

St. Peter's by-the-Sea
Vestry Meeting Minutes
Saturday, February 11, 2017
9:00 AM
Christian Brothers Retreat Center

Members in Attendance: Fr. Swan, Tom Utterback, BJ Carangia, Betty Murphy, Mellissa Doak, Matt Melchiori, Nicole Zelenak, Sue Palmer, Jim Cacciola, John Hines and Beth DiPanni, Clerk.

The meeting was called to order at 9:00 AM

Fr. Craig led the group in Morning Prayer

MINUTES

The January, 2017, minutes were accepted as modified. Matt made the motion and Nicole seconded. The motion passed unanimously.

- Melissa asked for clarification about the ASA

PAROCHIAL REPORT

- Craig explained that the parochial report is the church's tax statement (1044) and is required by the Diocese. It also determines the category of the church.
- Roxanne has not reviewed the numbers as of today.
- John Hines made a motion to approve the Parochial Report pending Roxanne's review. Matt seconded the motion. The motion passed unanimously.
- Tom said there is a *Manual of Church Methods* if anyone wants a deeper understanding of the process.

STAINED GLASS WINDOWS

The \$57,500 that has been appropriated for the restoration of the stained glass windows in the church should be enough to restore all of the windows that remain in need of work. The contractor is Mike Martino Stained Glass Co. Nicole made the motion to proceed with the window restoration, but not to exceed \$57,500 which includes unexpected costs. Sue Palmer seconded the motion. The motion passed unanimously.

Action Steps:

- Beth DiPanni will ask Linda O'Neill if Martino has a current copy of his insurance on file with us, and also ask her for a copy of the written quote.
- Beth will request that John DiPanni give the Vestry a monthly report on the progress of the windows project.

PRESCHOOL

Beth distributed the quote from Palantonio Construction for making the renovations to the Pre-School space. As of today, there is \$25,000 available to complete the work listed in the quote. What remains is the floor patching and refinishing and painting the walls. Hoping that more money will be available through targeted fundraising, Beth has asked Palantonio to give us separate quotes on the floor and walls.

The back room and the play structure that will be located there will be dedicated in Carol Stuart's name. A fundraiser will be held to secure monies for further renovation, supplies and furniture, and/or scholarships to the Pre-School.

Nicole made a motion to approve the renovations to the Boss Pre-School Building – except the floor and walls- not to exceed \$25,000. BJ seconded the motion. The motion passed unanimously.

B & G will oversee the renovations.

Action Step: Tom will ask David O. to research the appropriate care and maintenance of the new wood floor in the Pre-School according to DCYF and BrightStars regulations and report at the next B & G meeting.

ACOUSTICS

Fr. Craig gave a general overview of the acoustical work to be done in the Parish Hall, but did not know the answers to many questions that the Vestry raised. After many questions and much discussion, Jim made a motion to table the issue until we could get specific answers from Gerry Reynolds, who is in charge of the project. Sue seconded the motion. The motion passed unanimously. Matt and Tom volunteered to compile a list of the questions and relay them to Gerry Reynolds. They will also invite Gerry to the next Vestry meeting on March 8th to give a report.

Action Steps: Matt/Tom will give questions to Gerry Reynolds and invite him to the March 29th Vestry Meeting.

Beth DiPanni will follow up with Palantonio Construction on a quote to inspect and paint the Parish Hall ceiling and report at the next meeting.

NEW BUSINESS

Strategic Planning Facilitated by Rodney LaBrecque – Part I

The focus of this session is to engage in strategic conversations which will help the Vestry to answer the question, "What does it mean to have a 'common understanding' of how our vision and mission informs the construction of the complex structure of St. Peter's, and how will this structure result in programs and policies that further the attainment of our mission?"

LUNCH 12:30 – 1:00

Strategic Planning – Part II

The focus:

- Discerning long-term needs of the parish
- Shaping choices and making good decisions for the future
- Understanding our roles as Vestry members in guiding St. Peter's forward

The Vestry wrestled with several "Challenge Statements" as a way of unpacking these concepts.

The meeting was adjourned at 2:30 PM.

3:00 PM The Holy Eucharist (Chapel)

Next Meeting will be on Wednesday, March 8th, @ 6:30 PM with dinner at 6:00.

Respectfully submitted,

Beth DiPanni, Clerk

