

Bethesda Episcopal Church Vestry Meeting

Date: 7PM February 21st, 2018

Location: Skidmore College

Clergy: Dean Marshall J. Vang, Interim Rector

Clerk: Mayumi Kato

Treasurer: John Van der Veer (excused)

Vestry: Darren Miller, Catherine Berheide, Steven Rucker, Field Horne, Pam Houde, John Huppuch, Ann Bullock, Jamie Piraino

Call to order: Dean Vang called to order the regular meeting of the Bethesda Episcopal Church Vestry at 7:00 PM on February 21st, 2018 at Skidmore College.

1. Devotions
 - D. Miller began the meeting with devotions.
2. Minutes of January and annual meeting
 - G. Henderson, former Clerk, sent out Minutes of January and annual meeting via E-mail in prior to this meeting for Vestry to review. A. Bullock moved to accept those, seconded by D. Miller, unanimously approved.
3. Interim Rector's Report by Dean Vang
 - M. Kato was nominated for Clerk till January 2019 by Dean Vang. D. Miller moved to accept her position and seconded by C. Berheide, unanimously approved.
 - J. Piraino was appointed as an assistant treasurer and commission recorder
 - Lendon Moore's Certification for Candidacy (Commission of Ministry) first by D. Miller and second by C. Berheide, unanimously approved.
 - Vestry Meeting Calendar 2018-2019 was communicated via E-mail and handout. Diocesan Convention with the Presiding Bishop is planned on June 09, 2018
 - D. Miller explained about Bi-laws, asked Vestry to sign "conflict of interest disclosure statement" by end of this meeting.
 - Dean Vang explained the responsibilities of Vestry members. Vestry is elected leadership of Parish, business wing of the church. He reminded Vestry members the importance of communication with parishioners and to become good listeners, and Vestry members should wear name tag so that parishioners can approach.
4. Search Committee Report by C. Berheide
 - Next Rector Search Committee meeting is planned shortly after this Vestry meeting.
 - C. Berheide provided the first draft of survey for parishioners to create church profile for Rector search. Those will be sent to current and previous parishioners.

5. Property Management Update by M. Griffin
 - C. Berheide reported existing maintenance issues (heating/cooling system, peeling paint, clean up the basement) on behalf of M. Griffin (excused). We now have new vendor "On Call" who resolved our recent leak in the heating system.

6. Treasurer's Report by C. Berheide
 - C. Berheide reviewed "Profit & Loss Budget vs. Actual, January 2018" in the absence of J. Van Der Veer and explained key items (Temporarily Restricted Support, flower donation, etc...) for newly joined Vestry members (J. Huppuck, A. Bullock, J. Piraino) from this meeting.
 - D. Miller continued to explain that our recent "Pledge and Plate" does not catch up our expenses, such as urgent maintenance cost.
 - J. Piraino will discuss with our book keeper how we can reduce the credit card fee for those who pay "Pledge and Plate" by credit card while keeping this option available for Bethesda to grow bigger.

7. Commission Report
 - Dean Vang asked Vestry members to consider joining minimum two commissions & committees (Building Committee, Parish Life, Finance, Property Management commissions).
 - **Building Committee**
 - G. Boyd came in the room at this point to update the latest status from building committee. \$1.7M still needs to be raised to build new Parish house. D. Miller and G. Boyd met J. Waits from *John G. Waite Associates* and S. Bonacio from *Bonacio construction Inc.* to resolve financial gap between the raised money and estimated cost. J. Waits proposed two stories building (instead of four) to reduce the cost, but G. Boyd and D. Miller expressed their concerns about potential zoning issue, and no income generated by rental with two stories building. Bethesda currently owes J. Waits \$52,000 for his previous work for this project, and we were also bound by the contract we signed for his construction management. A. Bullock asked details current saving from Capital Campaign, previous and future expenses. A. Bullock and C. Berheide requested G. Boyd to provide the detailed financial report.
 - Since new Parish House could be taxable, G. Boyd and D. Miller consulted with the lawyer to seek the way to earn tax exempt status. D. Miller explained that one possible way is to create the nonprofit organization 501(c)(3) and we should renew our missions to show that we help community with new Parish house.
 - G. Boyd: Code Blue Saratoga is interested in being the tenant of new Parish house and they will donate \$1M in return. He emphasized that our new Parish house should be available not only for parishioners, but also for our community. He asked Vestry members to review the draft of formal letter to send Code Blue Saratoga for approval.
 - D. Miller talked to Saratoga Police Department to discuss potential issues by Homeless people, but there has not been reported.
 - S. Rucker asked G. Boyd "Plan B" if we don't raise enough money to build the building.
 - G. Boyd left the meeting after his **Building Committee** report.

- **Communication Committee**
 - F. Horne: *"Next newsletter is planned to be sent out in April, 2018."*
 - **Parish Life**
 - *"We plan to have another potluck dinner event sometime in Spring."* (P. Houde) She proposed to create potluck event committee to help her organizing next event.
8. Continuing/ New Business
- D. Miller proposed "Fraud Prevention Discussion" to be the agenda of our upcoming Vestry meeting
 - C. Berheide approved Rector's Expense for the month, and seconded by F. Horne. All were in favor.
 - D. Miller and C. Berheide approved three Vestry members, P. Houde, F. Horne, and M. Kato, to sign the check for any expenses when they were not in town, seconded by S. Rucker, unanimously approved
9. C. Berheide moved to adjourn the meeting, J. Huppuck seconded the motion which passed unanimously