

**St. Paul's Episcopal Church
Wilmington, NC
Vestry Meeting Minutes
August 12, 2024**

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

Absent: All present

Fr. Lee called the meeting to order at 6:05pm and opened the meeting with recollections of last month's trip to Glory Ridge. Fr. Lee to those attending: "Why are you here?" and "Know that you are called by the Creator to be here".

Accepting the Resignation of the Rector's Warden

Bill Anlyan has recently moved so can no longer serve as the Rector's Warden.

Fr. Lee nominated Anne O'Dell (currently, serving as the People's Warden) to become the Rector's Warden and received unanimous approval.

Denise Sheehan nominated Steve Haughey for the position of People's Warden and Steve accepted the nomination.

David Tousignant nominated Denise Sheehan for the position of People's Warden but Denise declined the nomination.

Unanimous approval was given for Steve Haughey to assume the duties of the People's Warden for the remaining 6 months of this Vestry's term.

Approval of the June/July Meeting Minutes

David Tousignant made a motion to accept the June/July minutes, seconded by Denise Sheehan and the minutes were unanimously approved.

Rector's Report

Outstanding Sunday Attendance. Last year's ASA from Memorial Day to now was 172. This year tracking the same, from Memorial Day to now, the ASA is 189. Continued steady growth.

The music has been great.

Somebody came up to me earlier in the summer and asked why the choir was singing in the summer and that at their old church the choir had the summer off. My internal question was, yeah, and is that church growing? My philosophy is that the choir doesn't take a break. People within the choir may need a break and of course, they will take breaks. However, how we worship does not falter. We have 52 Sundays a year to blow the doors off the gates of Hell and I see the 13th Sunday after Pentecost as no different than Christmas or Easter.

It has been a busy but also restful summer. Since our last meeting we have welcomed Isaac McDowell, had Arts Camp and I have been to General Convention. We have been to Glory Ridge and said goodbye to Catherine+. We have welcomed a guest preacher and are moving quickly into the new program year.

The Rector then gave an overview of General Convention.

My visit to Charleston last weekend was exactly what I needed. It was work, but reconnecting with my mentor and being in another place of great success in ministry, that formed me for the work we are doing here, was a shot in the arm for me and has given me the energy and confidence to roll into the program year.

This Fall Adult Education will be a play on The Catechism: An Outline of the Faith. Each week we will take a different section. There are several newcomers who are interested in learning more about the Episcopal Church and this is a way to do that.

Isaac's entry has been well received and he has been busy planning for the Fall. Please take some time to get to know him. He is doing the grunt work for the Parish Retreat. There is still room to go.

I have met with Phillip Weiss this summer on a few occasions to work with him on some analysis of my leadership capacity based on some testing he utilizes in his business that he has graciously offered to me. It has provoked interest and reflection in me in how I operate with staff and vestry and over all in the church. Strengths and growing edges. It has also made me wonder if further studies in Leadership and Organizations is in my future. I have been toying with the idea of enrolling in a D.ED online program at UNC Chapel Hill in Organizational Learning and Leadership. No decisions yet but I am bouncing it off trusted colleagues and of course, my vestry.

Continue to meet with the Capital Campaign Committee in the effort to raise additional funds needed. We are currently at 1.93 million. There are efforts this month to reach out to those who have pledged to the Annual Stewardship Campaign but not yet to the Capital Campaign.

We are heading towards a very busy fall. One filled with music, and children, and parish life, and of course Sunday worship.

People's Warden Report—Anne O'Dell

Upcoming Events:

As the summer draws to a close, there are a couple of events for Children, Youth and Families: Beach Day is Saturday, August 24 and The Blessing of the Backpacks is Sunday, August 25 during the 10:30 service.

Buildings and Grounds Update:

The focus during the past week has been on preparing for and recovering from Tropical Storm Debbie. David Tousignant, Steve Haughey, and Bob Belaustegui were instrumental in helping Fr. Caleb prepare the buildings prior to the storm. At present, damage assessment is underway. We had a broken picture

window at the Ormond Center (which may not have been storm related), water intrusion in the parish hall, and a roof/vent leak in the GNP tool closet. The rain and humidity also caused the Market Street doors and handicapped door in the sanctuary to swell, which in turn caused problems closing them and securing the building. In addition, one of the HVAC units that services the sanctuary stopped working over the weekend due to apparent flooding. Southeastern HVAC will be in tomorrow to take a look at the unit in question. As for other needed repairs, David Tousignant will reach out to Francisco Castillo to examine the roof leaks, and Steve Haughey is managing the Ormond Center window break.

