

CHRIST EPISCOPAL CHURCH
Vestry Minutes
January 16, 2011

The meeting was called to order by Rev. Edward Harrison, Rector, at 11:30 A.M. with a prayer for our mission. Absent and excused were Rev. Terry Dirbas, Associate Rector, Vestry member Sue Steven, and Carla Fargo, Clerk. In attendance were Suzie Heap, substitute clerk, Sam Ward, Parish Investment Board Chair, and Dave Brummitt who is to be appointed today to serve a vacant unexpired Vestry term.

Christ Church Coronado Parish Investment Board Semi-Annual Report: *Sam Ward*

Sam gave each Vestry member present a complete 10 page report. In his presentation Sam gave a detailed report covering the following eight areas: (1). History of Parish Investment Board, (2). History of Investment Performance, (3). Performance of Managed Accounts Through December 2010, (4). Managed Accounts Annual History, (5). Planned/Actual Distributions, (6). Board Composition, (7). Parish Investment Board Activities/Recommendations and (8). Next Scheduled Report to Vestry For July 2011.

Upon completion of the above referenced report, Sam asked Vestry to consider modifying the charter to allow 5 to 7 rather than 6 non-Vestry people to serve on the Board. He also asked for flexibility in the prescribed dates of January and July for reports. Sam asked Vestry to consider a special dispensation for his time to leave the Investment Board since he will be coming onto the Vestry in 2011. Vestry members, except for Ex Officio Investment Board members (the Rector and Sr. Warden), do not serve on this board. Vestry does appoint The Investment Board Members. Lew Barnum and Sam Ward were reappointed for a new three year term to expire in December 2013. Keith Fargo has been appointed to fill a term expiring in December 2011. Dave Sweeney's term will expire in December 2011 also. Barb DeMichele, chair-elect, and Glover Ferguson, recording secretary, have terms expiring in December 2012. Sam was asked about insurance on invested monies. He assured Vestry that investments were geared to offset market forces as they occur.

Minutes of the December 19, 2010 Vestry Meeting: *Carla Fargo.*

The minutes were approved as corrected.

OFFICER REPORTS

Clerk: *Carla Fargo.* No report.

Treasurer: *Terry Farrelly.* Terry presented the Vestry with 3 reports: (1). Christ Episcopal Church Balance Sheet As of December 31, 2010, (2). Christ Episcopal Church Financial Statement as of December 31, 2010 and (3). Christ Episcopal Church Draft Annual Budget for 2011.

Reports show that we were right on financially in 2010. It was moved Farrelly/DeMichele to approve the 2011 budget that will be presented at the Annual Meeting in February. Plate receipts will be looked at mid year 2011 to see if we are on track with the 2011 budget or if any changes need to be made.

Senior Warden: *Mark DeMichele.* Mark reported that the Newcomer's Luncheon at the Rectory had a lively group of 34 people. A Data Form showing E-mail, Phone, Address and interests to ministries was given to those attending to complete. A discussion today of follow-up was held with the Vestry. An idea put forward was to develop a DVD for the Church. A script would need to be developed. Quotes to develop the DVD will be sought.

Housing Allowance for Fr. Edward: It was moved Skelly/DeMichele to allow \$5000 of Edward's salary to be reported as a Parsonage Allowance. All were in favor. A Housing Allowance for Rev. Terry Dirbas has already been approved.

Guidelines and Fees for Use of Christ Church Facilities: Vestry member Sue Steven developed these guidelines for the use of Hinde Hall, the Church, and Meeting Rooms. Weddings and Funerals are not covered by these guidelines. The guidelines report was given to each Vestry member. Discussion was held. It was moved DeMichele/Farrelly to accept the guidelines. All were in favor. The policy will be implemented/enforced by church staff. The guidelines are guides and do not anticipate all situations.

STAFF REPORTS

Rector: *Rev. Harrison.* Edward had no report.

Assistant Rector: *Rev. Terry Dirbas.* No report.

CANONICAL COMMITTEE REPORTS

Property: *Mark DeMichele.* The Montessori School site is currently on the City rolls as a Residence. The Youth Center is also. Clare's Cottage will be listed in an amendment to the Thrift Shop Use Permit. All the properties "across the street" need to be listed and their uses described. The City has signed off on the properties. The Fire Department has not yet signed off.

