



THE EPISCOPAL PARISH CHURCH OF
ST. CLEMENT OF ROME,
& SS. ABSALOM JONES & MARTIN LUTHER KING, JR.
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VESTRY MINUTES 21 AUGUST 2022 AFTER MASS

OPENING PRAYER, CALL TO ORDER AND BRIEF CHECK-IN

PRESENT: FR. KEVIN, MICHELLE HEYNE, TIM HELMING, DUNCAN KING (DOES NOT CONSTITUTE A QUORUM)

ALSO PRESENT: ROY SPARKS, TREASURER

OLD BUSINESS

NEW NURSERY

Report by the Senior Warden about furniture and renovation of the former Library.

Report by the Junior Warden about staffing of the Nursery.

From June's Meeting:

- a. Kevin will put a notice of the opening in the bulletin until filled and send out an email to the parish. *Done*
- b. Louise will send notice to people on her block this week. *Done, no response.*
- c. Michelle will put together a proposed budget for advertising the parish via mailers and online ads the week of 6/20. *Mailers not financially feasible. Did not discuss budget for online ads – table till farther along with a date for nursery.*

WEBSITE UPGRADE

- a. Tim was to look into crowd-sourced web development options by July 8. *Not feasible but believes modest changes can be made in-house that will improve it significantly.*
- b. Tim was to convene a meeting of the website committee by July 1 (i.e., get it scheduled, not completed by July 1). *See above. Decided not to pursue committee at this time.*

ST. CLEMENT'S 2040 FOLLOW-UPS

- A. Website Upgrade: See above.
- B. The Rector has scheduled a **training session for all Lectors** on Sunday, 25 September after Mass. This date was chosen to ensure everyone is presumed back from summer vacations. *Neither Michelle nor Roy is available that date and Kevin will consider changing.*
- C. The Rector is meeting on 4 September after Mass with the new **Hospitality Committee**. By then, the Wardens and Vestry need to come up with a table arrangement schematic for the Committee as they begin to oversee the space. Need is open space in front of coffee tables and circulation space next to tables with food. This allows for greater energy in the space (permits some standing, if desired, as well as movement) and allows newcomers to escape if they want to. At June's meeting, the Vestry discussed that the tables are necessary to allow the majority of a members who want to sit to do so, but the greater open space also provides a way for newcomers to attend coffee hour that is more welcoming. Michelle said the open space keeps getting removed and she has to rearrange tables each Sunday.
- D. **Commercial Real Estate Contact:** From June's Meeting:

Tim talked to a commercial real-estate contact who said that the parking lot contamination issue is significant. We had received an earlier bid from Kane Environmental for a Phase II ESA—the cost was about \$7,600. Kane Environmental also found that there is grant money available for clean-up. Discuss next steps and whether we should move forward with an assessment.

- E. The Rector and Senior Warden decided to present several different floorplans to the Clementines for their comments before setting up a follow-up meeting with Stephen Lee, architect. The Rector has forwarded several floorplan ideas to the Wardens. Copies are available for circulation to the Vestry at this meeting. The parish meeting to review the ideas is scheduled for September 11 after church.

TREASURER'S REPORT

- A. We received July's financial reports by email and the Treasurer on 8 August.

MOTION: To accept the financial reports as submitted.

- B. Report about the Audit Committee.

NEW BUSINESS

FEEDBACK ON RECTOR'S VACATION

Fr. Kevin was on vacation for the month of July. How did it go for Kevin? How did it go for the parish? What worked well and what might we do differently next time?

PRESCHOOL USE OF PARISH HALL

You have all been privy to the email conversation about Wildflowers Preschool's desire to use the Parish Hall during weekdays. This has the approval of the Rector. Financial terms need approval by the Vestry by vote.

MOTION: To allow Wildflowers Preschool to use the Parish facilities. *There was not a quorum and so we were unable to vote on this at the meeting. We subsequently drafted an agreement that was routed to the vestry and carefully reviewed and amended by the Treasurer and Sr. Warden. The agreement was approved by the vestry.*

CHURCH CLEANING

If the Rector and Vestry approve of the Wildflower Preschool proposal, the Vestry also needs to vote to fund (or not) having the Parish Hall cleaned twice or four times a month and the Church cleaned monthly – including the spider webs from the spiders who don't pay ANY rent! Also a schedule of what needs to be cleaned, how, and how often needs to be drawn up. Rationale for hiring someone from the outside to do the cleaning is that almost all of the Clementines are too old to do it and we have the funding to do it.

MOTION: To fund a cleaning service/person to clean the Parish Hall and the Church on a regular basis. *See above. This was tabled for a subsequent meeting.*

TREE REMOVAL

A tree between AJHouse and the neighbors to the south is in bad shape and may become a liability if it falls on the neighbors' house since it leans in their direction. We discussed this and agreed Garylee should proceed with bids to remove the tree. The bids would then need to be reviewed and approved by the vestry.

MOOREHEAD ESTATE DISBURSEMENT

The Parish has received \$30,000 from the Estate of Connie Moorehead. The estate is not yet closed but getting close. More disbursement to come.

MEETING ADJOURNMENT