

St. Thomas the Apostle Episcopal Church  
Vestry Meeting Minutes  
August 16, 2022

**Rector**

Father Christopher Thomas

**Vestry Members Present**

Stephen Toon, Senior Warden

Joe DeuPree, Junior Warden

Ruth Woodward

Randy Hering

Jerry Knight

Lisa Pearson

Kathy Carson

**Officers Present**

Caroline Hofmann, Clerk

Wynne Voorhees, Treasurer

Rusty Rippamonti, Chancellor

**Absent**

Laura Griffin, Controller

Alyssa Abadinsky

Michael Legacy

**Summary**

These minutes contain the following:

- 1) Motion to approve July Vestry Minutes
- 2) Motion to approve Resolution for Approval of Audit Report
- 3) Motion to approve Financial report
- 4) Motion to authorize the Chancellor to officially file a claim for reimbursement with the Church Insurance Company for any amounts owed to St. Thomas under the policy pertaining to a claim for fraudulent checks processed and incorrectly paid by Bank of aAmerica in January 2022
- 5) Motion to accept Request and Agreement for Single Use of Room(s)/Facilities at St. Thomas the Apostle form
- 6) Motion to take down the Black Lives Matter signs and repurpose them for seasonal signage
- 7) Motion to allocate about \$1300 from the Knight Flake fund to pay for the AV equipment in the South Room

Narrative

**1. Call to Order**

**Rector**

The vestry meeting was called to order at 7:05 PM by Fr. Christopher who opened the meeting with a prayer. The following agenda was covered during the meeting:

**2. Resource Person**

**Pearson**

Resource person for this meeting is Lisa Pearson. No further report.

**3. Reflection/Formation**

**Rector**

Fr. Christopher begins by encouraging the group to exercise their “vision muscle” - encouraging each to reflect on a guiding moment at St. Thomas that felt influenced by God. Everyone then shared what that moment was for them.

**4. Prior Meeting Minutes Approval**

**Senior Warden**

Prior meeting minutes approval for the month of July.

**Motion to approve July Vestry Minutes**

Moved by Kathy Carson

Seconded by Lisa Pearson

Motion approved by unanimous vote

**5. Finance Committee**

**Senior Warden**

- a. Treasurer’s Report
  - i. Stephen goes over the financial report from Laura and wants to discuss the audit
- b. Report of Finance Committee
  - i. Fr. Christopher expresses his gratitude to the members of the Audit Committee.
- c. Presentation of Audit 2021
  - i. Jerry goes into further detail on the audit. Everything was found to be acceptable. An item that was closed out was inventory - photos and an Excel spreadsheet were acquired for all church assets. Inventory was previously done in 2016 so it will need to be updated at some point, but Jerry estimates about 95% is still accurate. It was recommended that next year’s auditor be external
  - ii. Rusty follows by reading his letter for approval of the recent audit

**Motion to approved Resolution for Approval of Audit Report**

Moved by Joe DeuPree

Seconded by Ruth Woodward

Motion approved by unanimous vote

**Motion to approve Financial Report**

Moved by Randy Hering

Seconded by Lisa Pearson

Motion approved by unanimous vote

d. Updates from the Chancellor

- i. Rusty gave an update on the Bank of America check fraud. He suggests we proceed with placing an official claim with insurance.
- ii. Rusty has drafted an agreement for single use of rooms/facilities at St. Thomas. This agreement pertains to non-parish sponsored activities. Vestry members present suggestions for a few minor edits.

**Motion to authorize the Chancellor to officially file a claim for reimbursement with the Church Insurance Company for any amounts owed to St. Thomas under the policy pertaining to a claim for fraudulent checks processed and incorrectly paid by Bank of America in January 2022**

Moved by Lisa Pearson

Seconded by Joe DeuPree

Motion approved by unanimous vote

**Motion to accept Request and Agreement for Single Use of Room(s)/Facilities at St. Thomas the Apostle form**

Moved by Stephen Toon

Seconded by Kathy Carson

Motion approved by unanimous vote

**6. Buildings & Grounds Committee**

**DeuPree**

Joe reports that the tree at the front of the property was experiencing damage due to wasp activity, but should not require any specific measures to be taken.

The committee discussed the Black Lives Matter sign at the front of the building. They suggest that it has served its current purpose and the frames should be repurposed at the corner of the lot to house circulating signage for holidays, events, etc.

**Motion to take down the Black Lives Matter signs and repurpose them for seasonal signage**

Moved by Randy Hering

Seconded by Jerry Knight

Motion approved by unanimous vote

Stephen inquires about the gutter situation. Joe and Lisa have inquired about this and requested a few bids to both repair the gutters and install gutter guards. There will be two upcoming cleanup dates.

## **7. Mission & Ministry Committee**

**Hering**

Mission outreach met last week and had two successful campaigns for DCA (Dallas Champions Academy) supplies and also met to create more donations for the pillowcase project.

Dessert Auction will take place on September 11th. Sign up begins this upcoming Sunday August 21st.

Thanksgiving luncheon taking place on November 20th.

## **8. Guild Liaison Reports**

- a. Acolytes/Eucharistic Ministers - Michael Legacy
  - i. Michael's report was sent over email
- b. Eucharistic Visitors - Lisa Pearson
  - i. Up and running still
- c. Altar Guild - Jerry Knight
  - i. No report
- d. Community Garden - Randy Hering
  - i. No report
- e. Greeters/Ushers - Alyssa Abadinsky
  - i. No Report (Absent)
- f. Kitchen/Social - Randy Hering
  - i. No Report
- g. Lectors (Readers) - Ruth Woodward
  - i. No report

## **9. Rector's Report**

**Rector**

- a. South Room updates:
- b. The new TV was mounted too high and will be getting lowered soon
- c. We will be purchasing an Owl Camera that will provide a 360 view of the room during zoom meetings
- d. We requested a pricing estimate for shades on upper windows above the cabinetry in the south room
  - i. Some of the above expenses are being taken from the Knight-Flake fund, but we are not expecting to use it for the shades.

## **Motion to allocate about \$1300 from the Knight Flake fund to pay for the AV equipment in the South Room**

Moved by Stephen Toon

Seconded by Ruth Woodward

Motion approved by unanimous vote

- e. Discussion continues regarding the Parish Garden. Fr. Christopher reiterates that the garden is not going out of commission, but we need to consider what to do. Ruth and Fr. Christopher will meet regarding this.
- f. First commission meeting took place in the past month regarding what formation would look like going forward
  - i. A Wednesday morning book study will be started, as well as another Episcopal 101 course. These will begin after the September 11th “homecoming” event. The homecoming event is also available on Facebook for RSVP.
  - ii. The group will see what interest there is for a facilitated study of the lectionary that could take place on Sunday mornings before service.
  - iii. The previously scheduled Paired Saints class with Dr. Sprinkle will take place during advent
- g. Data migration
  - i. Exploring migrating to a new software source, ACS/REALM. Fr. Christopher presented the cost difference for this.
  - ii. In the near future, there will be a binder with everyone’s information for them to check and clarify in an effort to clean up our database

**10. Resource Person for October - Randy Hering**

**11. Compline**

**Deacon Smith**

**12. Dismissal/Closing Prayer**

**Rector**

The meeting is closed with the singing of a hymn and the meeting was adjourned at 8:45 p.m.

*Caroline Hofmann*

**Caroline Hofmann, Clerk**