

**Minutes of the Vestry**  
**St. Paul's Episcopal Church, Windham Center, CT**  
**17 February 2019**

Present- Father John Burton, Donovan Reinwald, Rebecca Stearns, Sue Marston, Lynne Ide, George Younger, James Russel, Marian Brazziel

Called to Order with Prayer by Father John at 11:15am

**Annual Meeting**

R. Stearns addressed issues with communication by email. Some members do not receive email and some do not review spam folder where email is sent. Decision was made to redo directory with information indicating how each member wishes to receive communication.

L. Ide received a list of people from R. Stearns that Thank You notes will be sent to, per discussion at the Annual Meeting.

The Vestry will address the issue of who should be on voting list at a future date, in order to address concerns raised at the Annual Meeting.

After review, any mid year budget adjustments will be reported to the parish.

**Vicar Transition**

Discussion about Father John's retirement. How to tell the parish? In a couple of weeks John will mail a letter to parish list.

The Vestry will meet after Father John and Lynne meet with the ECCT Canon for Transition to map out a transition plan and calendar

The Vestry asked Father John to put together a complete list of his responsibilities, so the Vestry can work on a plan to make sure things do not fall through the cracks.

**Vicar Report**

Moving forward with Lenten and a few pop-up events. Need a volunteer for the Palestinian dinner. Follow up on racism discussion, possibly with a movie. Parochial report will be finalized next week.

## **Wardens Report**

Focus on the website to allow recordings there. Need more pictures for website. Three volunteers have come forward to handle the management of coffee hour for 2019.

## **Treasurer Report**

Parish in in good shape. Income exceeded output by \$2287.00. Bookkeeper is working out ok, end of year report is ready for auditor. Auditors letter of accreditor with Mark Makuch, CPA was ready for approval. R. Stearns moved to approve and D. Reinwald seconded. Unanimous approval. A second person is needed to cover treasurer responsibilities. J. Russel will do this and M. Brazziel will write up instructions.

## **Mission Outreach Report**

New refugee family arriving soon. Donations should go to WAIM. Beds are needed, we will provide money for these out of discretionary fund. We will also provide items for one room of the house (preferably the living room). R. Stearns attended a meeting at Companions in Mission regarding other outreach possibilities.

## **Property Report**

Water leak found in office, roofer will repair. Some touch up items need to be addressed.

Next Vestry meeting will be held 17 March 2019 at noon.

Respectfully Submitted,

Susan Marston, Clerk