

Approved

**Advent Episcopal Church
VESTRY MEETING MINUTES
March 4, 2017**

1. **Call to Order – Canon Timothy Dombek** – The meeting was called to order at 10 a.m.
2. **Opening Prayer & Bible Study – Canon Timothy Dombek** – Timothy offered the Opening prayer. Bible study was Romans 12, which will continue to be used throughout the year.
3. **Approval of Minutes – John Long moved the approval of the Jan. 22, 2017 Minutes – Motion passed.**
4. **Rector Report – Canon Timothy Dombek**
 - a. **Vestry Member from 2020 to serve on the Finance Committee –**
Diane Prueher agreed to serve on the Finance Committee.
 - b. **Counters (2 needed)** – Paula Bachman and Sharon Paine agreed to be trained as Counters – who normally serve on Monday or Tuesday.
 - c. **Changing Vestry Roles –**
Ministry liaisons will no longer prepare reports for Vestry meetings. Timothy will go into further explanation during the retreat.
 - d. **Sound System** - The problem with the Sound System is the amplifier (there are two – one is on the outside). The amplifier in the church is on its way out. Joseph from Lighthouse Productions proposed that we purchase new ones – a main one in the church and add one to the choir. There is ample money left from the Ray Joseph bequest that was originally approved by the vestry for the vessels that could be used for the amplifiers. **Herb Norton moved and Pat Kindle seconded that we use \$2,406.57 from the monies left over from the Ray Joseph bequest that was originally approved for the vessels for the amplifiers – motion passed.**
 - e. **Proceeds from Choir Concert April 2 – free will offering**
A member of the choir requested that Jill be paid extra for all the work she has done putting the concert together. There was discussion on what the free will offering would be used for. It was agreed that the monies from the “free will offering” would be placed in the music restricted fund for the director to use as needed. Timothy will talk with Jill on her expectations for additional pay as she is an employee.
5. **Sr. Warden Report – Dianne Diaz**
 - a. **Parochial Report** – The Parochial Report is an annual report that is required to be filled with the national church as well as the diocese. This report shows number of members, attendance at services and our financial status. Dianne indicated that the number of members has previously been overstated. Carrie has been working on cleaning up our member database (Servant Keeper) and the number reflected on this report should be accurate **Paula Bachman moved and Harry Roumell seconded that the Parochial report be approved – motion passed.**

b. Checking Account Signers – Herb Norton moved that Russell Flack be taken off the account, (Cornelius) Neal Haskell, Dianne Diaz, Paula Bachman, and Pat Finnell be signers. Motion passed.

c. Ice Maker Vote –It was moved and passed through the internet vote that the Ice Maker be replaced from Memorial Funds.

d. Coffee Hour Ministry Leader – Sharon Thomas has resigned as Coffee Hour leader as of the end of May. Timothy will announce the need for a replacement at coffee hour.

e. May Coffee Hour – Vestry is responsible for May.

f. Easter Vigil - Champagne & Cookies – The Vigil is April 15 at 7 p.m. and the vestry is responsible for providing this to the parish. We will need vestry to serve both the night of the vigil and at coffee hour on Easter. Paula said she will ask ECW to bake cookies to be served. Dianne will send an email closer to see who is available which day.

6. Treasurer Report – Neal Haskell

Neal went over his report on the finances of the parish (Attachment 1) for January 2017.

a. Servant Keeper – Moving to Cloud based – It is recommended that Servant Keeper be moved to Cloud based. This will mean that all of membership data is continually backed up and it will allow access from home for the treasurer, rector, and office administrator. At the recommendation of the finance committee **Harry Roumell moved and Diane Prueher seconded that we pay \$600/year to have Servant Keeper Cloud based. Motion passed.**

7. Old Business – None

8. New Business

It was noted that we donated \$1,051.55 to Sunnyslope Ministers of Hope to the homeless from the Discretionary Fund and Super Bowl Sunday.

9. Reflection – “How have we empowered our witness for Jesus by this meeting?” – Canon Timothy Dombek

10. Closing Prayer – Canon Timothy Dombek

11. Adjournment - Herb Norton moved that the meeting be adjourned at 10:55 a.m. Motion passed.

Respectfully submitted,

Paula Bachman
Clerk of the Vestry