St. Anne's Parish
Vestry Meeting Minutes
Tuesday, September 9, 2015

Clergy and V estry M embers Present
Rev. Amy Richter
Rev. Joe Pagano
Ned Criscimagna
Tim Bloomfield
Carrie Dana-Evans
Ginger DeLuca
Josiah Dykstra
Samara Firebaugh
Todd Greene
Mark Grimes
Katherine Hilton
Cary Lukens
Doug McNitt
Pat Poffel
Mickey Thaxton

V estry and Executive O fficers Not Present
Virginia Lunsford
Cardie Templeton

N on-V estry and Others Present
Thea Chimento, Clerk
Steve Fisher, Treasurer
David Huggins
David Strang

➢ Opening/ Meditation/ Welcoming of G uests
Amy opened the meeting at 7.03 PM with a prayer, and asked Vestry members to reflect on “What I did on my summer vacation” or “How does this feel like 'Back to School'”.

Amy welcomed Dave Huggins, representing the Stewardship Committee, and David Strang, representing the Facilities Committee.

➢ Facilities Committee Request
Dave Strang presented the Facilities Committee's request for funds to make repairs to the building envelope of the Parish House. A spreadsheet comparing quotes and major points summarizing background and key information were passed around to the Vestry for review. Dave presented the following information:

Summary
After review of the scope of work and the bids offered by several contractors, the Facilities Committee has a recommendation and a requested amount to complete repairs to the Parish House, which have been discussed extensively over the last six months. The Committee recommends moving forward, as further delay might cause additional damage and cost the parish additional money.

Background/Scope of W ork
The Scope of Work includes replacing the windows on the West side of the Parish House, (10 casement windows, 3 metal windows), where deterioration is significant and reconstruction/repair would cost more than replacement. Moisture is invading the building and causing cracking and popping; the wall on the West side will need to be examined for integrity, and the flashing and lintels need to be checked. The exact amount of work the
masonry will need isn't completely known, but the committee is estimating more. The brick will need to be restored, including repointing. The metal roof on the Parish House will need to be recoated, the skylights need to be replaced, and surface-mounted flashing needs to be replaced (it's at the end of its life cycle). The flashing under the coping stones will need to be checked and restored, and slate repairs to the Rectory roof will need to be made.

**Bidding Process**

The Facilities Committee solicited three bids in the spring from Brown Contracting, Plano-Coudon, and Owner Rep Consulting. The Committee met with the contractors prior to their submitting bids in order to discuss the scope of work and answer any questions. The project is estimated to take 6-8 weeks (September – November), and includes a contingency fee for unforeseen costs. The recommendation of the Facilities Committee is to use Plano-Coudon, based on the price ($194,982.00).

The project will need to coordinate with scheduled events in the Parish House, and the Historic Preservation Commission may be involved. The West side of the Parish House will need scaffolding installed. The next steps are to inform the apparent awardee, draft a contract, have a final pre-meeting, review and execute the contract documents, and give the contractor the notice to proceed.

Amy thanked Dave and the Facilities Committee for their hard work on such a complex project. Our buildings are integral to carrying out our mission, which is not true of every church, and their care and upkeep is important.

**Questions:**

Significant discussion followed, which can be summarized as follows:

- There was some question about whether $195,000 fully accounted for the costs. Dave noted that the price includes a contingency fee and that the contractor included individual allowances on the elements of work; however, it is true that the full scope of work will not be known until the work starts, because not all of the items can be fully examined without beginning work. The work is scoped towards the most expensive estimated repairs. If necessary, the Committee will recommend change orders to the Scope of Work, but does not anticipate doing so unless conditions differ significantly.
- The contractor will secure trade permits, St. Anne's is responsible for the others. The contractor must coordinate with the Historic Preservation Commission.
- The Facilities Committee will investigate whether any of this cost can be covered by insurance. Dave noted that most of the Parish House work should have lasted 50 years, while we are currently in Year 35. If it becomes an insurance matter, the architect of record will have to be involved.
- The money will come from the property reserves; Mark Grimes presented a plan showing the expected cost of major facilities projects of the next several years, and the rate to replenish the reserves. We are currently at $350,000 this year, with $100,000 of net costs (after income from steeple rent). In 2016, we have a number of large anticipated projects ($100-115,000), in 2017 we are projecting a small surplus, in 2018 a small deficit, and then in 2019 and 2020, the reserves are expected to recover. Another large project contemplated for this year (painting the church) will be deferred to next year. Some equipment is beyond its 'book life' but will be replaced as it fails.
- A capital campaign for the facilities work may eventually be desirable, but is not being planned at this time.

