

**St. Paul's Episcopal Church
Wilmington, NC
Vestry Meeting Minutes
June 10, 2024**

Present: The Rev. Caleb Lee (Rector), Barbara Ellington Banks, Steve Bucci, Tori Cannon (Clerk), Ashley Eason (by phone), Carol Field, Steve Haughey, Anne O'Dell (People's Warden), Lisa Sanders-Park, Scott Sheble, Denise Sheehan, David Tousignant, Phillip Weiss, Judy Wilson (Treasurer)

Absent: Bill Anlyan (Rector's Warden)

Fr. Lee called the meeting to order at 6:00pm and opened the meeting with a Collect for the Good Use of Leisure.

Approval of the May Meeting Minutes

David Tousignant made a motion to accept the May minutes, seconded by Barbara Ellington Banks and the minutes were unanimously approved.

A motion was made by Denise Sheehan to approve the Executive Session minutes, seconded by David Tousignant and the minutes were unanimously approved.

Rector's Report

I have had a great vacation. Thanks to People's Warden, Anne O'Dell, the Associate Clergy, and our staff, it was easy to be away.

Summer will include a few more periods of time being away. Two church-related trips; 1) General Convention (I leave for that on June 22 and will return June 29) and 2) Glory Ridge (July 21 - 26).

There are many things going on at once right now... but what else is new.

- 1) Where we go now with the Capital Campaign and Long-Range Planning, considering how much money we have raised.
- 2) The ongoing transition from Judy to Scott as Treasurer which we will talk about more a little later.
- 3) Onboarding Isaac
- 4) Planning for the fall
- 5) Transitioning to a new database system (Realm)

Transitions are a part of life and institutions are no different. You've heard about and are walking through several of these transitions as members of the vestry. One thing I wanted to clarify is around VPOD duties. The VPOD duties were eased significantly with the hiring of Christian Bridges as Sunday Sexton. VPOD's used to have to open up the building and close the building. We onboarded new vestry folks at about the same time we hired Christian so we were not very clear about the new expectations. To be honest, I did not know what the new expectations would be but still wanted a VPOD.

The VPOD serves as a present vestry representative on a Sunday morning. They should be present during the Sunday School hour and the 10:30 service and the reception, to be around in case of an emergency. Please check in with me or the clergy in charge and Don Bobo when you arrive.

Speaking of Don Bobo. Don Bobo fell last week while prepping for the Yard Sale and suffered a head injury that caused a concussion. I had a nice visit with him today. Your prayers are requested and I have brought a card for us all to sign.

Catherine Powell and I met this morning and in that meeting she told me that she is being called to St. Andrews on the Sound to serve with the Interim Priest over there. This was not a surprise to me as she has been pretty forthcoming with me over the past year about her path. I support her decision and call 100%. Her last Sunday here will be July 28. This, will, of course be a change during the build up to a busy time of year. However, I don't anticipate making any new hires immediately. With Isaac arriving and Meaghan being able to focus more fully on Children's Ministries we are in good shape. This will put a bit of pressure on the clergy but I am sure we will adapt just fine. Perhaps the flip side of this new development is that it will cushion our budget and maybe provide a new opportunity down the road for something new. We will need to figure out how to properly thank Catherine for her time with us when the time comes.

The Rector then called for the Vestry to move into Executive Session.

Lisa Sanders-Park made a motion to move into Executive Session, seconded by Steve Haughey and unanimous consent was given.

People's Warden Report—Anne O'Dell

Yard Sale Update

During the past two weeks, the Parish Hall was ground zero for St. Paul's Yard Sale. Patsy Perhala and a handful of volunteers worked tirelessly for a week to clean, organize, and stage all the treasures. Then they worked another four days (June 6-9) during the actual sale. Total proceeds amounted to over \$4500. Special thanks to everyone who volunteered their time, donated items, and/or purchased priceless treasures.

At last month's meeting we voted to divide the proceeds from the yard sale between the operating fund and the rector's discretionary fund. In addition, the majority of items that didn't sell were picked up Sunday afternoon by a group of gentlemen from Iglesia Cristiana De Wilmington, in Castle Hayne and will be used to support their mission work in the Hispanic community.

Upcoming Events in June

St. Paul's Annual Night at the BallPark is this Thursday, June 13. Wilmington Sharks will host the Florence Flamingos at Legion Stadium. Tickets are sold out. If you did purchase tickets, be on the lookout for an email from Meaghan Thomas with details.

St. Paul's summer arts camp, Saints & Holy Helpers, will run next week, June 17-21, at the church. It is open to youth from 3 years old to rising 5th graders. The younger group has filled up, but there is still space available for the rising 2nd- rising 5th grade group. Contact Meaghan Thomas.

Building and Grounds Update

In the past two weeks, both the ice maker and the dishwasher required service calls. The ice maker, which completely stopped working, was repaired and descaled. (Cost \$411.75) The dishwasher was reportedly failing to fill at start up. Two repair calls were made and neither technician was able to recreate the problem.

Electrical work

The effort to secure a contractor to repair the chancel lights has thus far been unsuccessful. David Tousignant contacted Watson Electric but the estimate we received from them was unreasonable. David continues to explore other options.

Wrought Iron Fencing

I have spoken with Kevin Rhodes of Silkwood and Kern Earp (contractor used by Burgwin Wright) about the project to sand, prime and repaint the wrought iron fencing around the church grounds. I am waiting for their estimates. Depending on the cost, we anticipate including this project in this year's Lehto Grant application.

