**St. Brendan the Navigator**

**Minutes of the Vestry Meeting**

**May 21, 2019**

Present: Lis Ingoldsby, Josephine Jacob, Pete Dane, Tom van Buren, and Barbara Kourajian. Miriam Antich was present by video conferencing.

 Senior Warden Lis Ingoldsby called the meeting to order at 2:04 p.m. Barbara offered an opening prayer.

**Review and Acceptance of the Minutes from the April 16th Meeting**

 Pete moved to accept the Minutes of the April 16th meeting; Miriam seconded the motion. The minutes were approved.

**Treasurer’s Report**

 Pete reported there was nothing remarkable about the April financials.

 A policy approved by the Finance Committee on April 4, 2019 for handling the sale of stocks that come into the Church’s investment account at Fidelity was presented to the Vestry for their approval:

 *That equities transferred to the Church’s account to fulfill pledge commitments to the operating budget be sold within two (2) business days of receipt of those stocks into the account.*

 *We further agreed to propose that the Treasurer work with one or two members of the Finance Committee, namely those with trading expertise, to fulfill the fiduciary responsibility we have to execute a sale that is beneficial to both the Church and the donor. This will also serve as a self-auditing process.*

 Pete moved to accept this policy. Barbara seconded the motion. The motion passed.

**Ministry Updates**

Building & Grounds

* Information on Consolidated Communications vs Spectrum Costs: Jo reported

Consolidated Communications has a special 3-year offer (50% off their regular price): the price for two phone lines and internet is $117.35/month. There was still some question on whether we are using Spectrum for our internet. Jo was advised to check the bills for clarification. We left it to the wardens and treasurer to make a decision going forward.

* Update on Handicapped Access/Door information: Jo and Meg have been

working on this. An estimate from Stanley Access Technologies for a Magic Force Swing Door Operator is $2995. Additional costs for electrical work puts this over $3,000, requiring further bids. It was suggested we check with Mike Hewes and other facilities on the peninsula with such systems (e.g. Blue Hill Hospital) for information on vendors and cost. We talked about paving the area at the back of the church for better accessibility. Jo is to get a bid on the paving from Skip Eaton and a bid for the electrical work for the door.

* Update on Spring Clean-Up: Lis suggested a single day for parishioners to gather

to tackle projects would be ideal -- there would be the advantage of camaraderie while working. We decided our Spring Clean-Up day would be Saturday, June 15th.

Outreach

 Tom reported the Outreach Committee will be meeting on Thursday, May 23rd. We discussed funding for the upcoming Celtic Poetry and Music Evening. Tom said the Outreach Committee is still discussing this idea of allocating part of their funds to offset the costs for community events. The Vestry decided that a Community Programming Committee might be a better option to facilitate such events. At this point, the Vestry will take the lead on this new committee.

 WindowDressers: Plans are to have a build this fall but no date has been set. There was some discussion about joining the Blue Hill Build. The fall build will be discussed at the next Outreach meeting.

Worship & Music

 Barbara reported we have supply priests scheduled through the end of September. Housing for Richard Mallory needs to be secured/confirmed. Also, the Education and Spiritual Development Ministry needs to work with Richard on his offering during September.

Pastoral Care

 Miriam reported cards are being sent for birthdays and for recovery from illness. She remarked these have been appreciated by the recipients. Currently, the bulletin and Newsletter have different prayer lists – these need to be coordinated so we are using the same list.

**Search Committee Update**

 Barbara asked the Vestry for their approval of the Search Committee’s work on the OTM (Office of Transition Ministry) responses. Pete moved that the Vestry approve with great thanks the work the Search Committee has done to complete this part of our portfolio. Tom seconded the motion. Motion passed. Barbara relayed Michael Ambler’s request to confirm the compensation for this 1/3 Priest in Charge position. Once this is confirmed, Michael can complete his portion of our OTM Portfolio and the job will be listed. Pete will check this figure and report back to the Vestry.

**Nominating Committee**

Pete has been charged to constitute the Nominating Committee. We decided the Annual Meeting will be held on July 28th.

**Personnel Committee Update**

* Update on Office Position job description: Lis passed out the most recent draft

of the position. We agreed this was an improvement and an ideal description of the needs of the job. Miriam remarked we need to add the website as one of the responsibilities of this position. We discussed the idea of having parishioners volunteer a couple of mornings/afternoons a week to keep the church building open in the summer.

* Update on personnel review: Lis met with Connie Mayo for her yearly review.

 **Other Business**

* Diocese of Maine – June 22nd Consecration Tickets: Lis stated St. Brendan’s will

receive eight tickets for the event: two seats in the nave, two seats in the chapel, and 4 seats in the upper and lower parish halls. Vestry agreed our Convention delegates should be given tickets if they would like to attend the event. This week’s Newsletter will ask parishioners to respond if they are interested in attending. If interest is greater than the number of tickets we have, Lis and Pete will consider Ministry representation in determining who will receive tickets.

 Our next Vestry meeting will be Tuesday, June 11th at 2 p.m.

 We closed the meeting by reading the Prayer of St. Brendan together. The meeting adjourned at 3:41 p.m.

 Barbara Kourajian,

 Clerk