

**St. Paul's Episcopal Church  
Wilmington, NC  
Special Vestry Meeting Minutes  
January 22, 2025**

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

**Absent:** Carol Field

**Fr. Lee called the meeting to order at 6:00pm. A prayer was offered for the passing of a Vestry member's family.**

**Fr. Lee reminded us that the Annual Meeting will be on Sunday, January 26th at 9am. Carol Field, Anne O'Dell, Steve Haughey and Scott Sheble will provide updates to the parish.**

**The annual Vestry retreat will be held on Saturday, February 8th at Church of the Servant from 9am-4pm.**

**Treasurer's Report—Scott Sheble**

As of 12/31/2024:

- Total income is \$845,012.52.
- Total expenses are \$845,012.52
- This leaves a net income of \$0.00.
- The Endowment Fund total reflects \$987,703.76 and the balance of the Reserve Savings Account is \$188,188.61.

The proposed 2025 budget was presented as of 1/21/2025:

- Total income is \$979,000.00.
- Total expenses are \$979,000.00.
- This leaves a net income of \$0.00.

The Treasurer's Report and the proposed 2025 Budget was unanimously approved by the Vestry.

**HR Policy—Barbara Banks**

Barbara reports that revisions are being proposed to the existing Human Resources Policy; specifically, Section 3-1.8 regarding unpaid leave and Section 6.1 regarding vacation. These changes would be made in an effort to enhance recruitment, increase the competitiveness of the benefits, to update verbiage and to provide clarity. It was also noted that this policy applies to Lay Employees not subject to a Letter of Agreement.

David Tousignant made a motion to change verbiage in Policy 3-1.8 from "will" to "may" in regards to unpaid leave. The motion was seconded by Steve Haughey and unanimously approved.

Motion to accept the revised HR Policy was made by Lisa Sanders-Park, seconded by Scott Sheble and unanimously approved by the Vestry.

**David Tousignant moved to adjourn the meeting and the meeting was unanimously adjourned at 6:38pm.**

Respectfully submitted,  
Tori Cannon  
Vestry Clerk