

St. Luke's Episcopal Church, Hope, NJ
Vestry Meeting Minutes
September 4, 2007

Members Present: Fr. Bill Potter; Sue Franson, Sr. Warden; Bart Cousins; Cheryl Crisp; John Hovell, John Norcross, Tom Palmieri; Chuck Winch and Laura Wright. Also present: Sharon Cousins, Treasurer.

Opening: Fr. Bill opened the meeting with a prayer.

Minutes from the July 31 meeting were approved following a motion by Cheryl, which was seconded by John N.

Financial Reports: Sharon presented the financial reports for St. Luke's as of July 31, 2007. Fr. Bill presented a check to Sharon in the amount of \$8,095 from Haven of Hope, in partial payment for what was owed to the church. A motion was made by Bart, and seconded by Chuck, to accept the reports. The motion passed.

Haven of Hope for Kids: Fr. Bill presented the Haven of Hope for Kids Financial Report as of 8/31/07. On a motion made by John N. and seconded by Cheryl, the report was accepted.

Church Renovation: Fr. Bill informed the Vestry that the renovations of the church had begun. He presented a spreadsheet showing the work that was planned for this year, along with the original anticipated costs. The spreadsheet also showed revised costs for various projects. Fr. Bill explained that the person who had originally given the estimate for the various painting projects had notified St. Luke's that, due to health problems, he would not be able to do the painting. The new painting contractor, Gerard Tretola, has submitted bids which are \$3,650 more for all of the projects. At Fr. Bill's request, Mr. Tretola has also submitted a bid to repaint the exterior of the Parish House at a cost of \$5,850. The original thought was that the members of the Parish would attempt this project; however, at this time that idea has been replaced due to time and safety concerns. Other increases in the costs of the renovations are \$2,750 to have someone take the measurements for the new storm windows and \$5,700 to have the new storm windows installed. These are costs that were assumed to have been in the original bids, but were later informed were not. The spreadsheet showed that the Grand Total (including repainting the exterior of the Parish House) is \$74,731 and we currently have available funds in the amount of \$66,803.73, resulting in a shortfall of \$7,927.27. Fr. Bill commented that the parishioners of St. Luke's need to be encouraged to contribute whatever they can to cover the shortage. He cited that only a small number of people from the Parish had contributed to the Capital Restoration Project. There was a motion made by Bart, and seconded by John N., to approve Gerard Tretola as the new painting contractor for the painting of the interior of the church and also for the painting on the interior and exterior of the windows,

provided he is approved by the New Jersey Historic Trust for the windows. The motion passed.

Extermination of Termites in the Parish House: Sharon distributed information regarding the bids for treatments of the termites in the Parish House from Pyramid Termite & Pest Control and Amco Exterminating Company. Sharon explained the information she had been given regarding the different methods of treatment the two companies had recommended and used for making their bids. Pyramid's bid of \$1,000 was approved on a motion made by Sue and seconded by John H.

Fund Raising: John H. & John N. volunteered to organize the Fall Road Clean-up project (for the same areas that were cleaned by St. Luke's parishioners in the Spring). Sue volunteered to take the lead for the "Cookie Walk" for the Hope Christmas Market in December.

Where 2 or 3 are Gathered: Fr. Bill reminded the Vestry that St. Luke's had been selected as one of 30 churches in all of the U.S. to participate in a pilot project to develop new worship services in small, rural congregations. Bart is the going to be the Project Leader. Sue, John H., Fr. Bill, Chuck and John N. volunteered to assist when needed. It was decided there would be an email sent to all parishioners notifying them of a Special Congregational meeting to be held on September 23 to inform people about the project.

Grant Requests: A motion was made by Cheryl and seconded by Bart that Fr. Bill be authorized to submit Grant Requests to the ACTS/VIM Committee of the Diocese of Newark for funding for Haven of Hope for Kids and to the Board for the Ward J. Herbert Fund to assist with funding for capital improvements.

The specific language of each resolution was as follows:

Ward J. Herbert Fund

WHEREAS the Vestry has carefully prioritized the maintenance required to preserve our church and parish hall, and has identified the repair of church windows as being critical within the first phase of the restoration plan, and

WHEREAS the Vestry has secured a bid in the amount of \$20,125, from a highly reputable and approved contractor, therefore

BE IT RESOLVED that the Rector and Wardens and Vestry approve the submission of a grant request to the Ward J. Herbert Fund of the Episcopal Diocese of Newark for \$4,226 and

BE IT FURTHER RESOLVED that this church guarantees the Ward J. Herbert Fund that St. Luke's Church will match the Fund's grant in equal amount.

ACTS/VIM Board

RESOLVED that Fr. Bill be authorized to submit Grant Requests to the ACTS/VIM Board of the Diocese of Newark for funding for Haven of Hope for Kids and to the Board for the Ward J. Herbert Fund to assist with funding for capital improvements.

Jon Owens Evaluation Sheets: Fr. Bill stated that he had prepared and distributed a Questionnaire regarding Jon Owens, the Summer Seminarian Intern. The purpose of the Questionnaire was to not only give "feedback" to Jon, but also to assist St. Luke's in the event our grant request for another intern for next summer is approved by the Roanridge Trust.

Next Meeting: The next meeting will be held on Tuesday, September 25, at 7:00 PM, in the Parish House.

Tom closed the meeting with a prayer at 8:40 PM

Respectfully submitted,
Sharon C. Cousins