Southeastern HVAC repaired the #7 unit at a cost of \$700 (new blower motor); the #5 unit also needs repairs (bad condenser fan motor) but we have not yet received an estimate for the work.

Silkwood is ready to begin work on the ironwork railing that surrounds the church campus as soon as the weather breaks. The total cost of the project is estimated to be \$25,125 to prepare and paint the 700 linear feet of railing.

David Tousignant has found a contractor to address the lighting problems in the altar area. He and Bob Belaustegui met with Lancaster last Wednesday to discuss the project. Bob B. is also working on a plan to address immediate and long-term electrical needs in the sanctuary, prompted in part by an electrical problem with the dimmer switch controlling the nave aisle lights in the sanctuary.

Many of you are aware that the internet has been unstable throughout the building for the past several weeks. Spectrum replaced the modem over a week ago, and Bob Crafts indicated that the problem has been solved.

Grant Team:

Cape Fear Garden Club Grant

As previously reported, Cecelia Peers submitted a grant application to the Cape Fear Garden Club prior to the June 15 application deadline. On July 2, Patt Scherer, Cecelia and I met with Carey Reiser of the Cape Fear Garden Club to review our proposal and show her the property. She is championing our case to the board. We are awaiting the decision.

Lehto Foundation Grant

We received a letter from the Lehto Foundation in late July inviting us to apply for a grant. As you recall, on July 3, Caleb requested an email vote to approve the recommendation to move forward with a buildings and grounds recommendation to hire Silkwood to restore our railing and also seek funding for the project through the Letho grant. We are asking for \$25K. The grant is due by Sept 16 and the first draft has been completed and is under review.

Diocese of East Carolina Grant

The Foundation of the Diocese of East Carolina has been very generous to St. Paul's over the past 5 years. In 2019, we received a \$15,500 grant to help pay for the completion of renovations to the Ormond Center. In 2021, a \$15,000 grant helped pay a portion of the fee to WKWW Architects for the initial long-range facilities plan. In 2022, a \$20,000 grant helped pay for the schematic design documents. This year we are endeavoring to ask for \$20,000 to help pay for the design development phase of the

long-range facilities plan which will cost \$64,000. This grant is due by Sept 1 and is close to being completed.

As part of the application process, the Foundation requires written, signed and dated approval by the vestry. Therefore, I would like to make a motion to approve the submission of an application to The Foundation of the Diocese of East Carolina for \$20,000 to help pay for the Design Development Phase of the Long-Range Facilities Plan. Denise Sheehan seconded, and the motion to approve submission of the application was approved unanimously.

Treasurer's Report—Scott Sheble

As of 7/31/2024:

Total income is \$471,317.25 which is 53.3% of the approved 6/10/24 budget.

Total expenses are \$465,357.51 which is 52.6% of the approved 6/10/24 budget.

This leaves a net income of \$5,959.74.

The Endowment Fund total reflects \$1,001,772.27 and the balance of the Reserve Savings Account is \$1,006,676.34.

As of 7/31/24, the Capital Campaign balance is \$1,938,742. which is 55.4% of the 3.5M goal or 77.55% of the 2.5M goal.

Proceeds of \$4,727.24 from the Yard Sale in June will go towards the Rector's Discretionary Fund and the General Fund.

Steve Haughey made a motion to accept the 8/12/24 Operating Fund Monthly Treasurer's Report.

Ormond Center—Steve Haughey

- Met with Salt Rock Builders on July 10 to review “put back” requirements for the Mechanical (now Technology Room) Room at the OC. Put Back process will also require the need for plumbing and electrical rework. SRB has been asked to include these requirements in their quote. Proposal received July 19.
- SR&R will be on-site again on July 23 to review the attic issue and include mold abatement in their quote.
- Included with this report is the revised budget for the move of clergy and staff to the Ormond Center.

