

Christ Episcopal Church
Minutes of Vestry Meeting

April 25, 2017

Opening Devotion & Prayer

Clergy: The Rev. John McDuffie, Rector; Assistant Rector, the Rev. Cindy Simpson; Vestry members: Christie Carrico, Senior Warden; Mary Barnstead, Wayne Cross, Peggy Gilliam, Steve McNeil, Tristan Poje, Katherine Schexneider, George Wolohojian and Mark Wright. Also present for the meeting was Geoff Fuller.

Father McDuffie convened the meeting at 7:08 PM, then offered opening prayers. Birthday Cake was shared.

Review and Approval of the Minutes of March 28 meeting

There was a motion to approve the March 2017 minutes as read. The motion was seconded and passed.

Financial Report – Steve McNeil

Steve McNeil presented the March financial report, reporting that for the first quarter of the year, receipts are off to a slow start. Pledge Receipts is one major shortfall, as pledge receipts are down 6.5% year over year (from 2016), and are down 24% for the first quarter from two years ago. While we don't necessarily need currently to grow the parish, we do need to match pledge receipts year over year. Additionally, in the first quarter of 2016 there was \$13,000 in memorial income, yet this year only \$1000 in memorial income has been received. On a positive note, the loose plate income is significantly higher than budgeted. Finally, Steve noted that the Korean ministry continues to pay their part.

On Expenses, Steve noted that four categories were significantly over budget; two of the categories were due to the change in accounting type (moving to accrual basis). The youth ministry, Sunday School and youth group work camp area is over budget, yet Michele confirmed this will balance later in the year. This is due to pre-payments for various activities such as work camp. The music line item is over-budget, principally in the line-item for the paid singers.

Peggy reported that she and Gary reviewed the music spending, and determined the spending is simply based on the number of singers and number of services, and there is no "extra" spending that has been done. Christie added that in the first part of year, there is over-spending in Music because of "front loading" of services and therefore there are more calls for the paid singers. Mary commented that Charlie Meininger calls substitute singers, and asked if he should be asked to stop that practice.

On the Balance sheet there was a balance of \$36,000 in outstanding bills. To cover the expenses, money was taken from the Endowment fund interest which had been transferred to pay approved expenses. Of note, the deposit was made on window repair.

The Endowment fund made \$15,000 in the last month. There has been more income in the fund for the first half of the year than the amount available for the entire year. If income remains “flat” for the remainder of the fiscal year, the max will be realized.

The swap for the Jefferson Building is currently \$575,000.

Update on the Capital Campaign Feasibility Study

Christie reported the feasibility study is ending; it was funded by an anonymous donor to the school. The study and any follow up will now start costing money for both the school and the church. Steve Siegel will present the final report to the Vestry and the school board after the annual meeting on Sunday.

Christie continued, saying the next step of the capital campaign is the “silent phase.” This phase will be to work with leaders of the parish and the school, focusing on personal interactions asking for commitments of money. In eight weeks (in mid-July), we will know if the campaign will be a success. The fee for the silent phase is \$7,000 per week, and this funding will come out of the Capital Campaign eventually; however, the school is looking to the parish for up-front funding. To recap, she said, the vestry needs to decide if we will front the money for this phase, and then to identify people who can visit the parish and ask for monetary commitments.

George said he had attended one of the capital campaign meetings this evening, and Caroline made a presentation. He said there was very good conversation, and serious questions were asked; at this point he says we need to keep looking for positives and move forward. Tristan added that the only gripe he’s heard is there is no growth possibility for the school when the construction is done. Christie said she has been seeing positive responses, especially from school participants.

Christie said the cost for the “silent phase” will be \$56,000 to \$57,000. Fr. John said he just received a \$50,000 bequest, from a person he is not familiar with, not a known former parishioner. Normally, money coming in a bequest would go into the Wells Fargo reserve account; he suggested keeping this bequest and using it for the campaign, and then earmark the bequest amount to invest in the Wells Fargo account when capital campaign funds are available.

There was a motion to use the recently received \$50,000 bequest from the estate of Kathryn B. Brooke in memory of Mary Dawson Brooke, plus up to \$6K as needed from the Endowment Fund, for use on the second phase of capital campaign. The motion passed unanimously. (There is an understanding that the funds will be reimbursed by the campaign and the school, as possible)

Committee Reports

Property – Janice reported on property:

- She is working on cleaning up few loose ends. She is preparing a property maintenance handbook to help in the transition to a new Property Chair.
- Janice said the leadership and documentation on the current major issues have been turned over to Wayne.
- Christie reported on the Jefferson Building, first stating the realtor has said the building needs cosmetic work (a fresh coat of paint). Lead paint in the building will need to be remediated, and bids are currently being obtained. Current bids are from \$59,000 to \$173,000 (there was an additional estimate that was too low and was pulled from consideration) Additionally, the dormers will need to be encased with vinyl siding, which will also have a cost. She noted that so far, \$30,000 has been approved for renovations.

St Francis Flock – Meghan reported the animal fair will be held here on the church grounds on Saturday, May 6, 1 pm to 4 pm. Activities will include sheep shearing, a demonstration of search & rescue animals, and at least 15 non-profit animal assistance organizations will be there. She asked all to encourage others to come, and added there will also be representation from the Humane Society.

Pastoral Care – No report

Outreach – no report.

Communications – Christie reported that plans are underway for holding the Ministry Fair on September 24th, in the dining room

Fellowship – No report

Adult Christian Formation – Christie said Dr David Hein will speak on The Ten Commandments of General George C. Marshall on May 7th.

Welcoming – Cindy reported that the next newcomer reception will be held on June 4th in Murdock Room

Environmental Stewardship – Janice reported on Environment Stewardship, saying first that he will honor the parish gardeners and Greg Lin for their activities. She added she hopes all are reading the Angelus and the environment stewardship report.

Stewardship – No report

Old Business:

- Father John reported that he and Christie met with the five paid singers, and were met with a “glum” response. Father John said he is sorry the Angelus was published early, including a

report on the budget change; he said he has received two responses so far, one very positive, and one negative. Father John said he and Christie will meet with the full choir on Thursday.

New Business:

- Annual meeting is Sunday April 30. Volunteers are needed in the Oratory to assist with distribution of the packets and to help parishioners to sign in and to establish the quorum.

Date of Next Meeting: **May 23, 2017**

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Dotty Reitwiesner