

# CHRIST EPISCOPAL CHURCH

## Minutes for

August 21, 2011 Vestry meeting

- I. **OPENING PRAYER:** The Rector offered a prayer, and the meeting was called to order by Senior Warden, Betty Le Moyne, at 11:41 AM. Vestry member Rob Taylor and the Associate Rector, Terry Shield Dirbas, were absent and excused.
- II. **APPROVAL OF MINUTES:** *Betty Le Moyne.* Minutes from the July 17, 2011 Vestry meeting were approved as submitted.
- III. **OFFICER REPORTS**
- a. **Senior Warden:** *Betty Le Moyne.*
- i. Betty thanked Mark DeMichele and the Property Committee for how well the St. Clare's Cottage renovation was coming.
  - ii. She asked that Vestry members relate to the congregation that as refurbishment of the church and, in particular the sanctuary, occurs, resulting in items being removed temporarily, it does not mean that things are lost or missing. Examples were crosses and plaques removed for painting. A great deal of positive feedback was received about the interior painting and small holes filled in, hymn number holders, new pews, and lights.
  - iii. Thanks were passed to the garage clean out crew preparing for the inspection that will allow a car to fit into each garage. In addition to one garage space being cleaned out, the work area and tool bench was reorganized. Many duplicates of cleaning supplies and tools and nails etc. were found and do not need to be bought again for a long while. Also, a group of plaques were found in the tool room and gathered together that will need to find a more permanent home.
- b. **Junior Warden:** *Jo Hunsaker*
- i. Jo reported that she had heard positive comments about the replacement of the cross on the altar and that all liked the flags.
- c. **Treasurer:** *Terry Farrelly.*
- i. Through July, unrestricted operating receipts ran higher than budgeted, mostly due to higher pledge income. Total operational expenses were within \$1K of budget through July.
  - ii. Terry presented a Finance Committee-approved mid-year budget revision to account for actual values of receipts and expenditures to date, as well as to adjust for expectations in certain areas for the remainder of the year. The revised budget increased costs for insurance and repairs, added a budget line item for the Communications Ministry, and rectified other expenses and income items slightly to sustain a balanced budget through 2011. The Vestry voted to adopt the revised budget recommended by the Finance Committee.

d. **Clerk:** No report.

#### IV. STAFF REPORTS

a. **Rector's Report:** *Rev. Edward Harrison.*

- i. The Rector has been asked to mentor a seminarian, Mike Stone, who has a conservative church background. Mike will assist with the Youth group and several other parish activities at no cost, in order to acclimate himself to an Episcopal environment.
- ii. The Rector has approached parishioner Robette McClelland to serve as leader for the Children/Family Ministries. Robette is a former DRE, and very well qualified for this part time position.
- iii. The Rector announced some reorganization within the Youth Group ministry. Teresa Harrison and Beth Burroughs will join Bill Sandke to lead the Senior High school group. Terry Dirbas will work with the Middle High School group, with assistance from Charlotte Preslar.
- iv. The Peru trip sponsors dinner at the Rectory was a most successful affair, with the impact of this trip on both our youth and the parish being very evident during the event.

b. **Associate Rector Report:** No report

#### V. CANONICAL COMMITTEE REPORTS

a. **Property:** *Mark DeMichele*

- i. St. Clare's Cottage (SCC) - remains on track for early October completion. Several major construction inspections were completed this week.
- ii. Other work completed/in progress.
  1. 901 C and Hinde Hall toilets replaced
  2. School roof repaired (est. ~ 2 years)
  3. Church lights repaired; walls painted
  4. Pews back this week
  5. Hinde Hall lights replaced with LEDs; ½ power usage
  6. Hinde Hall alley door bottoms replaced
  7. Youth Center eaves/stucco/paint work (by SCC crew)
  8. Hinde Hall kitchen leak investigation (by SCC crew)
  9. Church dormer windows caulked (by SCC crew)
  10. 901 C porch replacement/ blue trim painting (by SCC crew)

Mark estimated that the SCC work plus the additional work items cited will all be completed within the \$190K authorized by the Vestry for the SCC work alone.

