



ST. PHILIP'S CHURCH IN THE HIGHLANDS
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Meeting of the Vestry of St. Philip's Church in the Highlands
August 21, 2021
9:00 AM

Agenda

Opening Prayer - Chris Nowak

Spiritual Exercise - *Help, Thanks, Wow* discussion

Minutes for Approval - June 26, 2021 Vestry Meeting

Treasurer's Report

Rector's Report

Warden's Report

Ministry Reports/Questions

Other Business

Adjourn

Next Meeting:

Saturday, September 25, 2021 9:00 AM

October 23, 2021 9:00 AM

November 20, 2021 9:00 AM

December 18, 2021 9:00 AM

MINUTES OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS
Saturday, June 26, 2021
9:00 am via Zoom

ATTENDANCE

Present: Rev. Amanda Eiman, Rector; Sarah Bayne, Junior Warden; Will Felder, Treasurer; Preston Pittman, Clerk; Margy Gerber, Chris Nowak, Fred Osborn, Joe Plummer, Gabe Salas, Jennifer Sandlund

Absent: Terri Akbas, Paul Kantor

OPENING PRAYER

Sarah Bayne offered an opening prayer.

APPROVAL OF MAY 22 MINUTES

There was some discussion regarding the request by a non-vestry member that a statement recorded in prior minutes be removed. Following some discussion, it was agreed that something having been recorded in the minutes and accepted by the Vestry should not be altered, but the objection could be noted in these minutes.

Chris Nowak made a motion to accept the May minutes. Sarah seconded the motion which was passed unanimously.

RECTOR'S REPORT

Rev. Amanda reported that she had received a letter from a parishioner, who acknowledged that she had not been to St. Philip's in some time, but recently was told that St. Philip's was no longer a welcoming church and she was requesting that her donations for this year be returned. There was discussion questioning the legality of this request. Sarah said that she would contact the Diocese and communicate with the parishioner. However, the consensus was that money donated to the church (and not for the purchase of something) is not refundable.

Rev. Amanda reported that she has been in communication with Nora Smith from the Bishop's office who is recommending the professional services of an outside mediator to assist with resolving what she described as the "unprecedented amount of conflict between St. Philip's and the "members" of the Choral Society". Jay Wittmeyer from the Lombard Mennonite Peace Center will be contacting the Vestry and the Rector to discuss the possibility of working with us and what it would entail and what the expense would be. There was considerable discussion as to what the purpose and goals of this mediation would be at this point, as members of the Choral Society have adamantly stated that they will not return until there is a new Rector. Fred Osborn said that he believes that there are people at the Choral Society who would welcome the opportunity for interaction of some kind, but would need to be convinced that the mediation is independent of the Bishop.

Rev. Amanda announced that she will be away on July 11, 18, and August 8. She has arranged for supply priests to substitute in July and that Daniel Bentley will lead Morning Prayer on August 8.

WARDEN'S REPORT

Sarah asked the Vestry to keep the new Nursery School Director, Betsy Alberty, in their prayers as she begins her job "solo". Joe Plummer thanked Will Felder for his gracious remarks expressing our gratitude to Anita Prentice for her service. It was noted that approximately \$35,000 was raised for Faculty Support Fund at the party for Anita.

TREASURER'S REPORT

Will reported that we are on target with our current budget, but by October we should be assembling a budget for 2022. Given the circumstances, we can't wander into 2022 as we have in the past couple of years. Will said that it is important for the Vestry to take responsibility for raising the money the church needs to function and to make sure that the money raised is spent judiciously.

It was noted that not only do we not have a stewardship plan, but we don't have anyone making a plan. And that plan can't just be an annual appeal for pledging, but it needs to be an ongoing process. Joe suggested that someone from the congregation, not on the Vestry, might be a possibility for a stewardship campaign leader.

Will reported that the current investments are healthy, and worth over \$1 million, but of course, we want to avoid touching the capital for any operating expenses. He concluded his report by noting that he keeps hearing absurd rumors about St. Philip's financial conditions. In fact, for the moment, we are fine.

ADJOURNMENT

Sarah made a motion to adjourn the meeting. Preston seconded the motion. The meeting was adjourned at 11:13

There will be no Vestry meeting in July. The next meeting will be on August 21.

Respectfully submitted by
Preston Pittman, Clerk of the Vestry

Service to Others (Outreach) Report to Vestry

August 17, 2021
Report by: Joe Plummer

Ministry/Action Items in Progress:

Rural Migrant Ministries

Jim Bopp and I have joined the RMM Development committee and helped on crafting one appeal. Anne Symms toured the grounds and crafted a brilliant landscaping plan. A volunteer day will be organized for September to start executing her plan. There will be weekend featuring workshops and Bishop Michael Curry speaking October 9,10.

