

St. Agnes Episcopal Church
Vestry Meeting Minutes
May 1, 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 7:47 P.M.

Present: Linda Barnett, M. Borden, Janet Ceriani, R Patrick, A. Picazio, T. Ploch and Daphne Thomas

Regrets: W. Drake-Schneider and J. Skal (Treasurer)

Minutes: A motion to accept the minutes of the March 29th meeting was made by L. Barnett, 2nd by J. Ceriani and approved unanimously.

Treasurer's Report: Tom Ploch presented the March Treasurer's Report, noting that while we are one quarter of the way through the year, our expenses are only at 20% and our pledge income is at the 19% level. A motion to approve the March report was made by R. Patrick, 2nd by L. Barnett and approved unanimously.

Business Items:

1. **Housing Allowance Resolution:** The vestry of St. Agnes' Episcopal Church at a regularly scheduled meeting held on May 1, 2007, a quorum being present, acting on a motion made by M. Borden and 2nd by D. Thomas, duly adopted the following resolution:

Whereas Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to her as part of her compensation to the extent used by her for actual expenses in owning or renting a home; and

Whereas, the Reverend Susan A. Schink is compensated by St. Agnes' Episcopal Church exclusively for the services as a minister of the gospel; and

Whereas, St. Agnes' Episcopal Church does not provide the Reverend Susan a Schink with a rectory, therefore, it is here

Resolved, that the total compensation paid to the Reverend Susan A. Schink for calendar year 2007 shall be \$29,438 of which \$15,000 is hereby designated to be a housing allowance.

2. **Water, Grading & Downspouts:** The recent heavy rains and subsequent pooling of water around our buildings prompted a discussion about the need to have the grading of the property reviewed. Tom Ploch will talk to Ted Cox to get his recommendations.
3. **Rector's Office Clean-Up:** Tom Ploch has started to clean up the rector's office in anticipation of the arrival of The Rev. Schink. Linda Barnett offered to look at the situation, with Tom, after this meeting and help him with the final clean-up.

4. Susan Schink's First Day: For Friday, June 1st, The Rev. Schink has requested a list of items (attached). Lisa Conti is helping compile this information for her.
5. Review SACC Meeting: Members of the vestry that attended an April 30th meeting with members of the SACC Board reported that there was a productive exchange of ideas as well as a commitment to re-establish a closer working relationship between the vestry and their board. SACC representatives, Ellen & Fred Batelli, had numerous suggestions that were worthy of further exploration. One idea involved a joint clean up of the outside play yard area. We also need to draw up a new agreement with SACC. We plan to meet with them again on July 10th at 6:30 PM, prior to our regular vestry meeting.
6. Sexton: Linda Barnett and Michelle Borden are going to talk with Barbara about her responsibilities as parish sexton.
7. June 3rd Picnic to Welcome S. Schink & Celebrate the last day of Sunday School: Lisa is going to prepare and send a mailing announcing the Welcoming Picnic for the Rev. S. Schink, on June 3rd. She should also look into issuing a press release about this. There will be a sign-up sheet in McKay Hall for people willing to bring salads and other side dishes for the picnic.
8. Closets and Boiler Room Clean-Out: We will tag items we want to keep on Sunday, May 13th. The rest of the contents will be discarded. The sump pump in the boiler room needs to be replaced. Tom Ploch will purchase and install one.
9. Rectory Options for Usage: We discussed several options that are available to us regarding use of the rectory without arriving at any conclusions. Linda Barnett and Ann Picazio have offered to donate some furniture that might make the rectory more usable in the meantime.
10. Handicap Accessible Bathrooms: Tom Ploch is going to have a plumber look at the facility and offer suggestions about how best to install handicap accessible bathrooms.
11. McKay Hall Floors: Ann Picazio and Linda Barnett are going to try to get some new quotes for refinishing the floor in McKay Hall.
12. Fundraisers: We may need to do a fundraiser to pay for upgrades to the outside play area. This could be done in conjunction with SACC. One suggestion was for us to run a Tricky Tray.
13. Garden Space: It was suggested that we include a note in the weekly bulletin offering the garden areas behind the rectory as a place that members of the congregation might plant a vegetable garden. Food from that garden could be donated to St. Paul's Shelter.
14. Ward J. Herbert Fund: Tom Ploch reported on his first meeting as a member of the Ward J. Herbert Fund board.

There being no further business, a motion to adjourn was made at 9:05 PM by L. Barnett, 2nd by A. Picazio and approved unanimously.

Respectfully submitted by Robert J. Patrick, Clerk

Date of next meeting: June 5, 2007

The Rev. Susan Schink Request List:

1. List of vestry names, addresses, phone numbers and e-mail addresses
2. Membership directory
3. List of staff members, addresses, phone numbers and e-mail addresses
4. Job descriptions of staff members
5. List of altar guild members
6. List of church school teachers and substitutes
7. List of persons with special needs (shut-ins, etc.)
8. List of committee chairpersons
9. Parish newsletters from the past year
10. Worship bulletins from the past year
11. Information on worship resources (lectionary, hymnals used, etc.)
12. Calendar of events, including regular programs and meetings
13. List of ecumenical contacts and local ecumenical events
14. Church history
15. Constitution and by-laws
16. Policy and procedure manuals
17. Keys to all doors
18. Instructions related to heating, A/C, lights, plumbing and emergency contact phone numbers