- iii. Garages – All four garages must be sufficiently clear to accept one automobile each at final SCC inspection. Two are ready; the CCDS and Jess Martinez garages remain to be cleared.

- iv. 901 C Ave. – the structural repairs in 2008 were intended to last 5-10 years. The building is requiring an increasing amount of maintenance by the church. Mark recommended that the PPRRSM funds established by the church and Day School be used to fund the next four 901 C Ave repair items. Terry Farrelly noted that the PPRRSM group had not yet set up the listing of appropriate PPRRSM expenditures, and that she would take Mark’s recommendation back to that group.
- v. Master Facilities Planning Committee – Mark noted that the committee will be pulling together a set of recommendations in October for satisfying many parish needs (which will include St. Clare’s Cottage as the first phase). There are many needs not met by St. Clare’s alone, and other options have been explored. The plan to expand Hinde Hall has been abandoned as not feasible for providing cost effective space. An architect (also a school parent) has been retained to develop other ways to expand the campus space. He has a very preliminary plan, agreed to, in principle, by the City, to expand the school building by about 2000 ft<sup>2</sup>. This could yield a Science Lab, church offices, and other benefits. However, such a plan will involve revision of the SUP, which has proved in the past to be a daunting process. This will be fleshed out sufficiently to be included in the October Master Facilities Committee recommendation.
- vi. Capital Campaign – Mark estimated that these afore-mentioned projects and other inputs expected from the Master Facilities Committee are likely to cost \$2 to 2.5 Million. This will necessitate a robust capital campaign. The efficacy of such a campaign will not be known until we retain a campaign consultant this fall.

**b. Finance:** *Terry Farrelly.*

- i. The annual audit currently being led by Keith Fargo will complete shortly, with a report expected in September. One recommendation from the audit will be the establishment of a documentation management plan, to set time frames for document retention and disposal.

**c. Stewardship:** No report. The campaign will begin in October.

**d. Day School:** *Tami Sandke.*

- i. Tami presented three CCDS End of Year statements. Within the Operating Budget, \$8K was added to maintenance for the year just ended. Tami will clarify next month whether some of those funds include PPRRSM payments.
- ii. Under Staffing and Personnel matters, Tami said there are openings in JK, 3<sup>rd</sup> and 5<sup>th</sup> grades, and noted that Lissy Rooney is departing in December. Staffing to accommodate this is in planning. The new Music Teacher, Ms. Hart, has been hired. Matt Martinez will take up Jess’ responsibilities for the new school year.
- iii. Under School Board matters, Tami brought forward two candidates for School Board to make up Nancy Hardigan resignation. The recommended candidates were Susie Keeney and Brian Wamsley. The Vestry voted to seat these two individuals as new CCDS Board members.

- iv. The Rector noted that the CCDS financial statements prepared for Vestry review are still not as clear to him and others as they should be. Tami noted that the consolidated statements that include the School Endowment as a separate item appear to be the area that generates confusion. After some discussion, it was agreed that this item will be placed before the CCDDS School Board at its next meeting for action and resolution.

**VI. MINISTRY REPORTS**

**a. Pastoral Care Ministry:** *Nancy Iverson.*

- i. Nancy announced that the ministry intends to conduct a workshop on Dec 3, led by Shannon Moore, to reframe the ministry purposes and conduct training across a spectrum of important areas.

**VII. OLD BUSINESS:**

- a. A total of 141 backpacks were collected by the Service Ministry, considerably exceeding the goal.
- b. The Episcopal Refugee Network campaign raised \$1,800.

**VIII. NEW BUSINESS: None.**

**IX. ADJOURNMENT: There being no further business, the meeting was adjourned at 1:05 P.M, after a prayer by the Rector.**

Respectfully submitted,

Sam Ward  
Acting Clerk