

June 11, 2019

**IONA-HOPE EPISCOPAL CHURCH**  
**Minutes of the Vestry**  
**June 11, 2019**

**Attendees:**

The Reverend Ray Buchanan

**Vestry Members:**

Joe Mulino, Sr. Warden

Ray Zentis, Jr. Warden

Margo Farrara

Bob Earl

Evelyn Reynolds

Steve Walsh via Skype

Robin Mills

Debbie Prather, Member/ Treasurer

John Thomas, Assistant to the Treasurer

Patricia Ingram, Clerk of the Vestry

Ken & Donna Owens, Church Staff

**Guests:** Fr. John Gamble

**Opening Concerns & Prayers:** - Fr. Ray

- Fr. Ray opened the meeting at 5:00 P.M. with An Order of Worship for the Evening Vestry Meeting. Fr. Ray asked for any prayers/celebrations. Fr. Ray asked for prayers for Patrick Hunt who is in the hospital and had a cardiac catheter put in today, will be going home tomorrow, all is well, and for John Winters who is in the hospital, supposed to go home by Thursday; Patty asked for prayers for her friend Lorna who is getting her prognosis on her cancer today; Joe asked for prayers for Nick and Eileen Carrara who are in the process of moving into a new home and the electrician working on the house had some sort of medical incident, Nick was there, police/paramedics tried to resuscitate, but they believe he died in the ambulance on the way to the hospital, Nick and Eileen are having a rough time with it; Joe also asked for prayers for the man who passed away, and his wife; Margo wished a happy birthday to her mom who would have turned 93 today; Ray offered prayers of celebration for his daughter visiting from Virginia; Robin offered prayers of celebration for his and Jan's 50<sup>th</sup> wedding anniversary on Friday.
- **Information:**
- **Approval of Minutes:** Fr. Ray asked members to review May minutes. Fr. Ray asked for any additions/corrections. Fr. Ray noted two corrections, asked for any others, none. Bob motioned to accept as corrected, Joe seconded, April minutes approved to be accepted as corrected.
- **Group Ministries and LIFE Report:**
- **LIFE-** Debbie
- Debbie advised she included an announcement in the bulletin this week for those people who were not able to attend the celebration that if they have given personally to LIFE in the past, checks for giving would be welcomed, address is in the announcement. Debbie continued advising they are very appreciative for the grant received from the Thrift Shop and for our continued membership in the organization.
- Debbie advised LIFE is trying to hire an assistant for Chelsea who would then be able to spend more time recruiting new congregations. Debbie explained the power of LIFE comes from the number of

June 11, 2019

congregations they have, that is where the initiatives come from, those congregations come to the Nehemiah Action and are present when LIFE present its' justice issue to the community. The assistant would be able to spend more time with the existing congregations to help them with their organization. give them help when needed. Debbie continued stating she thinks this is a great move, their goal is \$45,000 and Debbie believes they have reached 70% towards that goal.

- Robing inquired if Debbie is on that board.
  - Debbie advised she is not.
  - Fr. Ray stated he believes Gail on the board.
  - Debbie advised Gail is on the board.
  - Steve inquired if they are seeking a bilingual assistant.
  - Debbie advised yes, they are seeking a bilingual assistant.
- Fr. Ray thanked Debbie, asked for any other reports. None
- **Announcements:** -Fr. Ray
  - Fr. Ray reminded everyone present of the meeting at Peace Lutheran 10 a.m. June 26th where the Sheriff's Department will be talking about security issues among other things, passed around a sheet for those who plan on attending, whether or not they are on the Vestry, so he can begin to get a number.
  - Margo inquired if it is active shooter training.
  - Fr. Ray advised yes, he thinks that is what it is generally about, but it is also specific to houses of worship.
  - Margo advised she has done the active shooter training.
  - Fr. Ray asked for any other announcements.
  - Debbie advised she was asked when Fr. Ray first announced class if Broadway Palm has participated in such an experience, they have.
  - Fr. Ray asked for any other announcements.
  - Margo advised the Animal Ministry has begun work on preparations for the carnival, artwork was present in the multi-purpose room.
  - Bob inquired when the carnival is.
  - Evelyn advised carnival is on October 26<sup>th</sup>.
  - Margo asked if the MC will be there again this year.
  - Evelyn confirmed Jason Dunning will be the MC.
  - Fr. Ray advised All God's creatures now has someone who works with people who are grieving the loss of their pets, looking to start that at Iona-Hope in September.
  - **New Facilities** - Fr. John
  - Fr. John asked for any comments regarding his Executive Summary (copy attached hereto).
  - Fr. Ray advised Fr. John has submitted a financial update which calendarizes payments and funds we need to have available, will discuss more when Debbie gives her report.
  - Fr. John advised all civil engineering documents have been submitted to Lee County twice-no response back yet except "we've only had it for two days", other than that still looking at a July 1 start,
  - Fr. John advised all the architectural engineering documents have been submitted, only comment they had was where is building coded referenced and Victor told them it is on page 1.
  - Fr. Ray advised Fr. John has submitted a draft contract which he forwarded to Vestry, spells out total amount due to Compass Construction, asked for any questions, same numbers as previously stated.
  - Fr. John advised after final review of the documents that were submitted to Lee County, Fr. John conversed with Bruce and Victor and there are no changes at all to his proposal of \$362,801.
  - Fr. Ray asked for any questions on contract, need to execute it, Fr. Ray cannot sign until Vestry approves.
  - Joe motioned to accept the contract, Robin seconded.

