

St. David of Wales Vestry
July 23, 2023
Minutes of Meeting

Vestry Members Present:

Dru van Hengel; Jim McConnell, Co-Treasurer; Ned Hayes, Junior Warden; Al Burns; Kit Walling; Wendy Beth Oliver; Cass Cole; Dennis j Parker, Interim Rector

Vestry Members Absent: Kieran Cannistra, Senior Warden; Aaron Epperson, Barbara Brecht, Clerk

Also Present:

Madeline Moore, Chair, Finance Committee

Opened with prayer by Rev. Dennis at 11:58am.

Dru moved to approve the Minutes of the 6/26/2023 Meeting and Jim seconded. Approved unanimously. Kit moved to approve the Minutes of the 6/30/2023 Meeting and Dru seconded. Approved with one abstention by Wendy (who was not present at the 6/30 meeting).

Al moved to approve the Senior and Junior Warden reports, Cass seconded. Ned noted items from his report, including the status of the new parking lot lighting and issues with respect to glare from the lights. The reports were then accepted by a unanimous vote.

Rev. Dennis reported that he would be away for the next several Sundays and had arranged for supply priests in his absence, including the Revs. Steven Schneider, Sara Fisher, and Gail Greenwell. He has also scheduled sermons to be delivered by Deacon Tracy on July 30 and August 13, Cass on August 27, Ned on August 6, and Barbara on August 20. Rev. Dennis also advised us that he would have office hours in the building on Mondays from 10am-5pm and Wednesdays from 10am-8pm. Brian Fairbanks now parish administrator and he will be in building during his office hours.

Madeline provided an update from the Finance Committee:

- Hired temporary bookkeeper to assist Karen, who has helped with payroll and will help with setting up autopay, has helped with YTD calculations
- Katie Cowgill will be assistant treasurer
- We need a finance chair for next year
- The Finance Committee is discussing with Rev. Dennis his salary and how to accommodate his salary and pension with pension restrictions

Madeline then led a discussion on revisions to our annual budget and the reasons for some of the differences from the original budget, including salaries and an increased in the gas bill. Al moved to approve the amended budget submitted by Finance Committee and Jim seconded it. The motion was approved unanimously.

Madeline advised that St. David's will be doing an audit trade with Christ Church in St Helens and they will be auditing us on August 5.

Ned provided additional updates on the building, including:

- fire inspection passed, opens door to other uses
- need permit for Family Promise, we have a 180 day condition use permit

- do not allow fire door to be kept open
- ADA door fixed
- Kitchen—BII committee would love to meet with us on 8/6 for them to talk to us about status, Margaret and Charles are working on this

AI then gave an overview of the city permit process, including that first the city needs all information from the contractor and building owner to issue the permit and a final inspection after the work is done is required for permit to be final. He noted that no final inspection was done on the dryer vents and the building owner is responsible for ensuring that permit is final. This was work that Hygeine4All, our building partner, was responsible for and had not involved BII.

AI recommended that before we begin a program or initiative that could require us to make changes or improvements to our building, we should determine what work would be required for the use, whether we would need to obtain permits, and the cost.

Ned advised that he is in contact with Josh, our building curator, on a daily basis.

We will have a card for Katrina Wheeler, who was our interim parish administrator, at our next meeting.

AI referred to the report he prepared regarding our bylaws and advised that he has been doing research on the governance requirements for bylaws and the various authorities applicable to our organization. He has not been able to find the Articles of Incorporation, Ned recommended history room (probably from 1881)

AI proposed a motion regarding bylaws review as follows: AI be authorized to prepare (a) prepare a first draft of revised bylaws with the scope of work limited to resolving governance conflicts, (b) identify verbose requirements that might best be handled by a reference in the draft bylaws and inclusion in a future parish policy and procedures manual, (c) draft a charter for yet to be appointed bylaws review committee.

Ned so moved and Rev. Dennis seconded. During the discussion, Dru asked whether the revised bylaws could cover some of the same items that are in the behavioral covenant and AI stated that some of those requirements could be included in a policy and procedures manual. Dru also asked AI to consider dispute resolution policies and procedures. The motion was approved unanimously.

Dru advised us that she will be moving to Washington DC in the fall.

At 1:05 pm we closed in prayer by Rev. Dennis

Respectfully submitted,
Wendy Beth Oliver