

CHRIST EPISCOPAL CHURCH
Minutes for
July 17, 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 members Tom Morelli, Mark DeMichele, and Rob Taylor were absent and excused.
- II. APPROVAL OF MINUTES:** *Betty Le Moyne.* Minutes from the June 19, 2011 Vestry meeting were approved as submitted.
- III. OFFICER REPORTS**
- a. Senior Warden:** *Betty Le Moyne.*
- i. Vestry Orientation was held at Betty's home on July 6 for four new Vestry members. .
 - ii. Susan Warmbrodt has agreed to serve as Clerk, commencing in January 2012. Until then, Sam Ward and David Brummitt will take minutes at Vestry meetings for June through December.
 - iii. The Parish Investment Board met on June 21 and formulated several questions that will be answered in the next meeting by Treasurer Terry Farrelly. Betty noted that the Board is active and well engaged in growing our investment portfolio.
- b. Property Committee:** *Betty Le Moyne for Mark DeMichele*
- i. St. Clare's Cottage – Demo has begun and work is progressing well. On track to complete by late September. Some additional engineering costs were incurred to convince the City that commercial standards are not required for this structure. However, that activity averted the need for almost \$25K of additional structural work.
 - ii. A persistent leak in the Hinde Hall roof over the kitchen will be researched by the St. Clare's Cottage team to locate and correct the source. In addition, that team will also replace the rear stairs at 901 C Ave.
 - iii. Some leakage in the CCDS building roof will be patched this summer. Bids are being sought. A full re-roofing will be required within a couple of years.
 - iv. The second set of pews will be removed next week and will return by the end of August. During that period, the lighting and flooring will be updated, as was done to the other side of the church.
 - v. The Master Facilities report will not be presented until October, to allow for gathering of estimates and analysis of options for some of the more complex projects. This report will provide the basis for the Capital Campaign.

- vi. During the course of the Property report, the Rector noted that the additional cost to air condition St. Clare's Cottage was only about \$2500 and that it would be wise to do the work at the same time as the heating installation. He strongly recommended that Vestry authorize the approval of an additional \$2500 on the St. Clare's Cottage project for air conditioning, if this were deemed to be feasible to the Property Committee. This was moved/seconded (Rector/Ward) and approved.
- vii. Following the Property report, there was discussion about the fate of the pews in the back of the church, which were removed during the first increment of pew work. The discussion revealed valid reasons for leaving them out and for restoring the pews. The Rector stated that the Worship Committee will meet to discuss this matter, and will come back to the Vestry with a recommendation.

c. Junior Warden: *Jo Hunsaker*

- i. Jo reported that she had heard no complaints, except a few about the removal of the cross from the altar. The Rector stated that the Worship Committee will take this matter up at its next meeting and will provide a recommendation to the Vestry.

d. Treasurer: *Terry Farrelly.*

- i. Through June, unrestricted operating receipts ran higher than budgeted, mostly due to higher pledge income. Total operational expenses under-ran the budget by \$5K.
- ii. The Finance Committee will conduct a mid-year budget review to confirm if we can expect more income and to develop options, such as reducing the monthly withdrawal from the church's investment funds. A revised budget will be presented to the Vestry in August.
- iii. During the discussion of the June financial results, it was noted that the Communications Committee does not have a budget line item, and that that committee's expenditures (Ads, church logo development, etc.) are being charged to the Evangelism Ministry budget. Terry stated that the mid-year review would include providing for a Communications Committee budget and tracking.

e. Clerk: No report.

IV. STAFF REPORTS

- a. **Rector's Report:** *Rev. Edward Harrison.* The Worship Committee will send letters and a questionnaire to young families inquiring about the feasibility/usefulness of a third Sunday morning service to see if that would help their schedules. The results of this inquiry will be reported to the Vestry.

- b. **Associate Rector Report:** *Rev. Terry Shields Dirbas.* Terry expressed her thanks for all the Vestry support given for the Youth trip to Peru. It was a great success.

V. CANONICAL COMMITTEE REPORTS

a. **Property:** *Previously reported by Senior Warden.*

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

- i. Terry presented a draft PPRRSM concept paper developed by the joint CCDS/Vestry Finance committees that included five precepts. Terry reported that the joint committee had been unable to locate any other working PPRRSM document within the diocese. The Vestry reviewed the draft in real time and members were generally supportive of the concept paper. Members felt that the annual budgeted reserve amount should be no less than the \$10K proposed in the concept paper. The Vestry also is eager to have the scope of the projects defined for which reserve funds would be expended. A copy of the draft concept paper is appended to these minutes.
- ii. The annual audit currently being led by Keith Fargo is nearing completion. The only entity remaining is CCDS. An additional two weeks is being allotted for this activity. A report will be published in August.

c. **Stewardship:** No report.

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

- i. Tami presented the CCDS Five Year Plan, which contains projections for capital expenditures that maintain compliance with State-mandated requirements, as well as fund other major school facility improvements. The CCDS End-of-Year financials showed a \$5K surplus. Tami noted that the expenditure for teacher training in the Singapore Math method has been a positive factor for school student performance.
- ii. Tami pointed out several completed and pending staff changes, including a new sixth grade teacher, a new gym teacher, and the search for a new music teacher.
- iii. Finally, Tami stated that there are two vacancies on the CCDS Board, and that recommendations will be submitted soon.

VI. MINISTRY REPORTS

a. **Service Ministry:** *Sarah Shealy Stump.*

- i. Sarah stated that the School Backpacks for the Homeless project will continue through August 7. These are going to the Vista Unified School District, where there is a large homeless population. The goal is to send 60 backpacks to Vista.

b. Year Round Stewardship: *Sam Ward.*

- i. Sam said that the committee Agreed to sponsor a group called the African Team Ministry for a visit to Christ Church in late August. However, in attempting to validate their bonafides, he has not been able to confirm their charitable status. Jo Hunsaker offered to research them via the state website. It was also suggested that Toni Harris be contacted, since she has worked with them closely in the past.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS: None.

IX. ADJOURNMENT: There being no further business, the meeting was adjourned at 12:40 P.M after a prayer by the Associate Rector.

Respectfully submitted,

Sam Ward
Acting Clerk