

**ST. ANNE'S EPISCOPAL CHURCH
ADMINISTRATION OFFICE**

APPROVED W NO CHANGES BY VESTRY IN MAY 19, 2020 MTG
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VESTRY MEETING MINUTES, March 16, 2020

Vestry Members Present: Fr. Richard Chandler (Rector) – Al Alcox, Bruce Augsburg (2020), Jerry Barger (2020), Kathleen Jackson (2018), Cathleen Moran (2020), Edwina Reisig (JW), (2018), Tommy Thomas (SW), Bobbie Zerbe (2019)

Vestry Members Excused: James Eno (2018), Doris Flynn, (2018) Terry LaGree (2018)

Staff Present: Linda Axelson, Vestry Clerk

Staff Excused: Barbara Hernandez, Treasurer

The meeting was called to order at 6:00 p.m. with Fr. Rich leading the vestry in prayer. The Vestry Clerk provided the meeting agenda, and February 2019 meeting minutes were emailed to the Vestry members in advance of this meeting.

February Meeting Minutes: The minutes of the February meeting were reviewed and approved with no changes (Tommy/Jerry). The February minutes will be watermarked "approved," posted in the parish hall, and published in pdf format on the website.

Special Announcement: *Fr. Rich reported on the announcements made by the CDC, federal government, and the Central Florida Diocese to temporarily close all Sunday services and workday programs. Discussion resulted in vestry concurrence to follow suit for St. Anne's. An announcement will be sent out via FlockNote and hard copy mailings. The food pantry will close, but Jerry will lead a food ministry by handing out packaged and canned goods, and frozen foods, on Wednesdays from 5-7 pm. The vestry workshop is tabled until sometime after Easter.*

Treasurer's Report: Reports were provided to each vestry member.

Operating Budget Summary: February income was \$18,684, which included \$500 for Food for the Poor, \$330 for A/V ministry, \$300 for Loving God Campaign, \$307 for Parish Hall floor, \$105 Food Pantry, and \$100 for St. Anne's Mobile Ministry for food. Disbursements were \$21,503, which was (\$2,819) more than the income. Disbursements included \$101 for Food Pantry, \$500 Food for the Poor, \$412 A/V Ministry, \$514 Transportation Ministry (50k mi checkup, new battery, gas, wash), and \$524 listed under Contingency is for Columbarium Inscriptions, that will be reimbursed by the owners in future months. Of the \$2,819 overrun, \$2440 are Directed Gifts (including Columbarium) that reduce the actual overrun to \$378.

Treasurer's **Report** was accepted.

Senior Warden Report: Tommy reported on the Wardens and Vestry Training recently held in Winter Garden. Fr. Rich, Tommy and Linda attended the all-day training, during which clear guidance was provided on required reports and **plans**. We are in good shape, as our Disaster Plan is 75% complete and we are plugged into the various modes of communications with the Diocese. It was stressed at the workshop that the fiscal/financial responsibility of the church falls squarely on the vestry, who needs to become knowledgeable and responsible.

Following guidelines outlined in the workshop, St. Anne's is adopting a Vestry Covenant; eight attending members signed the covenant.

Action: *Vestry Clerk will follow up with the remaining three vestry members to obtain their signed covenants as soon as possible.*

Vestry members must review risk Management Policies of the Diocese of Central Florida (Prevention of Child Sexual Abuse, Exploitation and Harassment), and certification of moving toward full compliance must

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be signed by all vestry **members** and the Rector. Also required is certification that each vestry member has received a copy of the "Anti-Racism Training" booklet and will strive to help dismantle the structures of racism and sensitize those who embrace such structures to see the face of God in the people of God. All vestry members present received the booklet and signed the certification statement.

Action: *The vestry clerk will follow up with those vestry members who were excused or absent from this meeting to provide each one with the booklet and obtain their signatures on the document; the document will then be submitted to the Diocese of Central Florida.*

Junior Warden Report:

Parish Hall Floor Refinishing: Edwina provided additional proposal for refinishing parish hall floor; the vendor is not licensed or insured, therefore not qualified to do the work. Motion was made to use Allstar janitorial service one time per year (Jerry/Bruce) and was carried with no opposition.

