

CHRIST EPISCOPAL CHURCH
Minutes for
September 18, 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 11:31 AM. Vestry member Sam Ward and the Associate Rector, Terry Shield Dirbas, were absent and excused.
- II. APPROVAL OF MINUTES:** *Betty Le Moyne.* Minutes from the August 21, 2011 Vestry meeting were approved with spelling update for Nancy Hartigan.
- III. OFFICER REPORTS**
- a. Senior Warden:** *Betty Le Moyne.*
- i. The meeting opened with introduction of Pete Rauchenstein from Columbus Ohio as the capital campaign advisor. He has previous experience with several diocesan campaigns and emphasized that this would be a productive time for the parish, create a common vision, and that hard work would be fruitful.
 - ii. A second introduction was made for Mike Stone. He was referred to Christ Church by the Commission on Ministry and well received after conducting a forum gathering. Mike will be with us for a 1 year internship and focus on being part of the worship service to include reading, communion and working with acolytes.
 - iii. Betty met with the Investment Group, Planned Giving and other meetings and committees and expressed gratitude for those volunteers doing such good work. In particular, she thanked Thrift Shop and Sarah Stump for moving over 50 coats and jackets.
 - iv. Betty reported that the Finance Committee met with the auditor and that audit is expected be finished by next meeting in October.
- b. Junior Warden:** *Jo Hunsaker*
- i. Nothing to report this meeting.
- c. Treasurer:** *Terry Farrelly.*
- i. Pledge receipts were \$7,000 under budget for the month, but are still up for the year. Pledge receipts are still further ahead at this time of year than for any of the previous five years.
 - ii. Ops and Admin costs were \$2,000 lower than budget which is good news.
- d. Clerk:** No report.

IV. STAFF REPORTS

- a. **Rector's Report:** *Rev. Edward Harrison.*
 - i. The Rector praised Robette McClelland as a superstar in her Christian Formation Ministry work.
- b. **Associate Rector Report:** No report

V. CANONICAL COMMITTEE REPORTS

a. Property: *Mark DeMichele*

- i. The Master Planning Committee has completed fixing what can be done to date.
- ii. Mark outlined the space proposal for the Day School. A three page detailed summary is available on request with the following highlights:
 - 1. The option most in favor is adding a two story annex adjacent to the existing structure with new campus entrance and crosswalks.
 - 2. The space would be used for offices and science lab and allow relocation of other classes into more central place with exception of music and playground.
 - 3. The City of Coronado is good with the concept. Although there are other steps needed before formal approval, the plan requires no special concessions or exceptions.
 - 4. The appearance will be matched to existing architectural look of both school (brick) and Hinde Hall (granite).
 - 5. The construction estimate is approximately \$750,000.
- iii. St. Clare's Cottage (SCC) - remains on track for early October completion with Saturday 15 October open house.
 - 1. Efforts to mitigate noise are double paned windows and sound proofing for choir and nursery areas.
 - 2. Closet space for hanging choir robes is already installed.
 - 3. The Vestry took a walk-through tour and noticed fine attention to detail in virtually every aspect of the renovation; molding, space layout, doors, wheelchair ramp and planned shrubs to cover sight lines.
- iv. Capital Campaign List – Putting everything (roof, St Clare's Cottage, organ, church bell, day school modification, etc.) onto one list plus hard wiring and masonry costs total ~\$1,900,000 with an expected overflow for savings to increase the total to \$2,500,000.
 - 1. Feasibility studies will be needed for specifics.
 - 2. St Clare's Cottage as a line item is expected to be completed under the \$190,000 budget.
 - 3. It was suggested that Christy be clear in annotating what is spent so that it is accounted for in the operating budget.
 - 4. Mark DeMichele is POC for the master list of reimbursable expenses to capital campaign and separating those expenses by school or by church.
 - 5. The early architect fees were for drawings not design fees.
 - 6. Junior Kindergarten planning to be done over the next year.

7. The capital campaign is roughly 1/3 church and 2/3 school focused with construction four to five years out.
8. **Motion proposed**, “To the extent the St Clare’s Cottage project’s costs are below the budgeted \$190,000, the difference may be used to fund the known costs of the capital campaign (i.e. architectural services, lighting, etc.). Any additional charges in excess of the amount allocated for St Clare’s Cottage will be borrowed from savings and repaid out of proceeds from the capital campaign.” **Motion passed.**

b. Finance: *Terry Farrelly.*

- i. The annual audit currently being led by Keith Fargo will be completed by October.
- ii. Terry recommended more training for office personnel on the systems being used for finances.
- iii. **Motion proposed** to approve draft guidelines (document attached) which identified voting members and set thresholds for expenditures (anything over \$2,500 needing to come before the Day School Board and the Vestry). **Motion passed.**
- iv. **Motion proposed** to use \$2,550 PPRRSM funds for 901 C stairs replace, painting, and roof repair. **Motion passed.** Thanks to the school for their approval of this need.
- v. The desire is to use the PPRRSM process to present financial needs to both church and school authorities for approval prior to money being spent.
- vi. Recommendation is to create a specific line item in budget for PPRRSM account.

c. Stewardship: *Rob Taylor.*

- i. Pony Express is kicking off with Saturday 15 Oct breakfast for trail bosses.
- ii. All Vestry members are trail bosses with four others that make up whole team.
- iii. Trail bosses will make Pony Express announcement to congregation on Sunday 16 Oct services.
- iv. Rob and Mary Taylor are looking for a couple to replace them for 2012 and after. If chosen soon enough, they can shadow Rob and Mary doing this year’s run.

d. Day School: *Tami Sandke.*

- i. Tami outlined the current tuition options; one payment per year, two per year, 4 per year, or 12 per year. With these options it is difficult to view current status. Only two families didn’t make payments on time (~\$4,000) and are expected to close out in October.
- ii. The supplies line in the financial report is off (\$3,700 vs \$56,000 budget) due to timing of school resuming in September and will be caught up in October.
- iii. Golf tournament fundraiser is set for 4 November.
- iv. The school is very excited about the proposed Day School addition (see details in Property section V,a.2.).

VI. MINISTRY REPORTS

a. Pastoral Care Ministry: *Nancy Iverson.*

- i. Nancy announced that the 3 Dec workshop is moved to Sat 29 Oct from 0845 to 1 pm. The purpose of this workshop, led by Shannon Moore, is to reframe the ministry purposes and conduct training across a spectrum of important areas.

VII. OLD BUSINESS:

- a. No other old business was discussed.

VIII. NEW BUSINESS:

- a. The parking lot has some conflict between thrift shop customers and school pickup and drop off families. There is also a limit of parking spaces which will grow worse when Walgreens opens taking away Orange Ave side parking.
 - i. Jess has been monitoring to make sure only proper people are parking there and recognize the Presbyterian overflow traffic issue.
 - ii. Ideas were better signs, putting notes on windshields, or towing. In any event, let's address it as good neighbors.
 - iii. One more parking space will go away as the St Clare's Cottage trash enclosure is built per the SUP.

- IX. ADJOURNMENT:** The meeting was adjourned with a prayer by the Rector at 12:45 pm and all then walked around St Clare's Cottage.

Respectfully submitted,

David Brummitt
Acting Clerk