

Attendance:

Voting – Paul Harrington (Sr. Warden), Ed Skea, Angela Simpson, Dave Simpson (Clerk), Bob Uerz, Laura Buel (Assistant Treasurer), Diane Holland, Ruth Beard (Jr. Warden), Dick Herrmann

Non-Voting – Sarah Baker (Treasurer)

Opening Prayer: The Lord's Prayer

General Business:

Minutes – Adopted minutes from last meeting. (**See Resolutions**) Reviewed Action Items from last meeting. Dave agreed (**ACTION ITEM!**) to finalize and distribute the minutes from the Annual Meeting and the Organizational Vestry meeting that followed.

Interim – Ann Grady is coming next week to celebrate the Ash Wednesday service, and the Sunday following, at which time she will return to Wisconsin. Paul indicated that he would be meeting with her to finalize the Letter of Agreement. Paul had spoken to Ida about a reception for her, and they agreed that it would be more appropriate to welcome her formally once she has moved to town and will be presiding uninterrupted.

Regarding moving expenses, the Letter of Agreement template indicates that they are to be negotiated between the Parish and the Interim, there being no formal Diocesan guidelines. Paul agreed (**ACTION ITEM!**) to contact Thad to find out what other Parishes do or have done recently, and if there is any consideration given to the fact that we are moving someone in for a temporary/Interim position as opposed to a full-time position. Dave agreed (**ACTION ITEM!**) to forward a copy of the template for the Letter of Agreement to the group to review.

Regarding the formation of a Ministry Discernment Committee, there was some discussion as to whether it would be advantageous for the Vestry to appoint 1-2 members so that they would be able to attend the upcoming meeting with Susan Ohlidal and Leslie Black (Companion) and get the ball rolling quickly. No specific decision was reached, Paul agreed (**ACTION ITEM!**) to forward a link to the Diocesan Manual to the group, as well as (**ACTION ITEM!**) contact Thad to see if there is precedent for this. The Vestry members agreed (**ACTION ITEM!**) to review the Diocesan Manual for further discussion.

Properties – Paul indicated that the sale of the rectory is progressing as planned, and that the driveway issue, while still unresolved, is not holding up the sale. David Blythe continues to act in the capacity of attorney in the issue of the driveway. According to David Hall, the use of the driveway was a verbal agreement between himself and the neighbor.

Ruth requested clarification as to what amount of repair she can authorize without Vestry approval, and it was agreed (**See Resolutions**) that the threshold be set at \$500. It was also agreed (**See Resolutions**) that Ruth be empowered to contact the Gloria (Sexton) to develop a job description. It was noted that no such job descriptions currently exist in the office records, and it was implied that such things would be valuable to retain in the future.

Ruth also shared that she received a call from Eric Gilbertson at the Preservation Trust regarding our recent building assessment by Tom Keefe. Apparently Tom contacted Eric and indicated that the extent of the assessment that the building required was in excess of what was generally included in the reduced rate, and requested that additional funds be paid. The Preservation Trust will be contributing an additional \$250 to Tom, and asked that we contribute another \$250. After discussion, it was agreed that

the budget did not currently allow for this expenditure, and since we had the agreed amount in writing, that no additional funds would be given for this purpose.

Newsletter – Dick Herrmann will be the editor of the Chronicle, and there was some discussion of the contents. It was agreed that we should publish an edition as soon as possible, possibly in two weeks. As far as standard content, it was agreed that, in addition to an article from Ann, that there would be a report from the Jr. Warden (Properties), the Clerk (Vestry Meetings) and Diane (Liturgical). Paul indicated that he had been working on a list of ministries and specific liaisons within the Vestry membership, and he agreed (**ACTION ITEM!**) to circulate that list to the group for review/comment/discussion.

Shrove Tuesday Pancake Supper – Members of the Vestry traditionally staff this, and the group agreed that the tradition should continue. Paul agreed (**ACTION ITEM!**) to contact Ida and let her know, and ask her to reply to the group with instructions.

Financial:

Annual Budget – The budget from the Annual Meeting was presented and reviewed. After some discussion, the budget was approved unanimously. (**See Resolutions**) It was agreed that the budget would be revisited mid-year to see how we are progressing against the deficit.

Pledges – A parishioner had recently given a restricted donation to be used for DRE. There was some question as to the specific intent of the gift, and it was agreed that a member of the Finance Committee would (**ACTION ITEM!**) speak with Brian Loftus, the Recording Treasurer, and ask him to contact the parishioner for additional clarification.

In the past the Jr Choir director position was funded by a restricted gift, and it was not clear whether this was an ongoing/memorial gift, or if this was funded on a yearly basis. Brian Loftus had indicated that he had not seen a specific donation come in for this purpose yet. Sarah agreed (**ACTION ITEM!**) to work with Brian to gather a list of the known restricted gifts for reference.

Laura agreed (**ACTION ITEM!**) to contact Brian Loftus and/or Ida Lange (Stewardship Committee) to try to get a handle of what pledges have actually come in to date, as opposed to what we expect may come in based on last years pledge amounts. There was some discussion about how best to contact those who pledged last year but have not pledged this year, and it was agreed that this should be a function of the Stewardship Committee as opposed to the Finance Committee.

Assessment – Sarah indicated that the bills we have received so far from the Diocese are equal to the amount that we were being billed last year. The hope is that this indicates that we are leveled with last year.

Checking Account – David Blythe and David Hall are currently listed as signators on the checking account. It was agreed that they would be replaced by Paul Harrington and Laura Buel as signators. (**See Resolutions**)

Monthly Reporting – Sarah distributed the Income and Expense Statement for January. She indicated that future versions of this report would also include a column for the budgeted amounts so that we can track the financials more closely. Sarah also agreed (**ACTION ITEM!**) to produce a monthly balance sheet from here forward.

Audit – A copy of the audit was distributed to the group, and it was agreed that an audit committee should be formed to help facilitate some of the recommendations that were made. Bob agreed (**ACTION ITEM!**) to contact Shawn Bryan and Don Lyons to see if they would be willing to serve again in this

capacity. Paul agreed (**ACTION ITEM!**) agreed to send copies of some existing policies and procedures that his organization uses to the Finance Committee to see if any may be useful in our practices here.

Resolutions:

A motion was proposed and adopted to accept the minutes from the 1/18 meeting.

A motion was proposed and adopted to accept the 2010 budget as presented at the Annual Meeting of the parish.

A motion was proposed and adopted to enter and then exit executive session – personnel

A motion was proposed and adopted to add Paul Harrington and Laura Buel as signators on the checking account and remove Rev. David Hall and David Blythe from the account.

A motion was proposed and adopted to allow Ruth to authorize expenditures of up to \$500 for repairs and maintenance of the building, and to work with the Sexton to develop a formal job description.

Closing Prayer: Led by Diane

Next Meeting February 22nd