

## Vestry Meeting October 17, 2011

### In Attendance

Fr D, Frio S, Sharon B, Jamie G, Joan E (Clerk), Jamie S, Patty M,  
Bob Nalewajk (Volunteer CPA), Carter C, Fred L,

Absent-Debra P. Medical Issue

Opening Prayer Fr. D.

Meeting called to order at 7:05 pm

Reading of Minutes - September 17, 2011 Vestry Meeting. The first motion to approve the minutes was made by Frio S. The second motion by Patty M. The minutes were accepted by all present.

Fr D called Fred to see if he was coming to the meeting. Sharon called Carter; Both were on the way.

Building & Grounds-Report-Fred L. No Report on Building and Ground other than the fence (near Gazebo) to be finished in a week. Frio First (Motion); Fred Second (Motion) accepted by all present.

Finance- Jamie called her father, John Gibbs to see if he was going to attend but was not notified of his requested presence. John G will attend special budget meeting to be determined at a later date.

Barnabas House Financial Discernment Report Bob N printed out itemized expenses and income Treasurer's Report dated 10-14-11 for the Month of September 2011. (See Attached Report) Also the separate break down of Repairs and Maintenance from the General Ledger of September 2011. Vestry liked the clarity of report (total 3 pages) and will continue to do it this way. Bob continued to explain the Vestry would get lost on Fund accounting that would be part of another account and should have separate account. The details will show up on Expenses and Income. Other things he wanted to express that needs to be done would be chart of accounts (numbers to be used to categorize); also shown, on

another printed report, (4 pages) for the month of September 2011; (See the attached report) The Current Assets and fixed assets will be seen on report. Liabilities' are important to know, shows on Chart of Accounts (page 1) so the Church will know what is owed to Government and other important Notes Payable. Discussion started about a separate line for the security system Bob does not know why we have dedicated line for the alarm and why there was a separate phone bill. Bob offered suggestion to eliminate bill by running back up off cable bill, but Fred explained it is just how it is (required by Company) and we could not change the outcome financially. The Alarm has to have a separate line (in welcome Inn storage food room) and has its own telephone bill, most likely because (Verizon) requires for commercial Status. Discussion moved on to Bob's closing his report by letting the Vestry know there was going to be a change on Repairs and Maintenance, garbage will be taken out put into garbage category only. Bob will be on the Budget Committee and work with Finance so that the reports are concise; it is a must so the reports will be able to be compared to actual budget. Bob was thanked for helping the Vestry with Reports.

Stewardship-Sharon B pamphlets came in that she ordered and they will be sent in the mail to members (Father D)

Barnabas House-Joan E (Report Attached) Porch is at a hold. Dave needed to work at another job that was paying more and will get back to us when he is done with that job. Jamie S wanted to know why Dave did not do the bathroom. Sharon stated he never gave changed estimate. Joan was told by GC LB Sr., Dave said he thought it might be over his head as far as the type of plumbing issues. Chimney is lined up and will be done in coordination with installation of gas burner. Gas Burner is installed but cannot start up on until the chimney is done. Weather a factor. Will be done this week when rain stops. John McGuire will be cleaning up basement and removing old unit when he gets back from upstate. Bathroom is finished. Electrical work still needs to be done. We are still receiving estimates and trying to get someone to do the work. Have had a problem getting someone to do estimates because there is so much work and so little money and the estimates are a lot of work to do in stages without a commitment from the Church. Ad to rent new rooms will be posted at SUNY when rooms are ready.

Still need Dry Wall work, painting, flooring in the area where new bathroom is. Hardware needs installation and clean up. We could use Volunteers to help. Furniture needs to be moved and porch needs to be cleared and finished.

Ministries-Fr. D asked Fred to handle Building and Grounds. Fred L did not accept and will think about it.

Jamie G wanted to know why a decision was made about the base board heating approved between Vestry Meetings. It was in Minutes last month that there would no longer be decisions made by phone. Fred and Frio said that was not so and that the minutes needed to be changed from last month. Attached is the report by Joan E to get the work done in proper fashion. Sent via e-mail and approved by 5 Vestry members. Work will be done after Chimney as long as there is the money. Fred made motion to Amend Minutes about suspension. Carter Second, Jamie G disagreed, the rest present approved.

Fr. D wants Bob McFadden to play organ at both services; available for both services but wants \$150.00. Patty M said we cannot afford and that Karen and Kevin did not get paid much if any, Frio S agreed we cannot afford; \$75.00 is too much for 2 songs at the 8 am service. Fr. D said we will put on hold and he would get some tapes and explain to Bob M. We will hold off until budget is done. Fr D does not want silent mass; has Chant music. Remote will be used to operate at 8 am service.

Fr. D- we have 3 Acolytes in training, Jean Gordon and the two Pastore children. Need more Volunteers.