Beginning next month, Steve will incorporate the Ormond Center and Buildings & Grounds into his report.

Membership/Human Resources—Lisa Sanders-Park

We are in the process of:

- Creating a clean, thorough list of what the committee and the chair do. ***If you believe you can be helpful with this, let Lisa Sanders-Park know.
- Clarifying who is on the committee. ***If you know of people interested in joining, refer them to Lisa Sanders-Park.

- Karen Day has agreed to serve as co-chair with Rhonda Jones.

So we can:

- Orient Rhonda and Karen Day.
- 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 - July 28 + October 13

The recent July 28 event was a success. Three groups met in three homes and had a great time. The next event is scheduled for October 13. Correspondence to identify hosts, confirm participation, and connect groups and hosts will go out several weeks prior. Thanks to Karen Day and Ruth Gates for organizing these events.

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

The GNP dug out the fence line along 16th & Princess on Thursday.

The rest of the Building & Grounds updates are covered in the People's Warden's report.

Capital Campaign—Fr. Lee

Pledges for 2024 total \$666,421. As of 7/31/24, \$414,008. have been received, leaving \$252,413. still to be collected.

Total income (gifts, pledges) for the Capital Campaign totals \$978,486.35.

Total expenses (Generis contract, Ormond renovations, Architect fees) total \$74,485.36.

Net income totals \$904,000.99

The Capital Campaign Pledge Summary/Income & Expense report was unanimously accepted.

Stewardship—Denise Sheehan

The Stewardship Committee has chosen the theme for this year's stewardship campaign.

"Lamps Lit – Hearts on Fire"

The Annual Stewardship Appeal to fund St. Paul's in 2025

"Lamps Lit" refers to our need to be **prepared** for the growth that St. Paul's is experiencing, and will continue to experience. *"Hearts on Fire"* describes our excitement and passion for welcoming new members and our desire for the Holy Spirit to inspire this spiritual and physical growth.

"The Annual Stewardship Appeal to fund St. Paul's in 2025" will clearly differentiate this appeal from the Capital Campaign and focus on the nuts and bolts of keeping the doors open at St. Paul's.

A logo will be added, most likely a Middle Eastern oil lamp with the wick lit.

This year, the rector's letter will be sent out first – casting the vision.

The letter from the stewardship committee will follow a week later with the pledge card, envelope and giving chart. This will be the “ask”. The committee felt that the ask for pledges was more appropriate from the committee than the rector.

Below is the schedule for the appeal:

Letter from rector – week of September 25

Stewardship committee letter with pledge card etc – October 8/9

Stewardship Sunday with themed sermon – October 13

Speakers – October 27, November 3, November 10 Speakers TBD

Ingathering Sunday – November 17

New Business

- Personnel Policy

The Rector discussed the need for revisions to the Personnel Policy and asked for volunteers to help the Executive Leadership team with this. Barbara Banks volunteered. The Vestry gave unanimous consent to adding Juneteenth to the holiday calendar.

- Vestry Requests to Endowment Board

Vestry is putting in a request from the Endowment Board from the Kauno Lehto scholarship fund for \$5000.00 to be used for scholarships for additional parishioners. Carol Field made a motion to approve this request, seconded by Anne O'Dell and was unanimously approved.

Vestry requests from the Endowment board, a \$50,000.00 Capital Campaign pledge to be paid over 3 years. David Tousignant made a motion to approve this request, seconded by Denise Sheehan and this request was unanimously approved.

- Fr. Lee: “Do we add a 12th person to the Vestry for the next 6 months to replace Bill Anlyan?”

After a brief discussion, the Vestry decided to extend the opportunity to the parish, with the idea that serving for a short-term could potentially appeal to someone wanting to “try out” what it is like to be a member of the Vestry. This candidate would need to meet with Fr. Lee initially and would be eligible to run for the full 3-year term.

Old Business

None at this time

Ashley Eason offered a closing prayer.

Anne O'Dell moved to adjourn the meeting, Denise Sheehan seconded and the meeting was unanimously adjourned at 7:30pm.

Respectfully submitted,

Tori Cannon

Vestry Clerk