Action: *The Senior Warden will meet with Jimmy Holland re: sexton position.*

Committee Reports

New Mission Statement Cmte: Committees are under development and growing. Welcoming Committee: Cathleen Moran and Bobbie Zerbe will work with church administrator on the welcome packets, ensuring that each visitor receives one in a timely manner. Outreach Committee has grown to eight members. Visitations Committee – information from each visitor or new member is provided by the ushers to the church administrator, who then initiates a welcome email, Fr. Rich sends out a personal note, thanking them for attending the service, and the Visitations Committee follows up with a phone call and visitation in person, if that is a welcomed option on the part of the visitor/new member. Social Committee is comprised of Linda and Edwina. Fr. Rich has chosen Youth Group – a Sunday school curriculum; he will work with the small team of interested teachers/mentors.

Events Planning Cmte: Funding for the Loving God, Living Jesus Campaign is low. Jerry and Bruce would like to initiate a chicken dinner as a fundraiser for the Campaign. Perhaps speakers could be added to Sunday services, beginning again after Easter. A steel drum band is available; could be hired to play at a Loving God, Living Jesus picnic. Would need funding assistance, as they charge about \$400 for a performance. An end of the school year splash party could be added to a "fluid" list of activities.

Old Business:

Rectory Repairs: Servpro quoted \$800 for mold abatement, but does not require residents to vacate the premises. Will Construction in Homosassa was recommended, as well as Papa Bear Construction. Estimated charges would be between \$500 and \$600 and a requirement of residents to vacate the premises. Recommendation was made for arrange for motel accommodations for the Rector's family during the process.

Electronic Sign: Proposal was received from AllRight Signs. Black background with amber letters will face westbound travelers. Can be installed in four to six weeks; an anonymous donor covers funding.

New Business

A/V Equipment Request – Bert Henderson thanked Al Alcox, recognizing him as a "go to guy" for A/V equipment and procedures. He also thanked Harold, Sam and Vinny for their work on the A/V system wiring improvements. The A/V team is building up to provide more coverage for both Sunday services. Bert provided a review of the Sennheiser buy-back program, essentially a wireless mic trade-in for equipment running at 600 MHz. Our current equipment runs at 623 MHz, which is above the 600 MHz in all cell phone usage, and can no longer be legally used. The buy-back program is for up to \$600 for

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our mix, but there is no guarantee as to the actual buy-back amount. Our mic is not listed in the program requirements list, so Bert contacted Sennheiser directly and confirmed that our equipment would qualify for the program. He would like the A/V ministry to borrow \$649 for a new mic, and pay back through the buy-back program amount, plus any difference between that amount and the cost of a new mic. Fr. Bruce, when presenting at St. Anne's for the Food for the Poor, indicated that we have a "cutting edge A/V system." A motion was made (Edwina/Jerry) and passed to approve the action of borrowing the funds for the new mic and following through with the buy-back program for our current mic.

Special Vestry Meeting: Vestry will meet again on Monday, 30 March at 6:00 pm to review temporary closure and any other pressing business.

Adjournment: Closing prayer was provided by Fr. Rich and meeting was adjourned at 7:30 pm

Respectfully submitted by Linda Axelson, Vestry Clerk.

ATTACHMENTS:

1. Feb. 2020 Treasurer's Report
2. Diocese of Central Florida Anti-Racism Information Training Booklet

Action Items:

Item	Responsibility	Due	Status
Vestry Covenant signatures for three absent vestry members	Vestry Clerk	Next face to face meeting	Open
Provide copies of Anti-Racism Training Booklet to three absent vestry members; then submit certification document to CF Diocese	Vestry Clerk	Next face to face meeting	Open
Meeting with Jimmy Holland re: sexton position	Senior Warden	By April Meeting	Open

Follow-up Procedure:

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| <ul style="list-style-type: none"> o <i>Minutes and action items will be emailed to Vestry members by COB Monday, 30 March, 2020.</i> o <i>Call for Agenda Items will be emailed to Vestry members by COB Monday, 6 April, 2020</i> o <i>Agenda for next meeting will be emailed to Vestry members by COB 7 days in advance of the next meeting, unless otherwise advised.</i> o <i>The next Vestry meeting is scheduled for Monday, April 20, 2020, at 6:00 pm.</i> |
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