

Christ Episcopal Church  
Minutes of Vestry Meeting

Draft

**July 18, 2017**

Opening Devotion & Prayer

In attendance were The Rev. John McDuffie, Rector; and Vestry members: Christie Carrico, Senior Warden; Wayne Cross, Junior Warden; Mary Barnstead, Adebayo Lanionu, Delia McCormick, Steve McNeil, Katherine Schexneider, and George Wolohojian.

Father McDuffie convened the meeting at 7:10 PM, then offered opening prayers.

Review and Approval of the Minutes of June 27<sup>th</sup> meeting

There was a motion to approve the June 2017 minutes as amended. The motion was seconded and passed.

Financial Report – Steve McNeil

Steve McNeil presented the June financial report, reporting first that the parish is about \$60,000 worse than this time in 2016, due in part to the accounting change and in part to a worse financial situation. There has been a decline in pledge receipts of about 15% from June 2016; from last year, we are down about \$27,000. Two stock donations were received in June, which has helped the financial situation. Also of note: the Korean ministry caught up (they ended May in arrears); and loose plate offerings improved in June.

Steve then reviewed the balance sheet, commenting that while the checking account looks robust, that is due to a transfer of \$45,000 from endowment on the 30<sup>th</sup> of June. There is a remaining \$9000 from Endowment, which can be spent on the Jefferson Building if needed. The Endowment Fund earned \$15,000 for the month of June and is currently well over the maximum allowed to be transferred to the operating budget.

The Swap is \$558,100 at end of June; as of tonight, it is at about \$561,000. Steve concluded his report stating the audit should be completed by the next meeting.

Steve said he has some thoughts on working to salvage the year's finances. He first asked if the parish will be reimbursed for the costs for campaign. If reimbursement is available from the campaign, we can recover our investment (56K) – 50K. What will the timing be for any possible reimbursement? George Wolohojian responded the reimbursement could be by December, hopefully in time to close the books for the year. Steve has a record of the money that has been received from parishioners for the capital campaign (but not for the school-part of the campaign. George said he will need to look at school's 'book' for what has been pledged and received. Any money that comes to the church will be noted in member's annual statement.

Update on the Capital Campaign: “Firm Foundation, Bright Future”—George Wolohojian  
The Quiet Phase, and Next Steps  
Reviewing Timetables

George Wolohojian reported on the capital campaign: 58 visits have been completed as of today, and five more are currently scheduled. Twenty-seven pledges have been received so far, and 26 more are pending. A total of 131 members (“pledge units”) were assigned, so there are still a lot more units to be “asked.” Of the 26 pending pledges, all responses have been positive, people just need additional time to think through the campaign.

George reported that he and Steve Siegel met today. The kick off for the public phase of the capital campaign will be during the week of August 20, likely the 21<sup>st</sup>. Steve will be training Bob Tressler to take over the lead of campaign once the public phase starts (As a comment, George noted that payment to consultants goes away when Steve completes training, but he will be available for assistance.)

Katherine asked about the coordination of financial arrangement for the capital campaign project. Christie replied that the school has a CFO, who needs to handle payments, and she added that the finance committee of the school is looking at construction loans; Jeff Whitman (the architect who made some of the initial drawings and has been involved from the start) may need to take over. Concern was raised about the overall oversight of the project, construction, financial, renovation, etc.

Christie said as we go in to public phase, if any vestry member knows of someone who could get involved with the ‘ask’, please let team members know. She added that her involvement has been a valuable experience.

#### Jefferson building Sale Preparations

Christie reported that there was a recent meeting with representatives from TransWestern, three persons, plus Wayne, Delia, and Christie representing the parish. The proposed marketing plan is to put the building on the market right after Labor Day. TransWestern will produce a drone video of the building, inside and out. They currently have a database of 4500 investment groups they market to; they will send out a “blast” teaser email about the space. They will then review all offers received and will present the top several offers, then do their due diligence. They hope to have the building sold by the end of the year. It is likely the purchaser will be an investor, and not a user, so it should be possible for the school to rent back for some time.

Wayne asked about parking; Christie said she does not have a definitive ruling, but she understands the city will require the church and school retain some parking.

## Committee Reports

Property – Wayne Cross reported on property:

- Windows in the Jefferson Building are in, siding will be added to dormers; should finish on July 20<sup>th</sup>. Money has been disbursed for project. Angel came on Saturday and opened building for the work recently performed.
- Wayne said that Geoff followed up on the root issue on the red maple tree. Maldonado did the work on the tree roots, and re-set and mortared sidewalk; they found the sidewalk was out of compliance for ADA, so they also did some repairs.
- Raccoons may still be in chimney of the Hillstrom House; the cost to try to eradicate them has been \$550 so far.
- Re-plastering in church (from a leak) has been done, at a cost of \$665.
- Rose & transept window work will be performed in September; a check will be due when the work begins and with the remainder due at completion
- Wayne said he will be looking for bids for waste management, as costs have gone up yearly.

St Francis Flock – No report.

Pastoral Care – No report

Outreach – Katherine reported that a discretionary \$500 was sent to a women's shelter; the committee is on schedule with their other standard contributions. She asked for a sense from the Vestry on asking parishioners about interest to sort received items at the local organization, A Wider Circle. (Mary Belknap, contact) Christie suggested having the sign-up at the Fall ministry fair, and consensus was supportive of the proposal.

George commented that parishioner Cindy Griffiths just became the communications manager at Interfaith Works.

Communications – No report

Fellowship – Christie reported the ministries fair will be held on September 24<sup>th</sup>.

Adult Christian Formation – No report

Welcoming – No report

Environmental Stewardship – No report.

Stewardship – Fr John said the stewardship campaign kickoff will be October 1<sup>st</sup>

Old Business: No old business

New Business: No new business

Date of Next Meeting: September 26, 2017

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Dotty Reitwiesner