

**Minutes of the Vestry
St James by-the-Sea
September 28, 2004
6:30p.m.**

The meeting was called to order by Rev. Ron Jaynes. Present were: Keith Kendrick, Susan Rust, Roger Craig, Louis Beacham, John Norris, Stephen Treadgold, Jill Jordon, Gina Woodford, Maxim Webb, Frank Gradijan, and Micki Farrell. Guest: Angela Thompson, Ian Williamson, Garth Howe, Rev. Julia Christian, and Laura Atwater. Absent: Chris Christopher, and Brian Williams who are both traveling.

Father Ron Jaynes Read the Prayer for the Parish in place of the devotion.

The minutes were approved by Roger Craig and seconded by Gina Woodford, with corrections on page 2 line 2.

Interim Rector's Report: See SPTF below.

Senior Warden's Report: Keith gave a special thanks to all those who participated and helped with Rally Sunday.

Annual allocation to Diocese – The official request was received. The Diocese asked that our pledge be raised by 20%. More information will be available on the October agenda.

Request from the Parish Nurse regarding auto-defibrillator be purchase by the Memorial Fund. Gina Woodford was concerned about liability issues with the use of the defibrillator. Keith Kendrick mentioned that the machine is highly recommend and is used in churches and other various organizations. Rev. Julia Christian reported that staff training has started and will be repeated for ushers, and other members of the parish. Rev. Ron Jaynes noted that efforts will be made so that at least one person with training is scheduled to be present for all major services and events. A motion by Louis Beacham was made to approve the recommendation and seconded by Jill Jordon.

Nominating and Voting Procedures- Keith clarified the difference in formatting the questions for the Chimes, and also noted that the deadline mentioned in section 4 or the procedures would also change. Father Jaynes pointed out that the expectations of new vestry members as stated in section 3 of the nominating procedures be very clear. A motion was made by Roger Craig to accept the nominating procedures as recommended and seconded by Susan Rust.

Carole Scott has volunteered to return as Clerk for the next three meetings and will consider remaining for the next year.

The November Chimes deadline will be October 10th due to mailing delays from the upcoming presidential election.

Committee Reports:

Building Committee – Father Jaynes Reported that the report will be postponed until the next vestry meeting.

Real Estate Report – Reported that Rectory I is now back in escrow with a new buyer after falling out of escrow since the last meeting. The terms are: A contract for 2.5 million with an agent. There will be a 14 day contingency before we know if the deal is solid and approximately 30 days escrow. Louis mention that he encountered a situation for St James to sell the Hall for 5.5 million to put another church in it, but it was quickly ruled out by Father Jaynes and a general consensus, that the Hall is not for sale, but we do need to find ways to generate income on the Hall.

Risk Management (Chancellor Ian Williamson) – The proposed resolution regarding the Risk Management Committee Report was read and approved. Members of the ad hoc committee as outline in section 5 were assigned; They are: Roger Craig, Stephen Treadgold and Micki Farrell. Susan Rust is appointed as a liaison to work with the Altar Guild as outlined in section 7. Gina Woodford was appointed to work with Laura Atwater develop and formalize policies on the protection of minors as outline in section 10. Frank Gradijan was appointed the Vestry Liason as outlined in section 13. Louis Beacham expressed gratitude to the Chancellor for his work and made a motion to adopt the resolution and seconded by Gina Woodford and passed.

Finance Committee - The attached resolution regarding cash flow was approved. Keith Kendrick reported on behalf of the Treasurer. He mentioned that the Habitat for Humanity had a deficit and have not been making their commitment. They still have 2 more payments totaling \$10,000. There was a discussion on the issue in an effort to close the gap on this. Members suggested fundraisers, asking the parish to give, and maybe charge more at the various dinners/lunches offered by the church. Motions by John Norris and seconded by Jill Jordon that we accept the August financial report.

New Business: Resolution Draft relating to the policy and procedures for the sale of the Pepita Way property will not be proposed for consideration at this meeting, but hopefully will be ready for the next meeting.

The meeting adjourned at 7:30pm for consideration of the Strategic Planning Task Force report.