

St. Agnes Episcopal Church  
Vestry Meeting Minutes  
August 7, 2007

The regular monthly meeting of the Wardens and Vestry of St. Agnes Episcopal Church, Little Falls, NJ opened with a prayer and was called to order at 7:35 P.M by T. Ploch.

**Present:** L Barnett, M. Borden, A. Picazio, T. Ploch, S. Schink, W. Drake-Schneider, D. Thomas and J. Skal (Treasurer)

**Minutes:** A motion to accept the minutes of the July 9, 2007 meeting was made by W. Drake-Schneider, 2<sup>nd</sup> by L. Barnett and approved unanimously.

**Treasurer's Report:** Joan Skal presented the financial report as of the end of June 2007. She noted that expenses were slightly below the expected pace of 50 %, but, unfortunately income was also below the expected pace (31% rather than 50%). She noted an increase in expenses is anticipated for the 2<sup>nd</sup> half of the year due to the hiring of a full time interim Rector. There was some discussion of follow up with pledges. A motion to approve the treasurer's report to file for audit was made by W. Drake-Schneider, 2<sup>nd</sup> by D. Thomas and approved unanimously.

**Other Financial Items:** A tally of the non-operating funds was reviewed and discussion of how to use the funds in support of the current parish needs. There is a need to more thoroughly understand the endowment fund and the tools of investment. S. Schink noted a need to purchase a revised Common Lectionary Gospel Book. J. Skal noted the need to reconsider the salary increase for the choir director. D. Thomas made a motion to clarify/correct the base pay, 2<sup>nd</sup> by W. Drake-Schneider and approved unanimously. The previous motion of a \$500.00 increase made last month stands.

**Pastoral Report:**

- The Rev. Schink reported that we are moving along with Church School plans and have all 4 sessions covered for older children and 1 session covered for the younger children.
- We have gained 3 new members to the parish.
- Sprucing up: we need to remove panels from the stage, move a bookcase on to the stage with chairs and a table, we have a donation of a wood desk and will need to reorganize the furniture in the office.
- The garden is beginning to have produce for distribution. Rev. Schink presented the idea of a bounty table that could be used to raise money for the food pantry. The money raised would actually purchase more food for the pantry than would be received from the garden itself. This idea will be implemented this coming Sunday and parishioners will be invited to bring produce from their own gardens to add to the table for sale.
- One family in the parish is dealing with a very complicated health situation that Rev. Schink is attending to.

- This Sunday is dedicated to the Rector's Discretionary fund, the change in the offering plate to go to the food pantry fund to "seed" the endeavor.

### **Financial and Legal:**

- An audit company has been identified, the pricing proposal to come. It is anticipated that the audit will begin on September 10, 2007. Rev. Schink spoke with J. Zinn about our progress in meeting this requirement.
- Stewardship Committee: A committee of Vestry and laypersons will be needed. D. Thomas, M. Borden, and W. Drake-Schneider will represent the Vestry and Wardens. Suggestions for participation from the parish included J. Patrick and J. Skal. The first meeting will be after the service on Sunday 8/19/07. W. Drake-Schneider offered to speak with J. Patrick. Rev. Schink will speak with J. Skal.
- Copier repair: We are in the 4<sup>th</sup> year of a 5 year agreement for the office copier which is in need of repair. Apparently the company that receives our monthly payment does not provide service. Two companies were contacted for proposals and after some discussion of the merits of the 2 proposals a motion to enter into a full service agreement with Imperial Copy Products for \$750.00 was made by L. Barnett, 2<sup>nd</sup> by A. Picasso and unanimously approved.
- Discussion of donations at coffee hour and how to manage them for stocking the kitchen will be reviewed with the Auditor for recommendations.

### **Buildings and Grounds:**

- Use of property: Lisa Conti, parish secretary, generally manages the ongoing use of St. Agnes property. We need to develop a consistent written agreement for rentals and develop a process whereby the Vestry takes responsibility for approving any use of the buildings and grounds. T. Ploch and W. Drake-Schneider will work with this issue.
- Clean up day for the Parish: Rev. Schink is proposing a day to invite volunteers from the parish to help get the building ready for the beginning of Church School in September. We need to do some painting, arrange space that is child-friendly and welcoming to parishioners and visitors. Rev. Schink will determine the logistics for this and announce it during the service on Sunday.
- To do list: Buildings & Grounds committee needed, chaired by a Vestry member; organize office and cleaning supplies through the Parish Secretary; hire a new Sexton who will report to the chair of the B&G committee; host a clean up day.
- Landscape proposal: Fredco Landscaping submitted a proposal for the removal of ivy on the church wall, trimming of trees in the play area, remove existing pea gravel and dispose, remove and replace rotted wood from the front and back of the church, and a monthly maintenance contract for the 2008 season (including weekly maintenance, spring and fall cleanups, and storm cleanup. The proposal was organized into projects so that each could be considered separately if necessary. Outstanding questions about the inclusion of the rectory and details about snow removal will be raised by Rev. Schink. In the meantime, some of the work was completed through the donation of contractor time by Shirley and Ted Cox (removed brush and trimmed trees in the children's area on the side of the school building). SACC will pursue the donation of mulch for the area to allow

the side area to once again be used by children for activities. The Vestry discussed the total cost of the proposal and application to the Ward J. Herbert fund for support. L. Barnett made a motion that the removal of ivy and of pea gravel be approved at this time for a total of \$2,250, 2<sup>nd</sup> by D. Thomas and unanimously approved.

- Re-keying of the buildings: L. Barnett will meet the locksmith tomorrow between 1 and 4 PM to work on organizing the re-keying. A key log has been prepared so that anyone who receives a key has signed for it. However, some changes to the plan may have increased the cost. D. Thomas made a motion to increase the amount available for the re-keying to \$1,300, 2<sup>nd</sup> by A. Picazio and unanimously approved.

**Other:**

- Eagle Scout Project: Rev. Schink read a letter from Eric Martin, a local Scout from Troup 14, who has asked to place a collection bin at the Church for donations to go to troops in Iraq between now and early September. He will supply a list of items for collection and will handle getting the items delivered. Rev. Schink will work with him to get the project going.

**Old Business**

- Sexton: M. Borden and L. Barnett met with Barbara to review the proposed duties and hours of a Sexton based on the current needs of the parish. Her current schedule is not consistent and she expressed that she is unable to increase the amount of time she has for the work. She is not interested in being available to open and close for renters. These proposed duties now need to be reviewed with any other candidates who are available for 30 hours per month to attend to maintaining and cleaning the buildings. W. Drake-Schneider and T. Ploch will meet with a candidate as soon as possible.
- Plumbing and electrical inspection: No update yet. T. Ploch working with plumber, Rev. Schink to call DAK electrical for inspection.
- Diocesan property manager came to review the buildings and ground. No report received as of this date, although it was recommended that the ivy be removed from the church building and the pea grave be removed from the side yard.
- October organ concert: Roger Rossnagel has asked to host a reception after the concert. The concert will be open to the Parish and public.
- Some contacts and outreach have been made to parishioners who have not been attending lately. A letter inviting families to join us for the new Sunday School curriculum will be going out soon and may influence some of these families to return.

There being no further business, a motion to adjourn was made at 10:15 PM by A. Picazio, 2<sup>nd</sup> by L. Barnett and approved unanimously, followed by a closing prayer.

Respectfully submitted by Michelle Borden, Clerk pro tem

Date of next meeting: September 11, 2007