Fire escape steps

While Kevin Rhodes from Silkwood was walking the perimeter of the building with me, he pointed out that our rear fire escape stairs need some attention. I will follow up with Kevin once we receive his estimate for the fence.

Grant Team

Cape Fear Garden Club Grant

Cecelia Peers completed the grant application for the Cape Fear Garden Club; Fr. Caleb signed it yesterday, and it will be mailed prior to the application deadline of June 15.

Lehto Grant

The letter to confirm that last year's grant reward was used as described and that the work has been completed was mailed. Preparations for next year's grant application are underway as we consider which projects to submit for funding in the fall.

Please see Steve Haughey's reports for information related to the Ormond Center.

Treasurer's Report—Scott Sheble

As of 5/31/2024:

Total income is \$341,045.67 which is 37.6% of the approved 1/15/24 budget.

Total expenses are \$339,319.12 which is 37.4% of the approved 1/15/24 budget.

This leaves a net income of \$1,726.55.

The Endowment Fund total reflects \$985,532.64 and the balance of the Reserve Savings Account is \$996,735.22.

As of 5/31/24, the Capital Campaign balance is \$1,908,635. which is 54.5% of the 3.5M goal or 76.3% of the 2.5M goal.

Lisa Sanders-Park made a motion to accept the 6/10/24 Operating Fund Monthly Treasurer's Report.

Denise Sheehan moved to accept the Revised Budget, seconded by Scott Sheble and unanimously approved.

Ormond Center—Steve Haughey

- Received test results of Lead and Asbestos sampling performed in April on Wednesday May 8. Met with Principal Engineer from Atlantic Shores Environmental Services on May 23 to discuss findings and to develop a plan-of-action. Both reports are available for the Vestry to review. Four new contractors have been contacted; two are coming to give estimates. It may be that the asbestos is not a concern if we do not plan to renovate.
- The Book Box in front of the Ormond Center has been in very bad shape for quite a while. The roof has rotted out and leaks when it rains. The box was removed on May 17.
- Two internal motion detectors have been replaced at the OC. They have been transmitting erroneous signals and causing the Safety Team to make unneeded trips to the OC at night.

Membership/Human Resources—Lisa Sanders-Park

Committee Leadership -- As reported last month, Rhonda Jones has agreed to chair the committee (with a TBD co-chair). In the next month or so, we will:

- Create a clean, thorough list of what the committee and the chair do.
- Clarify who is on the committee (If you know of people interested in joining refer them to Lisa Sanders-Park).
- Identify a co-chair.
- Orient Rhonda and the co-chair.
- Gather the committee to get reacquainted and oriented.
- Carry on!

Monthly Dinner Groups (April 2024 - March 2025) continue through March of 2025.

Quarterly Fellowship Dinners 2024 - April 28 + July 28 + October 13

Our next event is scheduled for July 28, assuming scheduling conflicts have arisen on the church calendar. Within the next 2 weeks, we will confirm the date, reach out for RSVPs from all who expressed interest, choose hosts and assign groups.

Weekly work -- Continuing thanks to Karen Day, Don Bobo, and others for maintaining the important, weekly work of welcoming newcomers to St. Paul's.

Building & Grounds—David Tousignant

Electrical issues continue in regards to Watson Electrical repairing the chancel lighting: expensive scaffolding and the need to make repairs 40 feet up from the floor.

Other updates are included in the People's Warden report.

Capital Campaign—Fr. Lee

Fr. Lee briefly discussed the Design Development stage of the Capital Campaign.

He is in conversation with Gray Hudson, the project architect with WKWW, and advised the Vestry to expect a new contract for their review, possibly in July. The amount of 2.5M will pay for the education wing, improvements to accessibility including an elevator; in essence, all dimensions except for the changes to the parish hall. A meeting with Jeff Hensley, our consultant with Generis, will be held to review the distribution of funds and levels of giving.

New Business

Anne O'Dell offered a motion to elect Scott Sheble as the new Treasurer of St. Paul's Episcopal Church. Steve Bucci seconded and the motion was unanimously approved.

David Tousignant made a motion to appoint Judy Wilson as the Assistant Treasurer, seconded by Denise Sheehan and the appointment was unanimously approved. Judy will continue to serve on the Grant Team, Capital Campaign and Finance Committee.

Old Business

None at this time

David Tousignant moved to adjourn the meeting and it was unanimously approved.

In closing, Barbara Ellington Banks offered a closing prayer.

Email Vote Minutes

July, 2024

On Wednesday, July 3, 2024 the Rector requested an email vote based on the recommendations from the Buildings and Grounds Committee to move forward with Silkwood Painting Company to restore the wrought iron fencing and to seek funding through a grant with the Lehto Foundation.

Anne O'Dell moved to accept the contract with Silkwood for the restoration of the wrought iron fencing and to submit a grant proposal to the Lehto Foundation for this project. Since the motion came out of committee it needed no second.

1. move forward with Silkwood; and
2. submit a grant proposal to the Lehto Foundation for this project.

The motion passed unanimously.

On July 16, 2024 the Rector requested an email vote based on recommendation from the Long-Range Planning Committee. Anne O'Dell moved to accept the recommendation of the Long-Range Planning Committee which are below.

- 1) The Long-Range Planning Committee recommends that the Vestry accept this proposal so that we can pursue a new contract with WKWW that reflects the current reality of the scope of work.
- 2) The Long- Range Planning Committee recommends completing the Design Development Phase at \$64,000.

The motion passed unanimously.

Respectfully submitted,
Tori Cannon
Vestry Clerk