

Vestry Meeting Minutes
02/22/10

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)

Non-Voting –

Opening Prayer: Led by Bob

General Business:

Minutes – Adopted minutes from last meeting. (**See Resolutions**) Reviewed Action Items from last meeting.

Executive Session - There was discussion on the topic of executive session and how best to meaningfully describe the outcome and/or resultant action items while maintaining appropriate levels of privacy/anonymity. No specific resolution was reached on this topic, but it was agreed that we should discuss in more depth at a future meeting.

Interim – Regarding moving expenses, Paul did have a discussion with Ann, with the outcome being an understanding that while she was not expecting the Parish to pay all expenses, that we would share the expense. A particular figure was not able to be determined, as the costs are thus unknown. Ruth shared that Ann had recently decided to try to move herself with a Uhaul as opposed to hiring a moving company. More discussion will occur as the costs become more concrete.

The Letter of Agreement was reviewed among the group. There was some discussion of the Discretionary Fund, as the LOA specifically indicates that the Sr. Warden should be the Almoner, and under our current structure Dot is responsible for this fund. There was agreement that this situation works for our Parish, but also recognition that this may be an issue in the future as our involvement with the Diocese and/or Ann deepens.

There was also discussion of the line for “expense allowance” and it was agreed that that line would be left blank, as we do not have enough information to complete it at this time.

It was unclear what day of the month the Clergy salary is traditionally paid, and Laura agreed (**ACTION ITEM!**) to contact Sarah Baker to find out that information and get it to Paul so that he may complete the letter. It was reinforced that we should make it a day that would eliminate the risk of having to make 13 payments in any given calendar year.

After review, the group agreed (**See Resolutions**) that Paul should endorse the letter and send to Ann for her endorsement.

Properties – Ruth reported on the status of the furnace, as the heat went out twice over the last couple of weeks for separate issues. The person from Gillespie who came to repair it had indicated that it had not been cleaned recently, and it really should be done annually. Ruth has the cleaning scheduled for later this week. This reinforced the statements in the recent building assessment that we need to get critical systems and structures on a regular maintenance schedule to minimize costly catastrophic repairs. When

Ruth “stuck” the tank to check the level, it indicated we had approximately 1100 gallons. The question was raised as to how long the current oil tank has been in the ground, and whether or not it may need to be replaced. No specific action was recommended on this issue.

Regarding the building assessment, it was noted that neither the estimates it includes nor our current budget addresses the need for a specific building fund for this type of routine maintenance and repair.

There was some discussion about the Taplin Auditorium, and whether or not that could be a revenue generating space in the future in its current state (specifically not accessible according to ADA specs) It was agreed that although its inaccessibility would limit its functionality as a public performance space, it would be usable as a rehearsal space. No specific action was taken on this issue, but it is on the Properties Group radar for future exploration.

Ruth presented a quote for the bulbs that would replace all existing bulbs in the sanctuary and the two burned out in the kitchen, coming to \$400. It was agreed that there is currently not funding in the budget for this expense, but that it might be an opportunity for a focused giving campaign. For example, asking people to purchase one bulb. Bob agreed (**ACTION ITEM!**) to work with Ruth and/or the Stewardship Committee on developing a way of “packaging” this for the Congregation.

Newsletter – Dave presented some findings from Jackie about the cost of producing the newsletter, estimated to be about \$100 in postage plus paper, envelopes, etc. There was some discussion about the production structure, and the flow of work between Dave, Dick, and Jackie, and there were still details to iron out. It was agreed that every month would contain a piece from the Interim, the Jr Warden, the Clerk, and a Liturgical calendar, with other ministries making up the rest. We will be looking to Ann for some guidance with this when she arrives.

Financial:

Pledges – A member of the Finance Committee did touch base with Brian re: the directed gift that had come in for the DRE, and according to Brian, there are no stipulations/conditions attached, and the idea is not that we would reinstate the DRE position to include the summer months, but that the gift would in some measure insulate the DRE position from further cuts.

Laura reports that the overall pledge level is down from last year, with a total of 61 pledges so far, with 6 new pledges and 21 increases offset by 10 decreased pledges and 14 who pledged last year but not this year.

Powerchurch – There was discussion about the value of what seems to be a very comprehensive program, and whether it is more than we need. One of the recommendations of the Audit Committee was that formal training should be pursued (in pairs) on this program to make sure we are using it to best effect. Most likely the manufacturer/retailer from whom the product was purchased has some type of training available. Dave agreed (**ACTION ITEM!**) to contact Steamer (who oversaw its purchase) to determine where we bought the program, and also agreed (**ACTION ITEM!**) to take the lead in tackling the User Manual to see what functionality (especially in financial reporting) we may be able to make use of.

Treasurer – Sarah Baker had indicated to Paul that she would not be continuing in the role of Treasurer indefinitely, agreeing to serve in this capacity until a replacement is found and trained. Laura indicated that she might be relocating within the next 18 months, so an Assistant Treasurer would be needed at that time. No imminent action was recommended at this time, but will be discussed at a future meeting after Ann is in place.

Audit Committee – Shawn Bryan agreed to continue on the Audit Committee, and is currently seeking two additional members. Don Lyons declined.

Rectory Sale – Paul attended the closing earlier today, and came to the meeting with the checks for the sale amount (\$174,625), as well as the fuel that was recently delivered (\$430.49). Laura was given the fuel check to deposit into Christ Church’s General Fund to repay the expenditure, and agreed (ACTION ITEM!) to email Julie Giguere at the Diocese to see what should be done with the Sale amount. Paul agreed to keep the check in a locked filing cabinet until we hear from Julie.

Assessment – Laura indicated that Sarah had been able to make two payments this month on the assessment.

Resolutions:

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

A motion was proposed and adopted to endorse the letter of agreement, pending the inclusion of the payroll date information from Laura, and that Paul should sign it and send it to Ann Grady for her review and approval.

Closing Prayer: Led by Ed

Next Meeting March 8th