

**Vestry Meeting
March 16, 2023**

Meeting covered 6:33—Both In-Person and Zoom

In attendance: Pastor Steve, Kris Eckert, Brooke Lau, Bill Siewart, Karen Davenport, Scott Satterly, Lori Simon, Cheryle Kahl, Martha Houser, Gary Keranen, Dash Heath

Opening prayer by Pastor Steve

I. Approvals

- A. Minutes
 - 1. Lori motions to approve, Kris seconds.
- B. Financial Report
 - 1. Gary—Some pledging members have paid off pledges.
 - a. Lori motions to approve, Cheryle seconds

II. Ongoing and New Business

- A. Inspection Report of 2022 FS
 - 1. External or internal audit required every year.
 - 2. Gary reports all is well with accounting system
 - 3. Inspection required—Gary completed.
 - 4. Internal controls are fine—risk—those buying food are reimbursed without question.
 - 5. Need to be aware of phishing scams
 - a. Should checks over a certain amount require two signatures?
 - b. Positive pay—every check is sent to bank to match
 - c. Call known number for any changes.
 - 6. Recommendation
 - a. Open money market or bank savings account with minimal funds.
 - b. Strip cash from checking account.
 - c. Restrict payment to electronic transfers.
 - 7. Resolution: All interest generated from investments will be used to support operating fund.
 - a. Martha moves to accept, Lori seconds
- B. Review of Ongoing Vendor Contracts
 - 1. Microsoft Family will be changed from Tish's personal account to church account.
 - 2. WIX
 - a. REALM could replace this.
 - b. Education needed for congregation on use of REALM
 - c. Contacts need to be updated—Marchea can do this
 - d. A few weeks needed to promote. (April 30th.
 - 3. INTRADA— (Robocall)
 - a. Rate practically doubled
 - b. Another service needed with text available
 - (1.) Call multiplier or Dial My calls
 - (2.) Some generate email when no one answers.
 - 4. REALM
 - a. Will replace WIX
 - b. New domain name needed
 - c. Question: Can they overlap?

- d. Action—Call communications director
- 5. Facebook
 - a. Karen offered to update Facebook
 - b. Kris will email Karen Facebook information
- 6. METROFAX—-eliminate
 - (a.) Kris motions to quit paying, Lori seconds.
- 7. COMCAST—needs to be increased to three lines
- 8. Amazon Prime—two accounts exist—one needs to be eliminated.
- 9. MCN—Bob Pettipren contact person. Cancel
- 10. Gardener—Kris motions to cancel, Lori seconds
- 11. Church Insurance of Vermont
 - a. Recommended by diocese
 - b. Roof leak? Kitchen leak? Air conditioning units?
- 12. Constant Contact
 - a. Could be done through REALM
 - b. Cancel
 - c. Lori motions, Kris seconds.
- 13. Cleaning service—continue

C. Ministry Liaison Representatives

- 1. Kris suggests activity every Tuesday ministry group.
- 2. Review of who represents which group with new member changes
 - a. Food Outreach/ Outreach Room—Martha
 - b. Book Club/Prison Ministry—Cheryle
 - c. Music—Brooke
 - d. Buildings and Grounds—Bill
 - e. Food for events—Scott
 - f. Prayer Group/Altar guild—Karen
 - g. Technology and Tuesday activities—Kris
 - h. Fundraising—Lori
 - i. Pastoral Care—Pastor Steve
 - j. Worship committee—Dash
 - k. Marchea will update bulletin board

D. Crossroads Summer Lunch

- 1. Dates need to be chosen
- 2. Volunteers needed.

E. Legacy Giving Training

- 1. Needs to be held to help grow Grace through willed contributions.

F. Front Circular Drive Usage

- 1. Adopt half circle to beautify
- 2. Make church look alive

G. Rental of Rectory Basement

- 1. Measurements?
- 2. Pictures?
- 3. Liability

H. Welcoming/ Including new people

- 1. Needs to be ongoing

I. Other New business—tapestry needs to be hung

III. Updates

- A. Antiracism training—March 26
- B. Band concert—June 1
- C. Maintenance calendar needed
- D. Fundraising committee meeting March 25

**Prayer and adjourn—Lord's Prayer led by Pastor Steve
Meeting adjourned 8:47 P.M.**

Respectfully submitted,

Cheryle Kahl—Clerk