

CHRIST EPISCOPAL CHURCH
Vestry Minutes
May 16, 2010

The meeting was called to order by Fr. Edward Harrison, Rector, at 11:30 A.M. with a prayer for our mission. Carla Fargo, Clerk was absent and excused. A warm welcome back was extended to Vestry member Rick Wilson.

Minutes of the 4.18.10 Vestry Meeting: *Suzie Heap*. It was moved by Skelly/Steven to approve the April Vestry Minutes as e-mailed by Suzie Heap, substitute Clerk.

Parish Ministry Report: None

OFFICER REPORTS

Senior Warden: *Mark DeMichele* Mark reported to Vestry of his recent meeting with the Parish Investment Committee. The current allocation is 60 % equity and 40 % fixed income. The goal is to produce income to supplement church income. Vestry is happy with this allocation. A set sum of money is transferred monthly from savings into the Dunham account where the money gains a more favorable rate of return..

Junior Warden: *Frank Gibbons* The Master Campus Planning Committee Progress will be given under Committee Reports..

Treasurer: *Terry Farrelly* Terry presented Vestry with the Balance Sheet as of April 30, 2010 and the Financial Statement as of April 30, 2010. Income looks good now. Many parishioners front load their pledges making income statements look full during the first months of the year. The Income item will even out as the year goes on. On the Expense side, total expenses are over budget. Maintenance items, the Youth Center and the stairwell for CCDS, have swelled expenses. The Annual Fund Raiser has been budgeted.

Clerk: *Suzie Heap*. Suzie read a thank you note from the Development Director at the Diocese thanking Fr. Edward and the Vestry for their gift of \$300.00 given April 14th to support the Bishop's Appeal in the Diocese of San Diego for the help of others at a time when need is so great.

Rector's Report: *Fr. Edward Harrison* No Report. Report given under personnel matters.

CANONICAL COMMITTEE REPORTS

Planned Giving: *Vicki Morris* Vicki reported that Christ Church has a new Legacy Circle member for a total of three members. Seven Individual Endowment Funds have been established to date.

The Planned Giving Committee is meeting Monday, May 24th at 4 PM in Hinde Hall. On the agenda for this meeting is a decision to develop an Individual Endowment Fund campaign this summer.

Tami Sandke will be talking and answering questions about Legacy Circle on Sunday, June 13th at the 9 AM Forum in Hinde Hall. Coming up will be a Legacy Circle bulletin and an online article.

Property: *Frank Gibbons* The Property Committee and the Master Facilities Planning Committee (MFPC) meetings are being combined on a temporary basis. The committee meeting is held on the 4th Wednesday at 4:00 PM in Hinde Hall. The last regular monthly meeting was on April 28th and the May meeting is scheduled for Wednesday the 26th.

Several church properties including CCDS, St. Claire's Cottage and the Sanctuary have substantial deferred maintenance issues. The consensus of the Committee is that these issues need to be dealt with as part of a Comprehensive Plan to address facility and grounds requirements that will enhance Christ Church's Mission. The target is to have an estimate for these deferred maintenance costs by the end of June.

Committees/ministries are being contacted to validate property needs/issues that were raised during last year's focus group meetings – a part of the strategic planning process. Nancy Roberts, CCDS Head mistress, is holding several meetings with CCDS parents and staff in May to discuss the CCDS renovation.

The current "most wanted" facilities are:

- Dedicated nursery
- Meeting spaces for 8 – 10 (multiple spaces)
- Office space to support increased staff
- Storage
- Meeting area to host entire parish or community events
- CCDS renovation of classrooms and exterior.

The current approach for the initial phase of the master plan is to minimize new construction by upgrading/modifying our existing facilities while still supporting an expanded church mission in many areas. For example, the renovation of St. Claire's Cottage when the Montessori School vacates this summer, might be an interim (~5 years) alternative to meeting some of the requirements as listed above under "most wanted" facilities. This would return the cottage to its former use prior to the Montessori lease. Another alternative that will be studied is the addition of a second story above the church office.