June 11, 2019

- Debbie advised one of the stipulations on the AIA contract is the contractor has the right to review our finances to see if we have the money to pay him.
- Debbie advised we currently have \$306,754 cash on hand, \$65,000 in money market account with Mid One West, \$226,754 at State Street Bank in Boston, \$15,000, as of the end of May, in Capital Campaign Fund. Debbie continued advising she is counting on a line of credit which will be discussed further. Debbie advised with that we will have \$356,754 cash on hand.
- Debbie advised \$391,000 in expenses include the contract with Compass, remainder of payment for niches (1/2 has been paid), carpet purchase and installation by Total Flooring which was taken out of the contract, other half of niches (1/2 has been paid), purchase and installation of dishwasher which was taken out of the contract, Victor's fee which includes the remainder of his contracted fee and his fee for supervising construction phase, and balance owed to project manager.
- Debbie advised in addition to the \$391,000, we will have 7 months of capital assessment due, \$5,757 for the purchase of a performance bond.
- Fr. John advised performance bond is an insurance policy for if Compass cannot finish the project we will get money based on the premium to hire a contractor to finish.
- Debbie thanked Fr. John for clarification.
- Debbie advised the last part of the expenses is \$1,160 for the rental of a storage unit to store things removed from Fr. Ray's current office until he can get into his new office, allowing work to be done all around to get project moving along.
- Debbie advised total of the additional 3 items is \$34,433, total of \$426,409 to be paid by 11/30/2019. Debbie continued advising difference between cash on hand and expenses to be paid is \$65,655, we have \$204,496 left in outstanding pledges, need \$69,655 by November. Debbie added she is confident we will have it, wanted to inform Vestry.
- Debbie advised the recommendation of the Finance Committee is for Vestry to write a letter to the congregation requesting capital fund pledges be paid in full by 11/30/19 and asking for new pledges from those who have not pledged or contributed to the Capital Campaign.
- Debbie advised they are working on another project for the Columbarium where they would have a pre-construction sale which could realize some additional funds that could be applied to these amounts and retaining some for maintenance and expenses due at the time of the use of the niches. Debbie added she is fully in support of signing the contracts, wanted Vestry to be fully aware.
- Fr. Ray stated there will be things to consider after the contract.
- John Thomas inquired if the \$10,000 contingency is in the estimate.
- Fr. John advised no, the contingency is not built into these numbers, there was a contingency based on the dollar amount that was originally approved, vs what was paid out it was around \$410, never used that number, they have stayed with the \$400,000 throughout.
- Fr. Ray asked for any other questions, advised there is a motion on the floor, which has been seconded, that we contract with Compass Construction based on the contract that has been presented. Vestry voted and unanimously approved.
- Fr. John added Victor is really hoping the Vestry will approve the performance bond.
- Debbie advised that will come under her report.

### **Discussions:**

- **Senior Warden Report** - Joe Mulino
- Joe advised he has checked with First Citizens Bank and MidWestOne Bank regarding a possible line of credit.

