

**St. Paul's Episcopal Church
Wilmington, NC
Vestry Meeting Minutes
September 9, 2024**

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

Absent: Phillip Weiss

Fr. Lee called the meeting to order at 6:02pm and opened the meeting with a prayer marking the Church's remembrance of Sister Constance on the anniversary of her death.

Approval of the August Meeting Minutes

Steve Haughey made a motion to accept the August minutes, seconded by David Tousignant and the minutes were unanimously approved.

Rector's Report

Parish Retreat - 30 parishioners gathered at Trinity Center on Labor Day weekend for the Parish Retreat. It was a great mixture of fellowship, fun, respite, and spiritual nourishment. Folks who went reflected on Sunday during the sermon at eucharist that they came away with deeper relationships with folks whom they only knew at the surface level from Sunday interaction. Next year is already booked and we will probably look at ways to make sure we have scholarships available as well as subsidies for families with school aged children. It is not cheap for a family.

This time of year always begs the question of whether or not we should have a Ministry Fair. I don't think that early September is the way to go here at St. Paul's. September is a big month for travel for many of our retirees. And we don't really have a Welcome Back Sunday because our attendance stays fairly level all year round. So, I am suggesting that we have a Ministries Fair in Stewardship Season, highlighting not just our treasure but also our time and talent. And I am wondering between Parish Life and Membership, if we might be able to arrange that.

1858 Circle update - we now have approximately 20 people who have made plans to remember St. Paul's in their final arrangements.

Brendan and Kira Party - Friday October 4, 5:30 - 7:30

The HR Committee will be meeting to begin work on a revised HR Policy, Job descriptions, staffing and volunteer needs. We are doing this works to anticipate the bandwidth needed for future staffing and volunteer possibilities.

People's Warden Report—Steve Haughey

Parish Hall and Church

- We have assessed the storm damage to the Parish Hall (ceiling tiles) and Lower Level caused by Tropical Storm Debby. Heavy rains also caused swelling at the Market Street doors in the NARTHEX and the Handicap door in the NAVE, preventing them from closing properly. Since our deductible for a "Named Storm" is 2% of the value of the building, there is no merit in filing a claim.
- CGC Historic Restorations completed gutter repairs and reattached the roof cap over the Parish Hall on August 27.
- HVAC unit #3 drainage system has a design flaw that may not be corrected until a replacement HVAC unit is required.
- The compressor fan motor for unit #5 was installed on August 29.
- SILKWOOD started iron railing work on Tuesday August 13. Phase 1 was completed Friday August 23. SILKWOOD advised that during the sanding operation, they discovered the upper section of the Market Street Lamps are solid brass. Lamps will be removed and will be treated separately. Phase 2 (anti-oxidizing coat) is almost complete, and phase 3 (primer) has started. There are several loose rails that required spot-welding and this was completed on August 31 for an additional cost of \$600. There are about 6 locations where the railings need to be reattached to the building.
- The grease trap in the North Lower Level was pumped out on Monday August 19.

Ormond Center

- On Thursday August 8 while conducting an inspection following TS Debby, the picture window at the front of the OC was found damaged. There was no sign of vandalism and cannot confirm if it was storm related. Contacted two glass companies for a replacement quote. Window will be boarded up as a precaution and to prevent further damage. Because the window appears to be custom made, replacement window could take 6 weeks or more. Contract was signed with ANDERSEN on Wednesday August 21 and the date for the final measurements has been pushed out to September 10.
- SR&R completed abatement work on September 6. All equipment and shelving were removed the week before in preparation for work to start on schedule. Access to the OC is now by the front door key only.
- The 12 Step Group that meets in the OC and Sykes Cleaning have been notified the building is not available for at least the first 2 weeks of September. Will have Sykes conduct thorough cleaning of the OC following the 'put back' process.

Activities

- St. Paul's Children, Youth and Family Beach Day was held at Topsail Beach on Saturday August 24.
- Students and Educators were invited to bring their backpacks to Church on Sunday August 25 for The Blessing of the Backpacks.

Grant Status

A big "THANK YOU" to Anne O'Dell, Judy Wilson, and Cecelia Peers for making the following happen:

- The Diocesan Grant request of \$20K to assist with the cost of the Design Development Phase of the Capital Campaign was submitted August 21.

- The LEHTO Grant submission is in final preparation. Submission deadline is September 16, but is expected to go out ahead of time. This grant will reimburse us for the cost of the iron railing project.
- The Cape Fear Garden Club Grant is pending Board approval. This grant is for just over \$2K for soil renourishment additives/chemicals and new pine straw on the campus. Approval is expected at the Board's September meeting.
- The WRAL Azalea Garden Grant request for 40 new plants was submitted last week ahead of the August 31 deadline.

