

Fork Church Vestry Meeting Minutes
July 15, 2014

Those Present:

Rick Alderman	Paul Newell
Michael Woods	Scott Smythe
Jennifer Smith	Ruth Partlow
Bob Partlow	Mac Chenault
Jim Smythe	Boo Smythe
Kathy Thomas	Nik Forti (via conference call)

Absent: Tony Droppleman, John Rickman

1. This meeting was opened with a prayer. Meeting then was handed over to the Senior Warden
2. Positive thought about Fork over the last month were shared.
 - a. Nik coming on board as our Priest in Charge
 - b. Kitchen clean out and everyone that showed up to help.
 - c. Warden's handling of the congregational meeting about the timber sale.
 - d. Kathy Thomas accepting the position as our new treasurer.
3. Boo Smythe provided an update about the kitchen renovation.
 - a. A draft of a donation letter along with a donation card was shared. Suggestions where made to hopefully improve the response from the congregation.
 - b. A donation should be made by every vestry member and Kitchen Committee Member by 07.20.14 to Scott Smythe. Scott with work with Lindsey Smythe to get the donation letter and donation card revised to be mailed out the week of 07.20.14.
 - c. The contract with Bromac was reviewed with regards to the options listed on page 2. It was decided that we would move forward with option 4 and 5, painting of the parish hall and small classroom to the left of the stage. A motion was presented and passed on option 4 and 5. Options 2 and 3 were tabled. The consensus was that Mike Thomas should discuss this with Bromac and get a better understanding of what the scope of work is to ensure that the cost is money well spent.
4. Update on Greg Muniec's request was tabled since John Rickman was not present.
5. Minutes from June 24 where reviewed and approved.
6. The vestry would like to host a reception for Andie Warfield to thank her for her 19 plus years of service. Scott Smythe will reach out to her.
7. Update on several meeting that where held with the Diocese over the last month

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- a. Ted Smith, Treasurer for the Diocese. Very helpful in getting us updated on what the requirements are for treasure. Discussed discretionary fund, investment funds, and audit. Ted will provide information on firms that could complete our audit.
 - b. I stopped by to thank Lindsey Ryland, Office of Transition Ministry, for all her help and dropped off the letter of agreement for the Bishops signature.
 - c. Rick Barber, phone call to discuss IT improvements.
8. A formal motion was made, seconded and approved by the vestry to appoint Kathy Thomas as Treasurer.
9. Kathy Thomas presented the treasurer's report
- a. June budgets were present and accepted to be filed for audit.
 - b. A discussion was had on what accounting software we should move forward with since we are transitioning treasurers.
 - We currently use the membership module of ACS software for the income side and use Quickbooks for the expense side.
 - Options would be
 1. Continue with what we have, ACS at \$50/month and Quickbooks at \$40/month
 2. Get the entire suite of ACS software.
 3. Get Church Windows modules, membership, donations, accounting. \$350 set up fee, \$150/month first year, \$135/month second year and \$115/month third year. Completely cloud based.
 4. Based on Kathy recommendation and other vestry members, a motion was made and passed to move forward with Church Windows.
10. Office IT system was discussed. A special meeting will be schedule at a later date to discuss this subject
11. The Reverend K. Nicholas Forti.
- a. A formal motion was made to accept the Letter of Agreement. Motion was passed.
 - b. A resolution was made of the housing portion of Nik's compensation. The resolution was passed.
12. Interim Report and Future action list presented by Ruth and Bob.
13. Bob and Ruth Partlow's last Sunday will be August 17. As requested to compensate for unused vacation time, they will be paid for the entire month of August.

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14. Liaison Reports:

A. Finance – Scott Smythe

- Need status of suggested firms to use from the Diocese

B. Mission

- Dinner at St. James the Less have been canceled.
- On August 10, we will have a guest speaker who is raising money for a mission trip. The loose offering that Sunday will be donated to this mission trip. Motion was made and approved.
- St. James the Less is now doing a dinner for the volunteers that work at their clinic. Contact person is Melissa Robertson. Next dinner is September 3. Food needed for 25 people and must be delivered by 530 PM. Jim Smythe will handle this.

C. Buildings and Grounds – Michael Woods

- Trees in the parking area. An Arborist will look at these.
- We need to look at the calendar and schedule a Fall clean up day
- Gutter on the kitchen extension needs to be cleaned.
- Is there a need for gutters on the main church building? This should be a future project.
- Light in the parish hall are in need of repair
- We need to get a copy of the lawn service contract and see what it covers.
- Jennifer Smith offer to put Michael in contact with the firm that handles the lawn service at Mica Mine.
- At the next meeting, will revisit the need for spot lights on the heat pumps.

D. Christian Formation - Tony Droppleman

- Confirmation Class for rising 10th and 11th graders will be lead by Nik. We are expecting about 9 children.

E. Pastoral Care – John Rickman

- No report from John
- Boo Smythe and Ruth took communion to several home bound parishioners.
- There is a need to transportation to get our home bound parishioners to church. Talked for future meeting.

F. Search Committee – Rick Alderman

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- Committee is moving towards being the transition committee to assist with Nik getting settled in.
- Jesse will work on the website with a section providing information on our new Priest in Charge.

G. Parish Life

- A possible reception for the former treasure.
- Thank You Reception for the Partlow's will be Lemonade on the Lawn since we will not have a Kitchen.
- Need to figure out what we can do for Nik's Welcome Reception.
- Welcome Dinner will have to be pushed back to October since the kitchen is under renovation.

H. Worship – Jennifer Smith

- Supply for August 24 will be Haywood Spangler.
- Need to find a time/place/way to comply with the requirements of Safe Church.

I. Administration – Paul Newell

- Working towards new accounting software and will be reviewing needs for our IT systems.

15. A set of keys are needed for Nik

16. New sign that Graeme Alderman is doing should be completed by September 20.

17. Sign at Route 1. Paul spoke with Tim Kestner and he will contact the land owner to see if we can put a new sign there.

18. Rick Alderman will touch base with Hugh Campbell to see what the status is of getting the head stones re-engraved.

19. Vestry meeting for August was moved to the 26th to allow Nik to attend.

20. Closing Prayer

Respectfully submitted,

Paul Newell

Vestry Meeting Schedule

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July 15, 2014

August 26, 2014

September 16, 2014

October 21, 2014 – Conflict with Clergy Retreat

November 18, 2014

December 16, 2014

January 13, 2015

Annual Meeting January 18, 2015

Vestry Retreat January 31, 2015