

**St. Peter's Episcopal Church**  
**Vestry Regular Meeting - August 12, 2024**  
**AGENDA**

1. Adoption of Agenda

***Formation***

2. Order for Evening Prayer

***Discussion***

3. Approval of Minutes
4. Treasurer's/Finance Report

***Action***

5. Approve Interim Rector Letter of Agreement
6. Approve Parish Engagement/Listening Session Consultant
7. Select Search Committee Chair(s)

***Information***

8. Senior Warden's Report
  - a. Parish Engagement/Listening Session Next Steps
  - b. Search Committee Next Steps
  - c. VPOS Procedure Update
  - d. Transparency Steps
  - e. Next Coffee with Vestry
9. Junior Warden's Report
  - a. Upcoming Replacement/Remediation: HVAC, Elevator
  - b. General Updates
10. Key Upcoming Dates:
  - a. Coffee with the Vestry: August 25<sup>th</sup> between services
  - b. Next Vestry Meeting: September 9<sup>th</sup> @ 5:30 pm

**St. Peter's Episcopal Church**  
**Vestry Minutes**  
**August 12, 2024**

**Members Present:** Ken Saitow, Senior Warden, Jim Carpenter, Junior Warden, Rhonda Warren, Clerk, Bob White, Rob Hicks, Kevin Green, Diane LoCastro, Tracy Smythe, Clint Smith, Leigh Coulter Beall, and Connie McDaniel via Zoom.

Call to order by Ken Saitow at 5:35 PM. Ken established a quorum.

**Adoption of Agenda:** **Bob** moved, and Diane seconded the motion to adopt the agenda as presented. The motion carried.

**FORMATION:** Ken presented the Order for Evening Prayer.

**DISCUSSION:**

**Approval of minutes:** Tracey moved, and Rob seconded to accept the minutes of July 15, 2024, as written. Motion carried.

**Treasurer's Report:** Connie reported favorability in the funds. We were budgeted to transfer funds into the Schuyler fund however Connie is recommending no transfer due to expenses related to the interim rector position. Connie is not concerned about any regular expenses. Please see budget report in the packet including Source of Funds for Rector Transition and any Budget Shortfall. Estimated shortfall of the Rector transition is \$15,954.

**ACTION:**

- A. **Approve Interim Rector Letter of Agreement:** We reviewed the letter of agreement between St. Peter's Church and The Rev. Douglas G. Hodsdon. It was noted that Father Hodsdon was looking at a rental property in Old Town Fernandina Beach at \$5000 per month. The rental agreement is not available currently. Ken reviewed Father Dodson's salary range as proposed by the Diocese. **Rob moved to approve the Letter of Agreement with Father Hodson. Leigh seconded the motion. The motion carried.** Father Hodsdon's first day will be August 19. He will preach all 3 services on the next 2 Sundays. A parishioner donated \$7500 towards the interim rector transition.
- B. **Approve Parish Engagement/Listening Session Consultant:** We reviewed the resume of Rev. Becky Rowell. We discussed the proposal of Rev. Rowell. **Bob moved to accept the agreement with Rev. Rowell. Tracey seconded the motion. The Motion carried.** A kick-off meeting with Becky and the Vestry will be August 25 or 27 at 5:00PM. Please let Ken know if you can attend. The kick-off meeting for the parishioners will be September 27 or 29. The sessions will be announced on

September 4. We will be conducting pilot session September 8-14. There will be a QR Code set up on Realm for transparency

- C. **Select Search Committee Chair:** We reviewed the voting done on four possible chairs for the position. Those candidates were chosen at the last Vestry meeting. Kim Page scored the highest votes. We discussed whether to have co-chairs and decided against it. The chairperson can decide if she wishes to have a vice-chair. **Leigh moved to appoint Kim Page as chair of the search committee. Jim seconded the motion. The motion carried.** We will start looking for members of the search committee. The search committee will be 9-11 members. Parishioners can let us, or the office know if they are interested in the committee.

## **INFORMATION:**

### **Senior Warden Report:**

- A. **Coffee with the Vestry.** This will take place on August 25 between the 9:00AM and 11:00 AM services in Burns Hall. Anyone is welcome to join.
- B. **VPOS:** There is an updated procedure for collecting and counting the offering. The VPOS will ask the greeter or ushers to witness the deposit of the monies and placing it in the safe. Witnesses should not be related to you.

**Junior Warden Report:** Please see the Junior Warden's report. Jim said the cost of all the electronic locks has come from of the Foundation. We will use the icemaker until it quits working. Cost of a new icemaker is \$5000. The Bid for replacing the elevator is \$100,000. There is nothing wrong with the elevator but if the computer dies, we will need to replace it. The computer for the elevator was built in 1998 and is 25 years old. Jim will continue to do research and is looking for someone in the parish with knowledge of elevators. The upstairs HVAC unit was installed in 1998-1999. There are 11 air handlers, and we would also need new thermostats. The estimate for replacement is \$100,000 including an additional \$25,000 for ancillary items. We can finance the cost. **Bob moved to approve obtaining a bid to replace the air-conditioning upstairs using Ed's Comfort Systems. Diane seconded the motion. The motion passed.**

Dates:

Coffee with the Vestry August 25 between services.

Next Vestry Meeting: September 9 @ 5:30PM.

Leigh moved to adjourn the meeting at 7:25 PM. Diane seconded the motion. All were in favor and the meeting adjourned.

Respectfully Submitted,

Rhonda Warren, Clerk of the Vestry