

St. Titus' Vestry Meeting

July 7, 2024

1:00 pm

In- Person

Attendees: Paula Drew Estes, Lionell Parker, Vickie Miller, Ken Valentine, Spike Yancy, Elizabeth Lippincott, Dwight Peebles, Cheryl Myers, Rev. Valerie Mayo.

Meeting called to order at 1:15 pm.

Opening prayer by Rev. Mayo.

Agenda and Minutes

- Motion made and accepted to approve the Vestry agenda.
- The minutes from May 10th were approved. There was not quorum for the June 2nd meeting. There were notes taken and distributed.

Selection of the Clerk

Discussion centered around identifying a permanent clerk. There is someone external to the Vestry that may be interested in serving. In the interim, Vickie Miller has volunteered to serve as an interim clerk. Robyn Furges is serving as the Assistant Clerk. The Vestry will revisit the clerk situation at upcoming meetings.

Vestry Organization

Discussion centered around getting organized.

- Vestry members will volunteer each month to produce this information.

A motion was made and approved that in lieu of not having an identified clerk, each Vestry member will volunteer to take a month to share what was discussed with the Parishioners. The calendar of volunteers for 2024/2025 are:

- ☐ July – Cheryl Myers
- ☐ August- Lionell Parker
- ☐ September – Elizabeth Lippincott
- ☐ October -Ken Valentine
- ☐ November – Dwight Peebles
- ☐ December – Spike Yancy
- ☐ January- Vickie Miller
- ☐ February- Paula Drew Estes
- ☐ March - Rev. Mayo
- ☐ April -Robyn Furges
- ☐ May – Lionell Parker
- ☐ June – New Clerk

The Vestry will organize materials in a shared Google Drive, effective immediately.

*Presented as information only

- Discussed setting regular scheduled, in-person Vestry meeting and to provide consistent communication to Parishioners. A Zoom link will be provided for people who are not able to join in-person.

Motion made to and approved that the Vestry will meet to the third Thursday each month from 6:30 – 8:30 pm with the intention to meet in-person, where a Zoom link will be provided to those not able to attend in-person.

- Discussed looking at having a singular service at 9:30 am for the summer months (July/August) in 2025. The Vestry will make the decision by the September Vestry meeting and will announce to Parishioners at the December annual meeting.

Wardens Report

Junior Warden – Lionell Parker

Grounds/Property Committee report - The contract with the groundskeeper has ended July 4th. The keys and equipment were returned. The new contractor/sexton (Fletcher Norwood) will take over combined landscaping and property maintenance responsibilities to reduce costs. The contract will be \$800 a month for at least 10 hours a week.

Broken Window – Rev. Mayo noticed that the window was broken and notified the Junior Warden. The Junior Warden found a bullet casing on the floor and called to police. The police investigated and police report filed. The window has been replaced.

Finance Committee – There was no meeting of the committee was in June. In the interim, the Wardens (Cheryl Myers and Lionell Parker) met to develop a plan for getting the remaining financial records for the annual statements. They will meet also with Rev. Mayo on a regular basis. As of date, all employees' payroll records have been entered into ADP.

The Vestry will take the following actions:

1. The Wardens (Cheryl Myers and Lionell Parker) and Finance Committee (James Barnes and Lionell Parker) are in the process of rebuilding the information from various sources and backup data (i.e., ADP/payroll) to compile 2023 and 2024 financial records due to previous issues with the scam and transition from previous CPA firm.
2. The Finance Committee will share financial information compiled to date at the August Vestry meeting.
3. Identify needs and functions for hiring a Finance Clerk that will assist with financial data entry and administrative support for Rev. Mayo. This position will report jointly to the Treasurer (James Barnes) and Rev. Mayo.
4. Investigate the process for filing a complaint with the North Carolina Board of CPA Examiners (Vickie Miller).

Pauli Murray Organization

Paula Drew Estes will take the lead in organizing the ice cream social. Cheryl Myers will handle set-up for the altar. The supplies from the Pauli Murray Center and the coins ordered by the Vestry are ready for being placed in decorative bags. The youth and younger adults of the Parish will be asked for help in organizing the materials for the event. The Choir will wear special cloth for the service.

*Presented as information only

A motion was made, properly seconded to approve to provide \$200 for the reimbursement of the Kente Cloth purchased for this event.

Delegates for the Annual Convention

Paula Drew Estes and Cherly Myers will serve as delegates to the convention. An alternate will be identified.

Walk in Love Campaign

The Vestry discussed plans for the campaign. Volunteers are in process of being recruited.

Communion Kit Follow-up

Rev. Mayo researched prices for the kit. The cost is approximately \$600. The suggestion is for St. Titus to create its own kits to use. This agenda item was approved previously for \$300 which will be used for this purpose. Elizabeth Lippincott will take the lead in creating the needed kits.

Upcoming Leave

Following are times Rev. Mayo will be on leave. The Wardens are taking the lead with the assistance of the Vestry to handle duties while she is away.

- July 8-11
- July 12 – 19
- August 11 – 13

Calendar of Events

- NCCU Move-in Day – August 15-17
- Homecoming and Campaign Kick-off – September 15 – One service at 9:30 am*
- Wellness Day - September 29
- National Night Out – October 1
- National Acolyte Convention – October 12
- Trunk or Treat – October 31
- Worshipping at El Buen Pastor- October 6
- Mutual Ministry Review -October 19
- All Saints – November 3
- Safe Haven Strategy Implementation – November 5
- Annual Meeting – December 1

Diocese Grant Review and Approval

The Vestry reviewed and discussed the proposed application. Motion made and properly seconded to approve the \$2,085,000 grant proposal for submission to the diocese.

Other Items

Suggested that the Durham Police Department be asked to provide additional monitoring of the area due to criminal activity and safety concerns.

After closing prayer, the meeting was adjourned at 5:02 pm.

*Presented as information only

Vickie Miller, Interim Clerk

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