

St. Titus' Vestry Meeting
March 17, 2024

Attendees: Cheryl Myers, Lionell Parker, Ken Valentine, Paula Drew, Dwight Peebles, Vickie Miller
Rev. Valerie Mayo

Having a quorum the meeting was called to order at 12:40 pm.

Agenda - After opening prayer, review of the agenda items for the meeting were discussed.

Motion – Vickie Miller
Second – Ken Valentine
Approved – Unanimous

Previous Minutes – Previous Minutes from February meeting was discussed.

Motion made to approve February Minutes – Paula Drew
Section – Lionell Parker
Approved- Unanimous

Pauli Murray Coins – Discussed status of purchasing up to 200 coins. Will sell the coins for \$1 and donate the balance to the Center. Directions will be provided to Parishioners about how to write the check for the donation.

Motion made to purchase 200 Pauli Murray coins and sell them for \$1 to recoup the purchase expense and donate the proceeds – Dwight Peebles
Second – Paul Drew
Approved- Unanimous

***Discretionary Account** – Rev. Mayo provided a status update of the Rector's Discretionary Fund. Policies and procedures governing the account are under development. More information will be forthcoming.

***Vestry Committees/Ministry Update** – Discussed the status of the committees that Vestry Members are assigned. Vestry Members will reach out to ministry chairs to establish regular meetings. The goal for 2024 is to get organized and reaffirm ministry purpose. Rev. Mayo will send an email to prompt next step work.

Treasurer's Report – Junior Warden, Lionell Parker, provided update of 2023 and Quarter 1 finances. Mentioned that James Barnes will take over as Treasurer beginning April 1st. Also, information shared the plans for an internal audit. It is recommended that the Vestry undertake, and internal controls review at the April meeting. The balance as of February 29, 2024, is \$285,845.

Motion made to receive the Treasurer's report – Ken Valentine
Second – Paula Drew
Approved - Unanimous

*Presented as information only

External Auditing Contract - The contract for external auditing services is ready to be signed by Senior Warden, Cherly Myers.

Motion made to authorize the Senior Warden to sign the Letter of Engagement with Cannon & Company, CPS – Paula Drew
Second – Dwight Peebles
Approved – Unanimous

***Junior Warden Report**

Data Entry and Sexton Positions– The Senior and Junior Wardens will work with Rev. Mayo to develop and advertise for two separate positions to help with data entry and financial administration and grounds/physical plant services.

Delaney House Upgrades– Explored the options to provide hard line for phone, internet, and security needs at Delaney House. An update of packages offered by Frontier and Spectrum will be provided at the next Vestry meeting. The previously approved computer is planned to be purchased for Delaney House in the next few weeks.

***Rector's Report**

Social Media - Rev. Mayo mentioned that there are potential students that may help with social media and online engagement.

NCCU Campus Ministries - Rev. Mayo will follow up with potential next steps/opportunities. She provided an update about the application to NCCU Campus Ministries for the Voluntary Chaplain position with the university.

Food Pantry – Looking to establish volunteers and donations process for NCCU's Food Pantry. Rev. Mayo will develop/submit a grant for financial support for this effort (and to possibly have a container in the lower parking lot to house and offer food assistance).

Rev. Mayo's Installation Service – Plans are developing for the April 21st service. Volunteers are still needed to help with various aspects of the service.

St. Titus' Topsail Island Trip – On May 26th, the church will travel to Topsail Island to accompany Rev. Mayo as she delivers services at Wade Chestnut Memorial Chapel. The Vestry is reviewing quotes for bus service to Topsail Island. The most responsive bidder is Academy Bus Service at \$1600. The cost per Parishioners is estimated to be \$40 - \$50. The deposit to secure the bus service needs to be made by March 22nd.

Motion made to approve the use of Academy Bus for Topsail Island and to pay the \$400 deposit by March 22nd – Lionell Parker
Second – Vickie Miller
Approved – Unanimous

Motion to adjourn at 2: 17 pm – Paula Drew
Second – Ken Valentine

*Presented as information only