

St. Timothy's Episcopal Church  
Greenville, N.C.  
Vestry Minutes  
August 19, 2024

The Vestry of St. Timothy's Episcopal Church held a meeting on Monday, August 19, 2024, at 5:30 pm in the Multi-purpose Building.

**Members Present:** Bill Biddlecome, Ashton Johnson, Angela Mallette, Marty Michaels, Sharyn Lennox, Debbie Strickland, Leslie Veach, Mary Vincent, Chuck Widney,

**Member(s) Absent:** Steve Callender, Barbara Shreve, Chip Williams

**Others Present:** The Rev. John Porter-Acee, Tommy Tucker

The rector opened the meeting at 5:30 pm. A quorum was present.

**Opening Prayer:** Ms. Mallette

**Approval of Minutes:** The minutes of the June 24, 2024, vestry meeting *were presented and approved by acclamation.*

**Memorial Garden:** Ms. Strickland told the vestry that the garden project is finished. A new, automatic sprinkler system was installed along with changes to the French drain. The stone markers were leveled. The contractor also cleared out a drain line under the chapel.

**Ministry Architects:** The rector told the vestry that any decision to engage this company has been postponed until next year and will be discussed at the 2025 vestry retreat.

**Warden's Reports:**

- **Senior Warden:**
  - **Education Building Moisture/Drainage:** Moisture levels continue to be higher than desired. Malcolm Williams has contacted and a group met with Ross Woodall from C.A. Lewis company to discuss the condition of the building. Mr. Woodall recommended having engineer Wilson Pugh to survey the building and make recommendations. The matter was discussed at the last Executive Committee meeting. The committee *recommended engaging Mr. Woodall and Mr. Pugh to evaluate the condition of the Education Building and make specific recommendations.* After vestry discussion, the motion was passed unanimously.
  - **Stewardship Campaign:** Barbara and Chip Williams have agreed to chair the annual drive. Tom Payne is on the committee. Ms. Strickland told the vestry to expect an invitation to assist with the campaign.

- **Realm:** There was a discussion about parishioners using Realm to provide and see information about members.
- **Parish Hall Doors:** There are some issues with the inability to lock the outside doors and unlatching the pins on the opposite entrance door. On some occasions recently, the door has been found unlocked. The junior warden asked Mr. Woodall to have someone from his company evaluate the situation and advise. Vestry members were asked to pay special attention to the doors when opening and closing campus buildings.
- **Junior Warden:**
  - **Benches:** The benches outside the church entrance need to be replaced. Greenville Appliance and Mattress has offered to sell three (3) high quality benches at cost. *Mr. Widney moved to purchase three (3) benches from Greenville Appliance and Mattress for \$1,650 with funds drawn from the Special Gifts and Memorials designated account. Seconded by Ms. Mallette, the motion passed unanimously.*
  - **Multi-Purpose Building Rails:** The rails on the side of the building nearest the Ed building need to be replaced. The company that installed the rails in the choir loft has submitted a bid of \$2,300 for powder coated handrails. *Mr. Widney moved to purchase the handrails for \$2,300 with the funds drawn from the Capital Repairs and Replacement designated account. Ms. Strickland seconded the motion that passed unanimously.*

**Treasurer's Report:** The rector reported that the operating expenses exceeded revenue at the end of July 2024. The vestry reviewed the financial reports. Discussion followed.

**Clergy Report:** The rector addressed the following:

- **Pre-School:** The rector reviewed the revenue and expense report with the vestry and the method of recording pre-registration fees for the students. There will be adjustments in the accounting procedure to more accurately reflect the budget for the current school year. The school ended the year with a budget deficit. There are sufficient funds to operate the program for the 2024-2025 school year. However, the rector said that, if there is a significant deficit at the end of the school year, serious discussions will need to be made about the future of the pre-school. Some of the classes this year will be extended by one (1) hour each day to hopefully attract more students, which creates the need for appropriate pay adjustments for the staff. The salary for the director is also being discussed.
- **Music Director:** Tyler Shodt serves as the interim director with the understanding that he will be at St. Timothy's until a new music director is hired but no later than December 1, 2024. The rector has been seeking applicants and has some interviews scheduled.

**Ministry Updates:** Ms. Veach announced that new high school age parishioners have joined the Formation Committee.

**Closing prayer:** Ms. Veach

The meeting ended at 6:58 pm. The next scheduled vestry meeting is Monday, September 23, 2024, at 5:30 pm in the Multi-purpose building.

Respectfully submitted:

*Tommy Tucker*

Clerk to the Vestry