June 11, 2019

- Joe advised they both have the same type of policy. Joe continued advising First Citizens has something called a fast track which requires no documentation from us as we are already clients of theirs and they have our operating account.
- Joe advised the only issue with First Citizens is, if we want to use their fast track, we would have to reduce the amount to \$49,500. Joe advised the line of credit would float with prime which is currently 5.5%, so the interest rate would be prime plus 1% or 6.5%; a \$250.00 flat fee for processing and \$3.50 per page for doc stamps. Joe added there is a requirement we have a 30-day clean-up period annually, if we took the money out in October, before October of next year we would have to pay-off whatever we borrow through our operating account and then we could borrow it again the next month.
- Joe advised MidWest One has the same type of procedure, same rate, but would require full documentation, we would have to submit all of our financials. Joe stated he does not think it is worth it since First Citizens is our main bank.
- Joe advised he would like to make a motion for he and Fr. Ray move forward with getting documentation done to get the line of credit in place. Joe stated he was advised it would take about a week. Bob Earl seconded.
- Fr. Ray asked for clarification that the line of credit is for one year.
- Joe advised yes, or before when we pay it off.
- Bob inquired if we will have to pay doc fees when we pay it off.
- Joe advised we will not.
- Fr. Ray added this is only a bridge until pledges come in
- Vestry voted and unanimously approved.
- Joe advised he, Bob Earl and Margo had a meeting on Small Groups.
- Joe advised the list had not been updated since August 2016. Joe continued advising he, Bob and Margo went through what's in the Small Groups by category, got everything from Marnie, and Joe asked for anything that was not applicable anymore to be stricken.
- Joe went through the items, they consolidated them, and Joe asked for Vestry liaisons for each category. Vestry members volunteered/were assigned to various groups.
- Margo advised they had some questions as to which groups were still meeting, what some of the groups are doing, are they overlapping, should they be combined, meet on same or separate days.
- Bob stated maybe Marnie can clean list up based on what they have done.
- Joe added she could add Vestry liaisons that have already volunteered.
- Fr. Ray added then it could be sent out.
- Bob added clean up with what they have and put the new ones in also.
- Joe referred to Margo on an idea she has for something to be done on a Wednesday, once a month.
- Margo put the idea out of us meeting once a month as a congregation, or even a community, different theme each month i.e. spaghetti dinner one month, game night one month, pot luck dinner one month, movie night etc. Margo continued it would not be something overwhelming to do thinks it would be a great time to get people together, even some of the youth, maybe a music/jam night.
- Joe advised they wanted to let Vestry know they are adding as a small group, thinks it will be good for us.
- Bob inquired if we have the space on Wednesdays.
- Margo advised we do right now, Wednesday nights.
- Fr. Ray added until Bruce starts back in the fall, thinks they should talk about more.
- Joe advised they will table for now, will get a clean list from Marnie and distribute prior to next Vestry meeting.