San Miguel Prep

Jim Bopp and I are helping develop press coverage and fund raising for the successful rowing program that has received a prestigious grant for the coming year. Due to the spike in the Delta variant the possibility of the Saturday clubs in September is uncertain. Nat Prentice continues to offer guidance to graduating boys on getting into boarding schools.

Kenya Leland School Grant

The grant proposal has been submitted to the diocese by Amanda. The committee asked a few questions which have now been answered by the local school. We now await final decision from the International Committee.

Philipstown Fights Dirty

Jason Angell presented the plan for carbon neutral Phillipstown at a Sunday service. Chris Bishop and Preston Pittman are organizing a Tribute to the Hudson River on 10/9 at Garrison Landing to promote the goals of PFD campaign. There will be a number of local music groups performing and St Philips a major presence.

Philipstown Food Pantry

We are continuing to collect food for the pantry with rice and canned goods. Sue McClain has been delivering donations are Friday mornings. We could use the volunteers and more donations.

No actions required at this time

Sincerely, Joe Plummer

Buildings and Grounds Committee Report to Vestry

August 21, 2021

Author: Paul Kantor

Action Items Completed:

- * The new desk for the Nursery School director was purchased and assembled. New extension of office space for NS was completed by Elder. Awaiting painting this week, and probably finished by now.
- * Cottage leak area sealed and repaired by Jim B.
- * After neighbor complaints, Manny was requested to avoid dumping leaves and debris onto the neighbor's property up in the northwestern corner of the church property. Although a fallen section of fence could be replaced, it was not considered essential for maintaining the area boundary.

Action Items In-Progress/Pending:

- * The waterline trench project is to be completed by the end of August by Charlie Polhemus and Waterworks Plumbers doing the excavation and plumbing work. Jim Bopp, David Gordon and Chris Pavic have finalized the approach to the church building to avoid unmarked graves. Jim B is prompting Mr. Polhemus to get this work completed ASAP after a number of equipment delays.

Leaky chimneys at rectory are currently in process of repair.

- * The portable generator planned for use at the rectory is now in working order, thanks to Chris Nowak and Louie of Cold Spring Lawn Mower. It is stored in Cottage. To operationalize its use requires: a.) electrical work that hooks up selected rectory systems (HVAC, kitchen, water pump, lights, etc.) to the generator when in use, and installs new 220 plug and route for power cord to exit basement. This is work for a licensed electrician. b.) a covered shed to house the generator. Jim B's estimate: roughly \$2000. Deferred for now.

Many minor projects were identified during June inspection for attention in due course; some are of minor cost, while others have been deferred at this time due to their cost. The most significant:

- *ADA ramp and bathroom in PH (already discussed and deferred for 2021).
- *Upgrade rope railing from parking lot to PH.
- * There is another section of wall just south of where John Benjamin repaired the wall recently; it is damaged and deteriorating. You can see sunlight through the wall where stones and mortar are missing. Not urgent at this time, however.
- * The lower section of Texture 111 siding along the back side of the carriage shed needs to be replaced due to leaves and other debris dumped along the backside and rotting the wood. Chris N and others suggest this can be deferred, however.

* Additional landscaping initiated by Anne Symmes, removing most of the Mountain Laurels that run along the west side of the Columbarium because they seem to be getting eaten by deer. The idea was to bring together 2 or 3 of the healthiest plants as a grouping. David Gordon is managing this.

* Various minor repairs to rectory, including additional bat proofing, screen door repair (in progress by Manney) and window repair (in process) at mudroom. In addition, exterior painting of trim should be undertaken in fall by combination of volunteers and professional painters. Minor cost.

Items Requiring Vestry Vote:

The following items are recommended for vestry approval attention at this time:

* Humidification equipment needs to be purchased soon in order to make the church heating/humidification system operative by fall, 2021. Estimated cost: about \$2,000.

* There are two trees selected by David G that need to be taken down for safety reasons. Ian Kinglsey identified them last year, and in the initial tree budget he did for the campus these two trees are priced at about \$3,000.

* Proposal for AC split unit in PH office. The estimated cost would be around \$3500.

Youth Ministry Liaison Report to Vestry

Date: 8/17/2021

Author: Jennifer Sandlund

Ministry/Action Items Completed this Month:

Cross Trainers: The Cross Trainers are on vacation. Sunday School: The Sunday school is on vacation.

