

Vestry Minutes for March 10, 2019

Present Vestry Members, Staff and Parishioners:

Genie Davis, Rev. Greg Warren, Carolyn Scott, Jeff Aulgur, Brett Hardison, Melissa Courtway, Marilyn Losardo, Chris Odom, Kristina Ward

Rev. Warren opened the meeting with prayer at 1:01 pm.

- Previous month's minutes (February 19, 2019) reviewed and approved:
 - Motion to approve February minutes by Carolyn Scott with no changes.
 - Seconded by Marilyn Larson.
 - Unanimous vote in favor to approve.

- Parochial Report Approval discussion lead by Rev. Warren:
 - Reviewed 2018 Parochial Report: highlights- increase in members, good attendance at Sunday services (see report for other details)
 - Only change needed- increase number for Wisdom House from 25 to 160 per Brett
 - Motion to approve the St. Peter's 2018 Parochial Report with Wisdom House number change by Brett Hardison.
 - Seconded by Carolyn Scott.
 - Unanimous vote in favor to approve the report.
 - Parochial Report will need to signed John and Taylor Tennison.

- Junior Warden Report given by Brett and Rev. Warren (details from John Churchwell):
 - Sanctuary (nave) lighting updated to LED lights- cost \$500.0
 - Rekeying discussion:
 - Need to simplify the number of keys that members and others have
 - Liability problem and insurance issues related to a probable break-in
 - \$400.00 estimate to rekey and fix problem locks
 - No church key policy at this time
 - Concerns about the sacristy and vesting rooms (expensive items located in both areas)
 - **Action item**: estimate for key pads on vesting and sacristy doors (John Churchwell)
 - **Action item**: create a church key policy (John Churchwell and Rev. Greg Warren)
 - Discussion tabled until a formal key policy can be created and reviewed
 - Parish Hall Chapel Upgrades:
 - New floor covering and new lighting in the Parish Hall chapel needed
 - Discussion about replacing flooring and lighting in the chapel with Memorial Committee funds
 - Table discussion until further discussion with the Memorial Committee members
 - Tables for Parish Hall:
 - Need new, better quality tables for the Parish Hall. Eventually will need a total of 15 tables
 - Ask Virco for employee price for their tables- \$225.00 apiece

- Motion made by Brett Hardison to purchase 4 tables from Virco for a cost of \$1000.00.
 - Seconded by Jeff Aulgur.
 - Unanimous vote in favor of purchasing 4 tables at a cost of \$1000.00 from Virco.
 - Lighting (external):
 - Bar lights attached to the wall of the church.
 - No electricity for free standing external lights.
 - **Action item**: estimate of bar lights by the end of March (John Churchwell).
 - **Action item**: discuss with city of Conway for a lighting approval (Rev. Greg Warren).
 - Church is located in the Overlay district of Conway
- Easter Banquet/ Easter Virgil:
 - After 11:00 service on April 21, 2019- Easter brunch
 - April 22, 2019 Easter Virgil- later due to the time change (will begin at sunset), champagne and chocolate covered strawberries after the service; Claire Losardo will make the strawberries and Dalton will bartend.
 - Jeff Aulgur, Claire Losardo and Melissa Courtway have volunteered to co-chair the Easter brunch.
 - **Action item**: Plans and details to follow by the offsite vestry retreat at the end of March (Jeff, Claire and Melissa).
 - Discussion of “break the fast” table (items given up during Lent)
- Marv Crummer Reception:
 - Scheduled for **2:00 to 4:00 on Sunday, March 24, 2019**
 - Artist reception
 - Meet the artist and art show
 - Refreshments headed by Carolyn Scott
 - Encourage vestry members to attend.
- Recognition of a new ministry for Jerusalem Greer:
 - During 11:00 Sunday service, **Sunday, March 24, 2019**
 - Cake made by Claire Losardo
- Weekly Counter Duties Review:
 - Pairing people who are comfortable with non-comfortable people.
 - **Assigned Sundays**:
 - 1st Sunday- Brett Hardison and Carolyn Scott
 - 2nd Sunday- Chris Odom and Marilyn Larson
 - 3rd Sunday- Kristina Ward and Melissa Courtway
 - 4th Sunday- Genie Davis and Jeff Aulgur
 - 5th Sunday- Brett Hardison and Carolyn Scott
 - Claire Losardo wont’ count to due hospitality responsibilities
 - **Action item**: check with accountant if it’s ok to have the same people count together each Sunday (Rev. Greg Warren/ John Churchwell).
 - **Action item**: update the counter’s closing duties handout, make sure to include red bag under the lectern (Chris Odom).

- New bookkeeper hired: Cathy S. (will remote from Washington State until she moves to Conway in June).
- Guatemala Mission Trip Discussion:
 - Need to be a non-profit (503 C) for liability issues.
 - Start discussion with leaders of the trip.
 - If it becomes a non-profit, more opportunities for grants.
 - Need a guide book (manual).
 - Code of conduct created.
- Vestry Offsite Retreat:
 - **Date Saturday, March 30, 2019 (all day)**
 - **Action item:** contact Katrina Wilcox about use of their lake house in Heber Springs (Chris Odom).
 - Last year we discussed our vision and mission.
 - Topics:
 - Discussion about our 31 ministries.
 - Church volunteer issues
 - Art Ministry
 - Keys
 - Realm training
 - Nonviolence communication activity/ discussion
 - January financials
- January Financials:
 - Financials are in a transition period between Quick books and Realm.
 - No January financials to look at or to approve.
 - Highlights from financials:
 - Strong giving, stewardship in May, other ways to giving (example: text to give)
 - Finance committee will meet this Thursday, March 14, 2019
 - Slow copy of the January financials will be emailed out by Rev. Warren, approval not needed until the end of March
- Other Business:
 - Need more Realm training and communication with members.
 - **Action item:** email out Realm invites again to members (John Churchwell).
 - **Action item:** more details about Realm in Wake Up emails (John Churchwell and Jacob Turner).
 - **Action item:** ask about Instant Directory app availability after March 15 (Rev. Greg Warren and John Churchwell)
 - **Action item:** vestry concerns about Realm need to be added to the group communication in the app to help the staff be aware of the concern (all vestry members).
 - Office/ workroom doors:
 - Email from John not clear on what we need to do with those doors.
 - New Job Descriptions:
 - Information and pictures of those hired will be posted in the lobby.

- Brett Hardison motioned to adjourn the meeting at 2:50 pm.
 - Marilyn Larson seconded the motion.
 - Unanimous vote in favor to adjourn the meeting.

NEXT VESTRY MEETING – SATURDAY, MARCH 30, 2019- offsite retreat: details to follow from Chris Odom

March Vestry Counters:

March 17: Kristina Ward and Melissa Courtway

March 24: Genie Davis and Jeff Aulgur

March 31: Brett Hardison and Carolyn Scott

Minutes submitted by:

Genie Davis

3/11/2019