

CHRIST EPISCOPAL CHURCH
Minutes for
May 15, 2011 Vestry meeting

- I. **OPENING PRAYER:** The meeting was called to order by Junior Warden, Jo Hunsaker, at 11:30 A.M. Senior Warden, Betty LeMoyne, and Vestry member Sarah Stump were absent and excused.
- II. **APPROVAL OF MINUTES:** *Carla Fargo.* Minutes from the April 17, 2011, Vestry meeting were approved by motion.
- III. **OFFICER REPORTS**
- a. **Junior Warden:** *Jo Hunsaker.* Jo hosted a gathering of all Ministry chairs on March 29, 2011. The following dates were set for “pop up” presentations to familiarize the parish with various activities of each Ministry: Sam Ward (Planned Giving) on April 10; Carla Fargo (Hospitality) on May 15; Rev. Dirbas (Youth Group) on June 26; Steve Crawford (Pastoral Care) on July 17; Evangelism on August 21 (speaker unspecified); Stewardship in September (speaker and date unspecified); and Service Ministry on October 16, 2011 (speaker unspecified). Steve Crawford raised the question of whether or not Worship is truly a ministry. It has a fixed membership (rectors, Director of Music and matron of the Altar Guild). A motion (De Michele/Taylor) passed to rename the Worship Ministry and update the Vestry manual to reflect this change. Lastly, Jo thanked Sarah Stump for her organization of the recent diocesan service summit, attended by over 40 people.
- b. **Treasurer:** *Terry Farrelly.* The 2011 financials appear to be tracking those of 2010. Total operating expenses are nearly exactly as budgeted. Expenses for Saint Clair’s cottage are now coming out of our operating budget, but they will eventually come out of the long term improvement which will be funded by the capital campaign.
- c. **Clerk:** *Carla Fargo.* No report.

IV. **STAFF REPORTS**

- a. **Rector’s Report:** *Rev. Edward Harrison.* Edward thanked Carla and her committee for the Palm Sunday flowers. He thanked Susan Warmbrodt and her committee for all the holy week/Easter flowers. Lastly, he thanked all

who cooked the delicious Palm Sunday breakfast. Edward asked Vestry to approve a meeting between himself and a potential capital campaign consultant. He would like to meeting on June 6 or 7 with the consultant and a group of approximately 8 parishioners who have experience in raising capital funds. Tami asked if there would be a selection committee dedicated to the interview process. Edward reiterated that this is the consultant he would be most comfortable with and he hoped the ad hoc committee meeting on June 6-7 would agree. Tami Sandke raised the issue of due diligence in the search. She suggested Laura Dietrick as a committee member. Laura has extensive experience in campaign fundraising. Lastly, Edward announced that he and Teresa will be away from June 8 to 16 and that the Youth Group travels to Peru on June 14. All agreed that this mission trip will be far more than a pilgrimage.

As a side note, Edward informed Vestry that he, acting through the Pastoral Care Ministry, made a gift to a lay employee of Christ Church. The gift was unrelated to salary. Given the circumstances, Vestry felt it was an appropriate use of Pastoral Care funds.

- b. **Associate rector:** *Rev. Terry Dirbas.* Rev. Terry announced that the Youth Group has already made \$1,800 on their “stock sale” and they are very, very excited about their upcoming trip to Peru.

V. CANONICAL COMMITTEE REPORTS

- a. **Property:** *Mark De Michele.* Gibson and Gibson in Chula Vista have been retained to restore/replace the Church lighting. They specialize in antique restoration. This work will be started in conjunction with the pew restorations so that the pews will not have to be removed a second time. The work includes rebuilding all lighting fixtures and associated wiring. The hanging lanterns will be lowered by 1 foot to make them more accessible. Cost for the project will be about \$5,200.

The City Council approved the construction permit application for St. Clair’s Cottage subject to minor changes. The City then submitted the documents for plan check to an outside engineering firm. There is now absolute agreement that the existing floor load construction does not provide an adequate level of floor support and the plans have been modified. Additional support beams and piers will be added to strengthen the floor. These changes will require a new subfloor and surface flooring. The additional cost is estimated at \$20,000 -

\$25,000. This would bring the total cost estimate of the project to \$187,000 - \$190,000. Mark noted that although demolition and reconstruction would still be an option, all of the planned improvements are tied to the amended special use permit already approved by the City. Based on the fact that new construction of a two story building would cost \$460,000 - \$800,000 and that the permit process would have to begin anew, Vestry agreed to accept the Planning Committee recommendation to continue with the planned restoration. The additional \$20,000 funding was approved by motion (Morelli/Iverson). Sam Ward clarified for the record that this would increase the total draw to \$190,000. Mark De Michele's full report will be submitted with these minutes.

- b. **Finance:** *Terry Farrelly*. Vestry approved by motion (Farrelly/Brummit) the appointment of Keith Fargo, Dan Orr and Missy Bartenstein to the Audit Committee. Terry announced that the joint CC-CCDS finance committee has met regarding the PRISM project. The goal of the PMISM project is to develop an agreement for joint funding of Day School operating expenses.
- c. **Stewardship:** *Rob Taylor*. Rob announced the 'kick off weekend' for the 2011 Stewardship campaign will be Oct 22-23.
- d. **Personnel, Policies, Procedures:** *Tom Morelli*. Tom will send the 2010 job descriptions out via email tomorrow. If he receives no editorial comments, then it will be assumed that Vestry has given tacit approval of the descriptions.
- e. **Day School:** *Tami Sandke*. Because CCDS budget was approved by Vestry last month, Headmistress Roberts was able to get contracts out to teachers. All teachers will be returning. The school's annual giving letter has been sent out. The school will dedicate a larger portion of the funds to scholarships based on increased requests for financial assistance. The 6th graders are back from their East Coast study trip, the 5th graders will be going to Camp Stevens and Chapel closing will be on June 10th.

VI. MINISTRY REPORTS

- a. **Evangelism:** *Sam Ward*. His committee is updating their procedures and is trying to find new chair. Sam asked Vestry to help find people to come

forward. They need people because they have the responsibility for increasing the involvement of those currently outside the active parish life.

- b. **Hospitality:** *Carla Fargo*. The Hospitality Ministry will be preparing lunch for the 40-odd members of the Texas Boys Choir on Sunday on June 12. The Pentecost Sunday birthday cake celebration will also be held on June 12 and Hospitality will be donating cakes.

VII. OLD BUSINESS: The Strategic Plan has been distributed. Vestry members should send comments to Kathleen Ireland. The Plan will be discussed at the June Vestry meeting.

VIII. NEW BUSINESS: None.

IX. ADJOURNMENT: There being no further business the meeting was adjourned at 12:29 P.M.

Respectfully submitted,

Carla Fargo
Clerk