As of January 3, 2011 new homes constructed in the City must have sprinklers. Clare's Cottage was built in 1927. It is over 75 years old and is subject to Historic Review. A sequencing of issues with the property will be brought together for construction permits. Permits will be requested January 28th. Permit should be on the City agenda in May and special use permit issued by the end of May. Construction will take place from June 2011 – January 2012. Construction is budgeted for \$152,000. Mark asked for an additional \$10,000 for contingency purposes. It was moved Skelly/Morris to increase the amount by \$10,000 for contingency purposes bringing the total to \$162,000. Christie will have a cash flow budget for this project with the biggest outflow at the end of the project.

Safety Inspections on all properties were done by Mark and Jess. Mark paid special attention to electrical issues. The properties have 8 different electric panels. None are marked. All circuits need to be labeled. The Church lighting has some exposed wires. Pews are in need of repair. Three on the right facing the altar are in weakened condition. The modesty rails upfront are weak and in need of repair.

A bid has been received for all 26 rows of pews which includes both book racks and kneelers at about \$1800 per pew for a total of \$47,000. This is an all or nothing bid. A redone sample is the first pew on the left facing the altar. This will take a capital campaign. It was moved Farrelly/Morelli to have a fundraiser to raise the \$1800 per pew. A designated plaque would be placed on each pew. The pew redo will take a year to complete. All were in favor of a letter to be sent to parishioners showing what happens when the pews are rebuilt.

Maintenance Issues exist for the back side of CCDS. Erosion is seen on the footings there by the student garden. The back deck of 901 "C" and the railing have termite issues.

Finance: *Terry Farrelly.* No Report.

Stewardship: *Hal Skelly.* No Report. Hal thanked the Vestry for his service.

Personnel: *Tom Morrelli.* Tom reported he is completing the job description for the new "executive assistant to the rector" and will present it to the Vestry for approval at the next Vestry meeting. He is also updating the other parish job descriptions.

He reported that the ministries (committees) are really well run. Each ministry does need a published (1) Best Practice Manual, (2) A Succession Plan and (3) Ministry Recruitment: Each ministry (committee) needs a mentor to make new recruits feel at home.

Day School: *Tami Sandke.* Tami reported that she will place the Headmistress Report and Budget in each Vestry member's mail box this month. Alex De La Lama wishes to have an active development committee and more active fund raising.

February 15, 2011 Wendy Mogel author of "Blessings of the Skinned Knee" will be speaking here. She uses Jewish teachings to show how to raise self-reliant children. The reservation fee is \$20.00. This promises to be a very worthwhile experience. Contact the CCDS for your reservation.

OLD BUSINESS

Progressive Dinner : The dinner will be held on February 26th. A point person is needed for the Progressive Dinner Auction.

NEW BUSINESS

Christ Church All-Volunteer Thrift Shop 2010 Annual Report: The Thrift Shop had its best year ever ! Sales totaled \$ 86,899 after sales tax and expenses. A complete report showed where the monies went, thanked the volunteers, and included the 2010 Actuals.

The 2011 Budget was presented to the Vestry. A Balance Sheet of Assets and Liabilities January – December 2010 was included. This report will be included in the Annual Meeting reports

Unexpired Vestry Term: It was moved Morris/Iverson to approve the appointment of David Brummitt to fill the one year term vacated by Susan Garberick, All were in favor. Tom Morrelli has replaced Rick Wilson's unexpired term for two years.

Sam Ward's Investment Board Consideration Requests: *Rev Edward Harrison.* Edward opened the discussion of Sam's requests made following the Investment Board Report. All were in favor of: (1) Modifying the By-Laws of the Investment Board to appoint 5 – 7 Non-Vestry members, (2) Allow flexibility in the Semi-Annual Report dates for the Investment Board.

Investment Board Appointments: All were in favor of reappointment of Lew Barnum and Sam Ward each for a 3 year term and Keith Fargo for a 1 year term. Sam Ward will need to step down from the Investment Board once he is voted onto the new Vestry.

Important Upcoming Vestry Dates: The Vestry Retreat will be held February 19, 2011. A Social Mixer with the School Board will be held March 4th and an 8:30 A.M. – Noon Joint Vestry/School Board Retreat will be held March 5th. Next regular Vestry Meeting will be March 20th at 11:30 A.M.

Sue Steven, Vicki Morris and Hal Skelly have completed their Vestry service for terms ending in 2011... Vicki and Hal for 3 year terms and Sue Steven a one year term.

There being no further business, the meeting was adjourned with a prayer at 1:15 P.M.

Respectfully submitted,

Suzie Heap,
for
Carla Fargo - Clerk