

**Episcopal Church of the Advent  
Vestry Meeting  
June 19, 2022**

The meeting convened in prayer by Fr. Alan at noon.

**Attendance:** *Present Vestry* – Rev. Alan Leonard, David Hammond (SW), Barbara Smith (JW), Scott Griffith, Lew Price, Noel Smith-Wong, Martha Francis, Richard Hudson, Sharon Werth, and Frank Garcia. Also in attendance was Alison Cioffi-Brown (Treasurer).

*Absent* – Carol Hoffman and John Coyle.

**Minutes:** Motion by S. Werth, seconded by B. Smith to approve minutes of May 15, 2022-- *Approved*

**Treasurer's Report:** A. Cioffi- Brown presented the May YTD P & L report. Although pledge income in May was below budget due to timing of receipts, the Church is performing well against budget through May.

Motion by D. Hammond, seconded by F. Garcia to approve the Treasurer's Report (P & L Budget Performance for May 2022)—*Approved Pending Audit.*

**Rector's Report:** Fr. Leonard reported:

- Church Committees and the Vestry will be taking a break in July for the most part.
- The plan is to get acolytes up and running for the Fall, with recruitment and training over the summer.
- Father Alan is leading Protestant Services this week at the USCG Base.

**Senior Warden's Report:** D. Hammond reported:

- No additional report or issues.

**Old Business**

- **Fence**—Richard Hudson repaired the fence along Franklin Ave. Thank you Richard!!
- **Roof**—Repair delayed again. Asphalt shingles that had been ordered and paid for by the Church were not available when contractor went to pick them up. Steps have been taking to resolve this issue. The contractor had taken interim measures to ensure that the ongoing leak does not result in permanent damage.
- **CPR/AED/FIRST AIDE Training**—D. Hammond reported that the Red Cross has agreed to do the training for up to 10 individuals for approximately \$200 per person. We have \$700 in a designated fund from a donation to use toward this purpose. The difference will be made up by Father Alan's discretionary fund. David is coordinating with the Red Cross to schedule the training on either Saturday July 9, 16 or 23 in the early afternoon.
- **Advent Dinners/ECM**—ECM has agreed to contribute \$500 to the annual budgeted revenue goal. We still do not have a chef for Advent Dinners, but are still in search of a Chef.
- **Landscaping**—Our planned landscaping work by an outside contractor is on hold due to short-handed labor. Weeding has been done; volunteers will be used as needed.
- **Repair/Upgrade of Stairs**—We are still awaiting the outside contractor (Bill Voda) to evaluate and give a quote on work (i.e., structural repairs, yellow caution taping). We will need to get a quote from an electrician for the lighting. The suggestion was made to solicit contributions from the Congregation for the lighting.
- **Church Celebration Dinner**—Scheduled for Sept. 9 and to be catered by David Craig. Father Alan's Discretionary Fund will be used to cover expenses. The dinner will be free of charge to parishioners.

## **New Business**

- **Floor Board**—As you enter the Sanctuary in the main door from the street there is a floor board sticking up creating a tripping hazard. Richard Hudson is going to evaluate and recommend appropriate action.
- **Lighted Exit Sign in Sanctuary**—Buck Electric incorrectly relocated the existing sign. They have been asked to replace the sign in the correct

location required by the Fire Department before we pay the bill for the work.

- **Church Credit Card**—The Church traditionally had a credit card to use for outside purchases. Having a credit card provided significant discounts on Altar guild purchases. Unless you pay a substantial annual fee (e.g., to American Express), a card would have to be guaranteed by an individual in the church. Wade Cooper (who passed away and was a former Treasurer) had guaranteed the card in the past. Lacking someone willing to step up for this role, it was decided to pursue the use of a debit card. A debit card could not be assigned to main church checking account since two signatures are required for checks and a debit card can only be issued when only one signature is required. Therefore, it was decided that the best approach would be to open a debit card associated with the Altar Guild checking account which only requires one check signature and maintains a relatively small balance (a few hundred dollars) to alleviate potential fraud concerns. Appropriate accounting adjustments could be made for items purchased with the debit card not related to the Altar Guild.

Motion by R. Hudson, seconded by D. Hammond to direct the Rector to open a debit card for the Altar Guild account for use to purchase items for the Church. The appropriate accounting adjustments will be made for items not purchased for the Altar Guild.—*Approved.*

- **Budget Line Item for Grounds Maintenance**—R. Hudson recommended that the Finance Committee add a line item for Grounds Maintenance to the 2023 Budget.
- **Security and Safety Committee**—Due to recent mass shootings reported around the country in church and other settings, it was decided to reconstruct a church Security and Safety Committee to evaluate and recommend appropriate security and safety steps that the Church and its parishioners need to take. F. Garcia with his law enforcement, security and military training agreed to head up this effort. Barbara Smith and Sam Wilson have agreed to assist Frank.

## **Other Committee Reports**

- **ECW-B.** Smith reported that the ECW earned \$1,955 at the Spring market. The ECW is not planning to have a Fall Market, but will have the traditional Christmas Market.

**Next Meeting Scheduled—August 21 at noon (There will be no July Meeting.)**

Motion to adjourn at 12:56 PM by F. Garcia, seconded by S. Griffith--*Approved*