Looking Ahead

- Children's Choir begins Tuesday September 3.
- Lunch following the Wednesday Midday Service will resume on September 4. Breakfast following the 8 AM Service and the full Sunday reception after the 10:30 Service will resume on September 8.
- Back to School Breakfast for teachers and students will be held Sunday September 8.
- Circle of Care will meet Tuesday September 10 in the Parish Hall.
- Sunday School Classes begin Sunday September 15.
- St. Paul's Crafters begins Saturday September 21. 'Crafters' will meet the third Saturday of the month.

Treasurer's Report—Scott Sheble

As of 8/31/2024:

Total income is \$535,874.18 which is 60.6% of the approved 6/10/24 budget.

Total expenses are \$533,071.27 which is 60.3% of the approved 6/10/24 budget.

This leaves a net income of \$2,802.91.

The Endowment Fund total reflects \$1,037,853.92 and the balance of the Reserve Savings Account is \$999,039.20.

As of 8/31/24, the Capital Campaign balance is \$1,989,142. which is 56.8% of the 3.5M goal or 79.57% of the 2.5M goal.

Steve Haughey made a motion to accept the 9/9/24 Operating Fund Monthly Treasurer's Report.

Membership/Human Resources—Lisa Sanders-Park

Update on Committee Leadership

- Rhonda Jones is not available at this time to lead the committee
- Lisa Sanders-Park is excited to begin leading this committee
- Karen Day will serve as co-chair

Gathering the Committee & Making a Plan for the Year

Lisa & Karen are working to:

- Create a clean, thorough list of what the committee and the chair do. This has been hard to gather. Lisa and Karen plan to get started, then see if Caleb, Meagan, and those on the committee (which hasn't met since Meagan discontinued leading it more than a year ago) can help.
- Orient Lisa as the Committee Chair

- Determine who is on the committee. Some of those who were may want to keep serving (Barbara Bucci, Ruth G, Don B) and there are some new people too (Rhonda, Jessica L?). Should be fun.
- Gather the committee to get reacquainted, create a sense of team, ignite some enthusiasm, cast a vision for the year (set dates for upcoming events), and see how people want to serve.
- Carry on!

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

Quarterly Fellowship Dinners 2024 -- July 28 + October 27

The next event is scheduled for October 27. Karen and Ruth Gates have worked to find 6 hosts and are now getting RSVPs for participants.

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

Possible addition: Lisa is praying about and has corresponded with Father Lee about the possibility of adding a spiritual gift assessment and ministry matching piece. This may have been offered in the past. Please join us in prayer.

Building & Grounds—David Tousignant

The light has been fixed in the Chancel.

Capital Campaign—Fr. Lee/ Scott Sheble

Pledges for 2024 total \$686,420.57.

As of 8/31/24, \$429,795.69 have been received, leaving \$256,624.88 still to be collected.

Total income (gifts, pledges) for the Capital Campaign totals \$998,192.21.

Total expenses (Generis contract, Ormond renovations, Architect fees) total \$74,490.36.

Net income totals \$923,701.85

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

Stewardship—Denise Sheehan

“Lamps Lit – Hearts on Fire”

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

Denise shared a picture of the logo being used in the Stewardship Campaign.

New Business

Fr. Lee provided an update on the final draft of the contract for Gray Hudson, the architect working on the capital improvements to St. Paul's. Father Lee remarked “The Contract with WWKW has been finalized after a thorough review and a few explanations from the Architect Gray Hudson. There were some questions from the very competent members of the Long-Range Planning Committee. In particular, there were some clarifications needed from Bill and Karen Smith who are both very qualified in construction and civil engineering. They spent their careers looking at these types of contracts and their questions were appropriate and thorough. It is ready to go with minimal adjustments from the initial

draft that has been in the Drive. Essentially, the only thing that has changed is updated language in 1.1.1 to more clearly exclude the cost of schematics from this new portion of the contract because they have already been done.” David Tousignant moved to accept the contract as written pending no changes or amendments, Anne O’Dell seconded and the contact was unanimously approved.

Ashley Eason reminded the Vestry that October 6th is the beginning of CreationTide and will be celebrated with the Blessing of the Animals at St. Paul’s.

Old Business

None at this time

Ashley Eason moved to adjourn the meeting, David Tousignant seconded and the meeting was unanimously adjourned at 6:50pm.

David Tousignant offered a Collect to close the meeting.

Respectfully submitted,

Tori Cannon

Vestry Clerk