

**Episcopal Church of the Advent  
Vestry Meeting Minutes  
March 19, 2023**

Father Alan opened the meeting with prayer at 12 noon.

**Attendance:**

Vestry members present were Rev. H. Alan Leonard, Barbara Smith (SW), Lew Price (JW), David Hammond, Martha Francis, Richard Hudson, Angela Gloria, Sharon Werth, Noel Smith-Wong, Joel Rutenberg, and Frank Garcia. Carol Hoffman was absent. Present non-Vestry personnel included Alison Cioffi-Brown (Treasurer) and Fred Obligado (Finance Chairperson).

**Minutes:**

Vestry minutes from February 19, 2023 were reviewed with one minor correction and minutes from a special Vestry meeting March 5, 2023 were also reviewed. A motion to approve the minutes was made by Noel Smith-Wong and seconded by Angela Gloria. Approved by the Vestry.

**Treasurer's Report:**

Alison Cioffi-Brown reviewed January and February 2023 Profit and Loss Budget Performance figures. Motion to accept the report pending audit made by David Hammond and seconded by Barbara Smith. Approved by the Vestry.

**Rector's Report:**

Fr. Alan reported that attendance has been good for the Stations of the Cross and Lenten suppers on Wednesdays. He also mentioned the Spiritual Practice sessions between Sunday services run by Sam Wilson and he noted that there is a sign up sheet for the Maundy Thursday watch.

**Senior Warden's Report:**

Barbara Smith discussed the planned tutoring program for Spanish speaking elementary school children and the ad hoc hospitality committee.

**Junior Warden's Report:**

Lew Price updated the Vestry about current and future projects for property maintenance including landscaping and security measures (Frank Garcia).

**Old Business:**

1. Fr. Alan mentioned that the Safe Place program has been implemented and that door stickers were in place for the program.
2. Fr. Alan indicated that the Legacy Luncheon plans are proceeding under the direction of Lew Price as scheduled for June 10.
3. A yard sale is being planned by ECM for October 7 as coordinated by Richard Hudson.
4. ECM donated \$500 to Advent.
5. Fred Obligado discussed Sunday counting teams composed of Vestry members and distributed a schedule. Team I consists of Joel Rutenberg (Captain), Martha Francis, Carol Hoffman, and Barbara Smith for April, July, and October. Team II consists of Angela Gloria (Captain), Richard Hudson, Noel Smith, and Lew Price for May, August, and November. Team III consists of David Hammond (Captain), Sharon Werth, Frank Garcia, and Fred Obligado for June, September, and December. Trades will be accepted for scheduling conflicts. Two team members will count each week.
6. The ECW Spring Market is to be held June 17.

**New Business:**

1. Fr. Alan reviewed aspects of the Parochial Report to be submitted to the Diocese. Motion to approve by Joel

Rutenberg and seconded by Richard Hudson. Approved by the Vestry.

2. Fr. Alan mentioned the need for an audit committee to review finances for 2021 and 2022 consisting of two Vestry members and himself to be formed in the near future.
3. Fr. Alan proposed that the Sexton's pay be changed from an hourly rate to a salary of \$472 bimonthly beginning April 15. This was to accommodate a request made by the Sexton. Motion to approve made by Noel Smith-Wong and seconded by Barbara Smith. Approved by the Vestry.

**Next Vestry Meeting: April 16, 2023**

**Motion to Adjourn at 1:10 pm made by Frank Garcia and seconded by Sharon Werth**

Respectfully submitted,

Joel Rutenberg, Vestry Clerk