Ministry/Action Items in Progress/Pending:

On Tuesday, August 24, the Cross Trainers will be gathering for a pool party at the home of Kathy and Joe Plummer.

If other committees can think of ways the Cross Trainers can help your committee, please contact Jennifer Sandlund or Kari Bentley.

Items Requiring Vestry Vote:

Communications Committee Report to Vestry

Date: August 18, 2021

Author: Terri Akbas

Action Items Completed:

- The committee met and came to consensus on consistent fonts/color palette for church communications as well as the format for the presentation of the church name in print following review of information and options presented by Jennifer Sandlund
- The committee agreed upon the content for the first issue of the quarterly newsletter “The Messenger”. The first issue will be published in September to coincide with the beginning of the program year.

Action Items In Progress/Pending:

- Continued exploration and discussion of development of a logo

Items Requiring Vestry Vote: None

St. Philip's Nursery School Report to the Vestry

August 2021

Report by: Sarah Bayne

The first meeting of the St. Philip's Nursery School Committee for the new school year will be held on Wednesday September 1. Attached to this report is the Charter for the Committee, now approved by the committee and ready for approval by the Vestry. You will note that a Treasurer and Secretary are indicated in the Charter; they have yet to be chosen, or rather we hope, someone will volunteer for these positions.

Members of the Committee include: Sarah Bayne, Chair; Kate Calligaro, Erika Cooper, Phoebe Geer, Fred Osborn, Allison Pataki, Kathy Plummer, Anita Prentice, Julia Wynn, Travis Yuengst.

Summer Camp went extremely well (despite the heat) and Betsy has been reaching out, connecting with her staff, and making concrete curriculum plans for the fall. Precise numbers of students are not yet complete; there is still room for three year olds. Children and teachers will be masked at school; other guidelines for separation of classes have not been announced yet given the Delta Variant.

Betsy has completed a budget for the year with input from Terri and myself; the Committee will discuss and approve it at its September 1 meeting and the Vestry at its meeting in later September.

Sarah Bayne

St. Philip's Nursery School Committee
Charter
8/17/21

Mission and Educational Philosophy of St. Philip's Nursery School

The mission of St. Philip's Nursery School, founded in 1960, in partnership with St. Philip's Episcopal Church, is to provide a vibrant and nurturing preschool experience for the two, three and four -year old children of our community, encouraging them to be active, confident, curious, and well-prepared for further education and lifelong learning.

At St. Philip's, children gain responsibility and respect for themselves and others, build friendships, and interact cooperatively. Play is at the heart of learning at St.

Philip's. Believing that children learn by doing, teachers encourage students to explore their surroundings, and work with a wide variety of materials to create, build, and experiment. We affirm the uniqueness of each child as we value and support their development intellectually, socially, physically, spiritually, and emotionally. We welcome children of all faiths, ethnicities, socioeconomic backgrounds, and family structures.

Relationship between the Church and the School

The School functions as an extension of the mission of St. Philip's Episcopal Church subject to the consent of the Vestry of the Church. The ultimate control and legal responsibility for its operation rests with the Rector, Wardens, and the Vestry.

Composition and Membership

The School Committee consist of not less than eight persons and not more than twelve persons. Members are elected by the committee and approved by the Vestry.

- The Rector serves ex officio as a voting member of the Committee.
- The Nursery School Director serves ex officio as a non-voting member of the Committee
- At least 50% of the remaining members shall be parishioners in good standing of St. Philip's Episcopal Church
- The remaining members of the Committee shall be persons who bring expertise and perspectives needed to achieve the mission of the school, such as current or former School parents, community members, or others with requisite skills and perspectives.
- No voting Committee member shall be an employee of the School, or the spouse, parent, or child of an employee of the School.
- Committee members shall serve for a period of three (3) years and may serve no more than six (6) years consecutively.

A Committee member shall disclose any relationship with any person, corporation, or other entity with which the School proposes to enter into any contract or other transaction, which will or may result, directly or indirectly, in financial gain or advantage by reason of such relationship.

Officers

The School Committee shall annually elect from its membership, with the consent of the Vestry, excluding ex-officio members: Chair, Secretary and Treasurer of the School Committee. Officers shall serve for a term of one (1) year and may serve consecutive terms, subject to term limits for Committee members.

The Chair shall preside at all meetings of the Committee and act as an ex-officio member of all committees. He or she, as representative for the Committee, shall be responsible for the appropriate oversight of the mission, policies, management, program, finances of the School and evaluation of its Director; present the Annual Report at the Annual Parish Meeting of St. Philip's Church; and perform such other duties as may from time to time be assigned to him or her by the Vestry or Rector.

