

# Vestry meeting minutes

## April 25, 2021, 1:00 pm

### Present:

- Kerlin Richter
- Anne Parks, Senior Warden
- Gary Allen, Junior Warden
- Karen Dollar, Treasurer
- Madeline Moore
- Crystal Maas
- Cass Cole
- Ryan Hill
- Rachel Klein
- Paul Strand
- Preston Abbott

### Absent:

- Josie Cannistra
- Kim Felder

### Opening:

- Kerlin started the meeting at 1:07. Anne opened by reading Song of Solomon 2:11-12.

### Acceptance of April reports [Anne]

- Crystal moved to accept the submitted reports for April; Rachel seconded. The motion passed unanimously.

### Approval of March minutes [Anne]

- Ryan moved to accept the minutes for 21 March; Crystal seconded. The motion passed unanimously.

### Money [Karen/Madeline]

- Karen says money is fine; see March report. Giving statements will go out after the end of April.
- Madeline reported that the capital campaign team recently met with a consultant who recommended we divide the campaign into phases. Our proposed first phase would include kitchen, electrical, and accessibility improvements for the chapel door and sanctuary.
- **At our check-in on 28 March**, Madeline proposed vestry approval of no more than \$135,000 for planned upgrades to the kitchen. During check-in, Ryan moved that we vote on the above proposal; Cass seconded. The motion passed unanimously.

### **Sheltering Updates [Cass]**

- Ryan and Cass met with Family Promise and discussed where we are in the process of obtaining a shelter permit.
- At next month's vestry meeting, we will allot the majority of the time to planning a discussion with the congregation of our proposed involvement with Family Promise.

### **Vestry Retreat [Kerlin]**

- With good weather beginning and more people vaccinated, we may be able to have an outdoor vestry get-together safely.
- A programmatic piece of the vestry retreat could be a [Mutual Ministry Review](#) - a way of assessing who we are and where we are going as a congregation.
- Rachel will send out a poll of vestry members' availability.

### **Job Descriptions for Facilities Manager and Junior Warden [Crystal]**

- Crystal has been a temporary Facilities Manager for St. David and part of her work has been developing a job description that we can post for a longer-term employee. She has also developed a description of Junior Warden since this is Gary's last year.
- Crystal will coordinate with Erin about posting the Facilities Manager job.

### **Rest/Vacation for Kerlin**

- In the short term, Kerlin could use help with eNotes content until the end of May (Cass will arrange a sign-up for Vestry members).
- The vestry recommended that Kerlin take two consecutive days off weekly.
- Lily Pittman will intern for June/July/August and Kerlin plans to take a longer vacation when she has been onboarded.

### **Adjournment**

- Ryan closed us in prayer; we adjourned at 2:30 pm. We will next meet formally on 16 May at 1pm online. We will continue to check in informally every Sunday at 11:15am.

Respectfully submitted,  
Rachel Klein, vestry clerk