**St. Stephen’s Episcopal Church**

**Vestry Minutes**

**April 20, 2021**

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

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

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| **Agenda Items** | **Action Item** |
| Fr. Scott convened the meeting with evening prayer at 6:34pm. Mark Hibbard motioned to accept Vestry Minutes of 02/21/2021 as written. The motion was seconded by Elihu Jerabek and unanimously approved by voice vote.**FYI:*** Dcn. Harvey’s final service – 4/25 – farewell at 10:30 service (near the end)

**Episcopal Transition (6:55 – 7:00)** Resolution concerning Fr. Scott’s Diocesan mileage and being reimbursed by Diocese. This is in order that Fr. Scott can be reimbursed at the full IRS mileage rate:St Stephens agrees to reimburse Fr Scott Garno for all travel and out of picket expenses associated with his position as President of the Standing Committee of the Episcopal Diocese of Albany until such time as a new Bishop of Albany is consecrated or Fr Garno no longer serves as President of the Standing Committee. .55 (employee); .14 (volunteer)Separately a letter from Treasurer of the Diocese (received) to Vestry of St Stephens stating that the Diocese will reimburse St Stephens for Fr Garno’s Standing Committee related expenses. Chris Cassidy motioned to accept the above mentioned resolution. The motion was seconded by Alex Shephard and unanimously approved by voice vote. Fr. Scott abstained. |  |
| **Open Action Items*** Episcopal Transition – Fr. Scott is going 1 day per week to work for (CtK) Diocesan offices is going well, typically goes up on Thursdays.
* ***COVID-19 updates*** – none to report; Diocesan guidelines will remain in place for the coming weeks; awaiting CDC updates; Fr. Scott will reiterate that the ban on congregational singing has been lifted
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| **Parish Life****PreK Academy Update** – see report - will look into state funding for PreK now in the state budget; finances are doing better than anticipated - funded through at least next-to-last pay period of school year**Concerns from Dcn. Harvey’s departure / ideas for keeping parish together** - Fr. Scott and Dcn Justine will send a letter to parish acknowledging they are staying with St. Stephen's and the Diocese; Dcn Justine will return 4/25  |  |
| **Buildings and Grounds:*** Ongoing concerns
* \*\*\*Window wall – Elsmere entrance
* Undercroft – baseboard/tiles/chipping paint
* Supplemental heaters in Sanctuary
* Hotwater delivery to bathrooms
* Parking lot (from EFD) - EFD got an estimate for $75,000; EFD is offering to pay full cost with a memorandum of understanding from St. Stephen's; formalizing the mutual use of the parking lot
* Tech Taskforce –equipment orders beginning to arrive
* Gutter Installation – most complete / update - work is ongoing; $100-$200 in additional expenses anticipated
* Smoke/CO detectors - **COMPLETE - inspector Tom Trion**
* Boilers are in good order following inspection
* Working with boys scouts to coordinate help with groundskeeping chores
* Tony and Elihu will do some lawn restoration behind the sanctuary where dry well was installed; possible $200-$300 in expenses (specifically sod)
* Wifi issues have been addressed and corrected
 | Next Projects: * Dry well installed in the Fall of 2020 will have landscaping work done including the ground leveled & seeded in the coming weeks.
* Clean up of the outdoor chapel will take place this Spring.
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| **Finances** * PPP update – portal now open

**Parochial Report –** * Fr. Scott reviewed reports; Chris Cassidy mentioned adding note of "projected budget" in narrative answer for question 27; Shelly suggested noting our beefing-up of ministering to those at home (advanced ministry to the home-bound) as an additional change for Question 3 (we made a more concerted effort to maintain contact with all parishioners)
* Tony suggested adding the Rte. 32 clean up, and Chris Cassidy suggested adding the Red Cross blood drive to the list of outreach ministries on page 8
* Alex Shepard made a motion to accept parochial report. The motion was seconded by Michelle Wills and unanimously approved by voice vote.

**Finance Committee (see report)** - Chris noted the "consecration Sunday" suggestion in the report**1st quarter financial review** - Fr. Scott reviewed; Revenue is near projection; Rectory water bill had been listed twice (paid only once); two quarters were billed within same quarter**Reviewed restricted funds** - financial committee requested a bullet in future reports noting reasons for expenditures on restricted fund**Other Business**Bill Shraa bequest for lighting/illuminating of alter cross; Tony will look into options |  |
| Anne Mellet motioned to adjourn meeting at 8:03 pm. Next meeting scheduled for May 18. |  |

Respectfully submitted by Christopher Thorne