**St. Stephen’s Episcopal Church**

**Vestry Minutes**

**February 16, 2021**

**X [Present] E [Excused]**

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| X | Father Scott Garno | X | Tim Bronk | X | Liz Mosier |
| X | Chris Cassidy (Sr. Warden) | E | Tony Calvagno | X | Nick Nobles |
| X | Michelle Wills (Jr. Warden) | X | Mark Hibbard | X | Alex Shepard |
| X | Deacon Harvey Huth | E | Elihu Jerabek | X | Christopher Thorne |
| X | Deacon Justine Guernsey | X | Peter Metcalf (Treasurer) | X | Rick Coe |

**X**

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| **Agenda Items** | **Action Item** |
| Fr. Scott convened the meeting with evening prayer at 6:32pm.  Chris Cassidy motion to accept Vestry Minutes of 1/19/2021 as written. The motion was seconded by Mark Hibbard and unanimously approved by voice vote. |  |
| **Open Action Items**   * Episcopal Transition – Fr. Scott going 1 day per week to work for CkT Diocesan offices is going well, typically goes up on Thursdays. * ***COVID-19 updates*** – In person service starts on Ash Wednesday and Sunday services on February 21st. |  |
| **Parish Life**   * **Annual Meeting:**   Date: Consider postponing until at least late March  Format: ZOOM  Elections:  Warden – Chris Cassidy (Eligible)  Vestry Members – Liz Mosier (eligible & interested), Annie Mellet and Lori Platel  Convention Delegates – 3 positions and up to 3 alternates – Michelle Wills and Christopher Thorne both interested. Mark Hibbard would be willing to be an alternate delegate.  **Pre-K:**   * 2 current students have added days and have 2 new students starting (1 student in February and 1 student starting in March). * Have created an after-school athletic enrichment program on Thursday’s called “Moved by the Spirit in Pre-K. Program is so popular that there is now a waiting list. * Registration is almost full for the 2021-2022 school year (3 spots left for the 3-year-old’s and the 4-year-old class has a waiting list, based on current COVID capacity. * Conducting Mid-Year Teacher Reviews this month. * Next School Board Meeting will be held on Tuesday, February 23rd. * Fundraising Events:   **February –** Clynk bottle drive before the Super Bowl |  |
| **Buildings and Grounds:** (Separate report submitted by Tony & Elihu   * Tech Taskforce – Equipment that has been on backordered is now starting to arrive, in particular the main components. * Gutters have been installed with the exception of the small section by the door leading to the Alter Guild and Sacristy. The fascia needs to be fixed before they can install the gutter, which will probably be postponed until the spring. * Gas leak from the stoves in church kitchen, was detected by the fire department and confirmed by National Grid. Tony is working on getting that repaired. * Garage door opener at rectory is not working and needs to be repaired. | Next Projects: |
| **Financial Reports** – Reported by Chris Cassidy   * Acknowledgement of January 2021 financials – ran a bit of deficit for the month of January and will continue to monitor the situation. Significant enough of a deficit to pay attention. * PPP Update – Forgiveness application portal not open yet. |  |
| **Other Business** |  |
| Mark Hibbard motion to adjourn meeting.  The meeting was adjourned at 7:06 pm. Next meeting scheduled March 16th. |  |

Respectfully submitted by Kimberly Thurber, Vestry Note Taker