June 11, 2019

- **Van** – Fr. Ray
- Fr. Ray advised Steve did research and discovered we paid, after extended warranty, which is transferable for \$50.00, and adding a back-up camera, we paid just under \$26,000. Fr. Ray advised we have put about 15,000 miles on the van in two years. Fr. Ray continued advising Steve “blue booked it” at \$17,000-\$19,000 and then tried to get some comps based on vans for sale in the area. Fr. Ray further advised Steve was unable to find anything comparable, most have allot more miles, ours has 37,000 miles, with this information Steve thinks \$20,000-\$21,000 would be a fair price.
- Fr. Ray advised he spoke with the COO of Catholic Charities who said they might be interested in buying it, wanted to know how much, Fr. Ray told her \$21,000. Fr. Ray continued advising they were hoping for around \$17,000, only have \$7,500 but thinks they can raise the rest.
- Fr. Ray asked Vestry how they would like to proceed.
- Steve inquired if Catholic Charities transporting the children we have been transporting is dependent on owning the van.
- Fr. Ray advised it is his understanding it is their intention to use it to replace a van.
- Fr. Ray advised he would be willing to tell them we would consider selling it for \$19,000 if they can assure us that our children who remain eligible for their program would be part of the program.
- Steve advised he agrees.
- Fr. Ray advised he did not feel he could negotiate at that time.
- Joe advised he feels \$19,000 is better than the van just sitting out there.
- Margo stated she does not think we should go lower than \$19,000, only had a short time, low mileage.
- Steve advised he thinks it is ok to accept a lower price, there is allot of competition, allot of vans available, he would be comfortable with \$19,000 plus assurances for the children.
- Bob motioned to approach Catholic Charities with a sale price of \$19,000 with a contingency that our children would be included in the program for the next school year, Joe seconded, Vestry voted and unanimously approved.
- **Current Vestry Status/Retreat/Strategic Planning** – Fr. Ray
- Fr. Ray advised he will first discuss Vestry retreat then strategic planning.
- Fr. Ray advised he met with the therapist he felt would be able to help. Fr. Ray continued advising after talking with her she does not believe this is more than she wants to do, prefers to be on the front end educating and working on initial communication.
- Fr. Ray advised he subsequently contacted the Diocese to talk with them, the Bishop is on sabbatical, Canon to the Ordinary is on vacation, the Canon is supposed to be back in the office Thursday. Fr. Ray continued advising what he intends to do is talk with him about what resources we have within the Diocese that can help us with that.
- Fr. Ray advised he then talked with two different folks, Tom Erich who he had worked with in the past in planning for congregations, he is interested, thinks he can help with one or both. Fr. Ray further advised he spoke with both advising them the bulk of planning will be done after the first of the year.
- Fr. Ray advised he also spoke with Greg from Center for Progressive Renewal, thinks he can help with both.
- Fr. Ray advised both will be sending proposals for consideration.
- Robin inquired if this is for the first part of it.
- Fr. Ray advised both, they are sending proposals for both parts.
- Robin inquired what they have been asked to do.
- Fr. Ray advised he has asked them for the first part to come and work with Vestry, resolve conflicts, feels there are still issues of trust/mistrust.

June 11, 2019

- Robin advised he thought we were more on the way of recovery, worried about re-opening, unless people on the Vestry feel they need a forum. Robin further advised he thinks it should be a combined thing Vestry and Fr. Ray, thinks there should be a Vestry committee.
- Vestry discussed how to move forward with retreat and strategic planning, consensus is to move forward with Fr. Ray's path/plan.
- **Columbarium Committee** -Fr. Ray
- Fr. Ray advised the Columbarium Committee is pulling together information, trying to meet Sunday after service.

Fr. Ray asked for any questions on Columbarium.

- **Open Vestry Seat** – Fr. Ray
- Fr. Ray advised Andi Jerger is interested in filling the open seat vacated by Craig, has been on the Vestry and has attended some of the Vestry meetings since then. Fr. Ray continued advising he checked the minutes and Craig was elected in 2017, this is the last year, appointment would be to fill out rest of year, then they would be eligible to stand for election.
- Fr. Ray asked for any thoughts, advised it has not been publicized, would be concerned with bringing someone onto Vestry at this time who has not been on before.
- Joe advised he thinks Andi would be a good choice, been on Vestry before, attended meetings, familiar with everything we are working on.
- Fr. Ray advised he had previously, prior to Craig's resignation, spoken with Alison advising her she would be welcome to stand for election, she did not respond favorably.
- Joe inquired as to when Andi would come on.
- Fr. Ray advised Andi would come on as soon as possible.
- Evelyn motion to offer the open Vestry seat to Andi Jerger, Joe seconded, Vestry voted and unanimously approved.

- **Decisions:**

- **Finance/Finance Committee** – Debbie (Treasurer's Report and May Financial Statements attached)
- Debbie advised May finances year to date over last year shows pledge contributions down \$31,302, non-pledge up \$518, plate up \$683, net minus of \$30,101 from last year. Debbie further advised expenses down \$13,899 from same period last year.
- Debbie advised Capital Campaign has already been gone over, advised there is a recommendation on the floor for Vestry to write a letter, asked for a volunteer.
- Fr. Ray advised this comes as a motion from Finance Committee, only takes a second, Evelyn seconded.
- Fr. Ray asked if this is Vestry's desire, do they want to vote.
- Vestry voted and unanimously approved writing and sending out a letter to the congregation asking for Capital Campaign pledges to be paid in full by 11.30.19 and asking for new pledges.
- Fr. Ray asked if anyone would like to volunteer to write.
- Robin advised he will do it.
- Fr. Ray thanked Robin.
- Debbie advised a motion is on the floor to rent a storage unit for up to 7 months at \$160 per month for a total of \$1,160, Joe seconded, unanimously approved.
- Debbie advised there is a motion on the floor to purchase a Performance Bond for \$5,757, asked Fr. John if Victor does that.
- Fr. John advised no, it is purchased by Compass Construction, it will be a fee to be paid out as soon as he gets it.