The Secretary shall record minutes at all meetings of the Committee and prepare and file minutes of each meeting before the next regular Committee meeting.

The Treasurer of the School Committee shall assist the Director in the timely preparation of the annual budget; and shall be responsible for overseeing the School's monthly financial performance, preparing regular financial reports for the School Committee and Vestry, overseeing appropriate implementation of policies related to the finances of the School; and ultimately is responsible to the Vestry, Rector and to St. Philip's Episcopal Church.

- The Treasurer in collaboration with the Director shall ensure timely collaboration with the Church Treasurer in the preparation of the School's annual budget as needed; and communicate actual or anticipated significant changes to the School's finances or financial position.

Sub-Committees

The Chair shall appoint sub-committees in consultation with the Director.

Meetings

Regular Meetings. Regular meetings shall ordinarily be held monthly. A calendar of regular meetings shall be prepared annually.

Special Meetings. Special meetings may be held at any time on the call of the Chair.

Quorum. A majority of the voting members shall constitute a quorum for the transaction of business.

Functions of the Committee

The School Committee shall have the responsibility to exercise general oversight of the school operation, and its Director, including the following functions in accordance with the following safeguards:

- Present annually a budget to the Vestry for approval; maintain financial solvency; and oversee the financial affairs of the School, including short-term and long-term financial planning.
- Coordinate with the Vestry the use, maintenance, and repair of parish facilities on behalf of the School's programs, including any policies or planning for such use.
- With the Vestry develop a Memorandum of Understanding outlining the financial relationship between the School and the Church.
- Support and approve the Director's proposed school policies, including those related to admissions; health and safety; employment; financial operations; and financial aid.
- Actively participate in fundraising, with the Director, undertaken in the name of the School, subject to the consent of the Vestry.
- Ensure that the School shall admit students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs and activities of the School; and that the School shall not discriminate on the basis of race, color, religion, sex, national or ethnic origin in the administration of its educational policies, admissions policies, hiring practices, financial aid policies, and other School-administered programs.

The Chair, Director and the Treasurer of the School Committee shall keep the Vestry informed about the state of the school and the financial status on a regular basis.

The Chair and Director shall make an annual report to the Vestry concerning the enrollment, finances, and other pertinent matters concerning the School as may be requested by the Vestry; and other reports as may be requested by the Vestry from time-to-time.

The School Committee shall provide both a written and verbal report on the state of the School at the annual meeting of the congregation.

Director

The School shall have a Director. The Director shall be recommended by a joint Search Committee of the School Committee and Vestry. The Director shall be appointed upon the approval of the Rector and School Committee, and with the consent of the Vestry.

The Director shall be responsible for the administration of the School as enumerated below and in any detailed Position Description.

The Director shall maintain the standards and promote the goals of St. Philip's School; implement the School's mission; and direct the overall administration and operations of the School itself, including:

- the maintenance of the school's identity as an Episcopal preschool and mission of St. Philip's Episcopal Church
- the maintenance of educational and programmatic excellence
- the employment and supervision of personnel
- the selection, evaluation, and dismissal of students
- preparation with the Treasurer of an annual budget
- active participation in fundraising for the school
- the academic life and disciplinary affairs of the school
- communications with students, parents, alumni, and the general public regarding school matters
- communication and collaboration with the Rector, Vestry, and School Committee

The School Committee will provide support for the Director, including advice and guidance in strategic planning for the School. The Committee will receive full reports from the Director regarding all matters that have consequence for the School's operation.

The Director shall see that official records of School activities and Board functions are filed and safeguarded.

Amendments

Changes to this Charter may be recommended by the School Committee or the Vestry and require the approval of the Vestry in order to take effect.

Worship Report to Vestry

August 18, 2021

Report by: Fred Osborn

Ministry/Action Items Completed this Month:

I have not been attending worship at St. Philip's since the last vestry meeting

Ministry/Action Items in Progress/Pending:

The vestry held a preliminary discussion with Jay Wittmeyer, a consultant from the Lombard Mennonite Peace Center (LMPC), on 29th July 2021. Next Steps are still being discussed. The Highlands Choral Society has invited the rector, wardens, and vestry to present their expectations and goals for such a consultation, to enable the HCS to determine the extent to which it may participate.

Items Requiring Vestry Vote: None at this time.

History/Archives Liaison Report to Vestry

Date: August 18, 2021

Author: Margaret Leahey Gerber

Ministry/Action Items Completed this Month: Nothing new to report

Ministry/Action Items in Progress/Pending: None

Items Requiring Vestry Vote: None