela said the larger items added (heat pump, painting, etc.) can be removed from the budget and listed as capital improvements. Grants or other sources of funding may be available. Plan to apply for a Conrad White Loan (at 0%) or grant.
  - Account 9140- increased by \$9000 to account for net cost of heat pump to replace radiator
    - To be updated to \$12000 to account for rebate being assumed as \$3000 instead of initial \$6000 (to be moved to capital improvements)
  - Account 9121- includes painting church (to be moved to capital improvements)
  - Account 9320- includes tree removal and paving the parking lot (to be moved to capital improvements)
- Account 4140- add \$4000 to bring total to \$5000
- From Angela- Request to add to 6200 (Christian Formation) to better reflect values- \$500 to 6210 and \$500 to 6220 with thought being \$1000 could be used for Vacation Bible School or other ministry/celebration as a big event. Additional thought for reasoning from James- allows for Darian to start with a budget to begin some programming rather than coming back to ask for more.
- Vestry to review and plan to approve budget by December's meeting**

**Lease for Heigham House**

**AB**

**10 minutes**

- A combination of Missouri standard lease and lease drafted about 5 years ago for Barry's occupancy
  - Purpose is to show use of property as both *income* and a *blessing*
- Will need to be approved by Standing Committee (next meeting in December, will need to be submitted to be on agenda in November)

- Review of highlighted portions for decision-
  - Month-to-month arrangement for after a year?
    - Agreeable. Add 30 days' notice to vacate
  - Occupancy permit will tell us how many people can be designated to live here. Do not need to designate a number of adults and children
  - Adjustment of rent payments- agreeable
  - Executive Director to collect rent- agreeable
  - No deposit? Discussion leading to retaining some amount of rent (\$100 from first three months of rent to be retained for deposit. Can be dispersed at end of lease if not used.)- agreeable. Rebecca to provide provision from lease she has used with that stipulation.
  - Landlord responsible for utilities- agreeable
  - Furnishings and appliances- fridge, stove, washer and dryer will be called out. Remove notification for repair of furnishings.
  - Access to premises- strike section regarding deposit.
  - Maintenance- keep language as written. List contact info provided by Darian
  - Parking- agreeable
  - Indemnification- reminder to add diocese- to be added by Standing Committee
  - Move-In-Checklist- agreeable
- Request to call out for vape as included to no smoking in the house
- Angela and Rebecca to finalize and submit to Standing Committee by Friday

### Old Business

**Building Use Contract/Guidelines Revisit in 2024**  
**Lease for HH RR/ AB Subcommittee Recommendation in Nov.**

**Proposal to Change Meeting Day/Time for Vestry to enable Darian to participate** (by laws indicate 2<sup>nd</sup> Thursday of each month at the church)

- Move to second Thursday at 6PM

Next Meeting November - 11/9/23 at 6PM

- Request to discuss retreat in December (Karen)
- Request for quarterly update from delegates to convention (Angela)
  - Motion to add to November's agenda- Richard, seconded by James. All aye.

Motion to end meeting- Karen, seconded by James. All aye.