Fr. D-Two people have to count. If there is only one person, the office has to do it. Patti M offered to be an extra counter. Patty M will take Michaels P's place. List to be made and if the counter can make it to Church that Sunday He or She will have to call a member to replace them before the Sunday Service.

Fr D announced the Finance Committee will consist of the two Wardens plus John G, Lynn K, Bob N (Fr D asked Fred to be on Committee but said he needs to think about it and will get back to Fr D). Fr D said he would be there sometimes to prepare for Vestry meetings. He suggested the committee meet after Church on

Sunday. Fr. D will decide on time and day. He will be there to set up budget. Fr. D showed the Vestry a Requisition Form that will need to be presented to Vestry for payment and from this point forward no checks will be issued unless it goes through the proper channel. Requisition forms are required for all expenses. Fr D told Vestry the requisitions must be approved by Fr D and one of the Wardens. All parish checks will be signed by Fr. D or Warden and Lynn K cannot pay bills without that Requisition Form. This will improve organization and protection of Church funds.

Fr. D stated his agreement involves a retreat day no later than 4 weeks from when he took over. It will be a time to get to know one another. What our goals are for the church. Where do we want to go? Also a Mutual study of ministry needs to take place November 07, 2011. There after every 14-18 months and every year after. Look at new ideas or any changes to be made.

Sharon B started discussion about Dickens Festival. Frio Ann S and Joan E will make chocolate starting November. (Also other volunteers) Joan E will be selling chocolate along with Marcel B over the Dickens weekend. Sharon B will start lists and pass out on Sunday to start getting things in order. Sharon B also said we need a Cleanup day in November to get ready for the DF so the Church looks good. This past spring only 3 members showed up. Craig will clean up leaves during the week as the leaves come down. Craig does good job. Anton K & Fred L roast Chestnuts outside by the gazebo. Fr D said we must advertise well and have good signs all over. Jamie S thought the Pig Festival was not advertised enough and we should go around to Businesses and have them put signs in their windows. Fr. D asked Jamie S to work on Signs and advertising. We have to do more advertising. Need Signs. Jamie S suggested hiring a chicken pass out flyers. Advertise at least 2 weeks before the Event.

Patty M needs requisition for cello (to wrap Baskets) and items from the Floral Wholesaler. Joan E and Patty M will go to Floral Wholesaler to buy supplies for the baskets sold at Dickens Festival. Patty has been laying out her own money. Patty wants to try to get Gift Certificates for her baskets. She needs help from other Church Members. Try to get local merchants to donate. Fr D asked Patty M

to set up a committee. Patty would like to bring baskets to the church and finish them here. Fred L will go to Ruvo's & Billie's; Joan E East End Shirt Co. and Danford's Inn to ask for donations of Gift Certificates. Fred L-During Fire Prevention Week they had posters printed. If the office gets posters done he will have proofing and printing done for Dickens Posters. Maybe 50 (I don't remember what this was about-JE)

Sharon B-Adopt a family The Episcopal Church Program. Share what we have. Do we want to be part of the program? Sharon will fill out the form from the Diocese and also wants to continue the Elf program for Christ Church members who are in need. Fr. D said we need to let our Diocese know what we are doing. We should let them know about events. We need a church Photo Program to let the Diocese know we are alive and kicking. The Dominion could be a good way to advertise what our church is doing.

Sharon B-UTO envelopes are due in by Oct 30<sup>th</sup>. Sharon said the Pig Roast was a flop. A lot of food left was over (did not go to waste, the food was used in the soup kitchen on Monday). Jamie S weather and advertising were a problem. Patty M and Joan E suggested selling tickets before the event to have a better idea of how many were coming. Patty M though not many people like pork, think if it were steak and chicken or Ribs it may have turned out better. Carter C thought we should have gone into town with car and mega phone to announce the event was going on. Jamie S also suggested someone should walk around town passing out flyers. Joan E-Mike E use to do that during any of the events we had going on.

Sharon B reminded us that we still need a St Nick for this year. Patty M thought maybe we should not do it this year. Not many kids come each year even though it was really good. (A decision was not made) The story is nice but kids look for Santa...Music Quartet may come...Evergreen does not do the music any more...Maybe Eye Witness...Or children's Choir...that was at the Cathedral. (No decision made) Jamie G check into puppet show...Tickets for Theater Three for the December 10<sup>th</sup> Show is out and being sold...half sold...Patti will try to sell to coworkers.

Computer-Frio got the Memory and the Program is in for the office computer. Larry will install next week.

Fr. D announced that a Baptism will take place November 6<sup>th</sup>, for Patty M's granddaughter, Liv. We have Sunday school teachers but No children. Need a Sunday school program. Need Families as part of our goal. Jamie S; Try to sell local advertising. Printing companies gets merchants to sell ads. Good way to let locals know where we are. Fr D will look into.

Fr. D Motion to close in prayer-Frio (first motion), Patty (second motion) All agreed.

Frio Closing Prayer

Meeting ends 8:19

Respectfully Submitted

Joan Elliott, Clerk