June 11, 2019

- Debbie inquired if we will get an invoice.
- Fr. John advised yes, then we pay when received.
- Fr. Ray advised there is a motion on the floor, Bob seconded, Fr. Ray asked for any discussion, Vestry voted and unanimously approved.
- Debbie advised she is requesting, on Marnie's behalf, a procedure for transferring money back to the Capital Campaign fund. Debbie continued advising Vestry had given directions that Vestry wanted the Fund to be maintained at \$60,000, does Vestry want to reverse, how does Vestry want to proceed.
- Fr. Ray advised that was Vestry's direction in the beginning, thinks one of the issues at this point is the money is in 2 different accounts, one with State Street and one with MidWest One, Marnie is asking for direction on where to pull the money from, account is down to \$15,000, need \$45,000 to keep it at \$60,000.
- Joe reminded Vestry money market account with MidWest One has a minimum of \$50,000, can only take \$15,000 without jeopardizing the account or interest rate.
- Robin inquired what money market account is for, use or storage.
- Joe advised it was originally for storage.
- Robin inquired if the money market account is the \$60,000 fund.
- Joe advised no it is not.
- Robin inquired where the \$60,000 fund is.
- Bob and Joe advised Robin that is the fund that is down to \$15,000.
- Robin suggested taking it from the money market account.
- Debbie inquired if Vestry wants to eradicate the money market account, then take from the State Street account.
- Bob inquired if there is check writing on the money market account.
- Joe advised there is check writing on the money market account.
- Bob commented we don't necessarily have to take it all out of the money market account.
- Robin inquired what the percentage the account is making.
- Joe advised account is making 2%.
- Joe advised he thinks we should wait until the letter goes out and we see the response.
- Debbie advised Marnie has invoices coming in.
- Fr. Ray added we have to have some way to cover those invoices.
- Debbie inquired if Vestry wants money taken from money market account first.
- Joe suggested Marnie can write a check on the money market account, try not to go below the \$50,000 until we know what the story is, if needed she can take the \$15,000 now.
- Robin added money can be taken from State Street also, will need to in 3 months anyway.
- Joe asked Robin if he thinks State Street will make more than 2%.
- Robin advised he does not know.
- Joe advised he would rather liquidate the money market account first.
- Vestry agreed the money market account will be used first.
- Debbie advised there is a need to use our brokerage account, need to do some paperwork, needs Vestry to re-resolve that Iona-Hope open a standard brokerage account (no margin or short sales) with Oppenheimer & Co. and the Clerk certify the signatures following officers to deal with the account and execute any necessary forms as may be required (copy of Resolution attached).
- Bob inquired if this separate from the other one.
- John advised it is the same, there are new things that need to be done, tried to resolve this afternoon, was unable to.
- Bob motioned to approve, Robin seconded, unanimously approved.

June 11, 2019

- **Junior Warden Report** – Ray Zentis
- Ray advised they are catching up, lights in sanctuary working.
- Ray advised there are some toilet problems that will be taken care of.
- Ray advised the sidewalks have been smoothed out.
- Ray advised we are in pretty good shape, most major issues have been squared away, will wait for Dallas to get back to work on outside lighting, if anyone knows of anything that needs attention, let him know.
- Debbie commented Tom noticed how nice the signs look, inquired who has been scrubbing them.
- Ray advised Steve did them.
- Debbie thanked Steve.
- Bob inquired if Vestry is meeting in July.
- Fr. Ray advised yes, there is a July meeting.
- Fr. Ray asked for anything further.

There being no further business, meeting adjourned with closing prayers at 6:17 p.m.

Respectfully submitted,

Patricia A Ingram  
Clerk of the Vestry