The spring Parish Work Day is scheduled for Saturday, June 12th and a major focus will be the cleanout of the garages to provide additional storage space..

Mark DeMichele, Sr. Warden, will meet with Nancy Roberts CCDS Headmistress to discuss the mentioned need in the WASC Report for a security system. The old wiring in the school will be inspected.

St. Claire's Cottage needs to have French Drains installed and the Jr. Kindergarten at 901 C needs to have a sewage problem re-plumbed.

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Finance: *Terry Farrelly.* Terry met with Karen Vogel, CCDS Board President, to go over the CCDS Proposed Budget for 2010 – 2011. This one year budget was presented to Vestry with a recommendation that it be adopted. It was moved by Farrelly/De Michele to approve the 2010 – 2011 CCDS Proposed Budget.

The 5 Year Capital Plan does not address the CCDS upgrade of classrooms and equipment. An appeal to parents to participate in identifying items needed to be upgraded and price tags for the items will be added to the Capital Campaign

Stewardship: *Hal Skelly* Hal had no report. Vicki Morris is handling Year'Round Stewardship and Russ McKee will head up the Every Member Canvas.

Personnel: *Edward Harrison* Edward reported on the hiring of Terry Dirbas for the position of Assistant Rector. Terry is graduating from seminary next week. She interviewed here on Palm Sunday. She received very favorable reviews from the CCDS teachers with whom she interviewed and Edward is impressed with her as well. The position description comes from the Diocese. Vestry holds papers on Terry's qualifications.. Edward spoke to Vestry about the job description and salary for this position. Vestry approves the job description. Hiring is done by the Rector. Nancy Roberts, CCDS Headmistress, is on board with the hiring. It was moved by DeMichele/Crawford to move forward with the Assistant Rector. All were in favor. Starting date will be August 1st.

Day School - By-Law Changes: *Terry Farrelly* Terry was asked, at the April Vestry meeting, to work with Karen Vogel, President of CCDS Board, President, on section 4.c. of the CCDS By-Laws. They agreed to:

Section 4. c. The School Board shall prepare an annual budget for the school which shall be submitted to the Vestry not later than 60 days prior to the end of the school's fiscal year. The school board shall submit bi-monthly and year end financial reports to the Vestry.

Terry feels that with this agreement the Vestry is ready to approve the school's revised By-Laws. Additionally the Finance Committee will be prepared to discuss and recommend approval of the school's annual budget that was presented at the last, April 18th Vestry meeting.

It was moved by Skelly/Steven to accept the revised CCDS By-Laws.

Day School – Increase CCDS Board Membership: *Mark DeMichele* Mark spoke to increasing the CCDS Board to 11 members.. New members will be Kathy Justice and Kelly Douglas. Karen Vogel will remain until Alex De La Lama comes on as President.. It was moved by DeMichele/Morris to approve the increase in the CCDS Board membership. A maximum of 5 parents may serve on the Board. Tami Sandke was nominated to serve as the Vestry representative to the Board. It was moved by DeMichele/Morris to approve Tami Sandke's nomination as Vestry member on the Board.

OLD BUSINESS

Requirements for Vestry Membership: *Vicki Morris* Requirements for Vestry membership were discussed. Christ Church By-Laws state that a Vestry member must be known to the Treasurer. The Ad Hoc Nominating Committee proposed that Susan Garberick be approved to fill the vacancy left by the resignation of Lissy Rooney.who was due to rotate off the Vestry in 2012.. Susan will attend her first Vestry meeting in June.

Audit: *Vicki Morris* Vicki suggested that Vestry members, Terry Farrelly, Treasurer and Sue Steven from the Long Range Financial Committee perform the in house audit for the 2009-2010 year. All were in favor.

There being no further business the meeting was adjourned at 1:00 PM with the praying in unison of the Lord's Prayer.

Respectfully submitted,

Suzie Heap (for)

Carla Fargo
Clerk