Ned Criscimagna moved that the Vestry approve an amount not to exceed $200,000, subject to contractual and legal review, to be taken from the Church Maintenance Fund in the amount of $20,000, the Building Maintenance Fund in the amount of $3,000, with the remainder to be split equally between the Property Reserve and the Capital Account, in payments to Plano-Coudon for the restoration of the Parish House's building envelope.

Tim Bloomfield seconded, and the motion was carried by voice.
Amy thanked Dave Huggins for his careful preparation and work on the Stewardship Committee, and Cary Lukens for his assistance.

Dave presented an outline of the Stewardship Campaign for CY 2016 for Vestry review. Based on the projected budget for 2016, the raised amount will have to increase by 2-3%. Dave has had coded access to the last 5 years of pledging data (can't see who donated what, but can see pledging history and amounts) for analysis. Based on that analysis, Dave would like to send out differentiated letters to different groups, and in particular to households whose contribution hasn't increased over the last several years, some of which may be due to fixed or budgeted income, but some of which may be due to 'mindset'.

This year, St. Anne's would either need to add 10-20 pledges, or have all pledges go up $50-75 on average. Finding more than 400 pledging households is difficult, as turnover is about 45 households per year. The Stewardship Committee is recommending a goal of approximately $915,000, based on the projected budget and available funding—some of our fund sources are decreasing or drying up.

Dave prepared a handout analyzing the church's budget, how pledging affects the budget, and how St. Anne's compares to other parishes in the diocese for review and possible inclusion in the stewardship materials. He invited suggestions and comment from Vestry members.

Significant discussion followed on the differentiated letters, chiefly on whether to do differentiated letters at all (it is good practice for many fundraisers, and tends to correlate with increased giving, but need to be effective and short) how many categories should be included (new members, non-pledgers, those who increased their pledge, those who decreased their pledge, and those who remained static were included in the suggestions), what the letter would include (it would not include individual amounts—nobody except the Financial Administrator, who enters the amounts, knows who gives what), would anyone get an individual letter specifically written for them (the Vestry would need to make that decision), what was done last year (three different types—givers, non-givers, and pledgers; some differentiation is already showing an increase).

Doug McNitt noted that people get many charitable appeals, and it may be most productive just to have a one-paragraph letter, worded as an invitation to give and as an invitation to join a conversation about church welfare.

Dave noted that any significant giving tends to happen in the first two weeks of the pledge drive (70% of pledges received during that time), so if there is any kind of extended campaign, it would need to happen before then.

Amy noted that the vestry seemed to be reaching consensus (goal: $915,000, pledging households 400), and asked if the vestry was able to make a decision on whether or not to proceed with the differentiated letters.

Samara Firebaugh moved that the Vestry authorize the use multiple targeted letters in the 2015 Stewardship Campaign, at the Rector's discretion in consultation with the Stewardship Committee.

Cary Lukens seconded, and the motion was carried by voice.

Rector's Report

Amy shared her report with the Vestry prior to the meeting. Items of note included:

-Bishop Sutton will be visiting St. Anne's on September 13. He will host a forum at 08.30 in the Parish Hall, and there will be a Vestry meeting between the 9.30 and 11.15 services in Room 102, which all Vestry members are required to attend.

-The Vestry is being asked to certify (or re-certify) Joseph Wood as a candidate for the priesthood.

-Melanie Coleman is no longer with St. Anne's Church. New temporary staff will be starting, and Amy welcomes the recommendation of any suitable candidates. Amy thanked the Personnel Committee and the IT Committee for their assistance.
-Robert Williams shared a letter which he had written to the Department of General Services regarding parking at the Post Office building: Nelson Reichart, the Deputy Secretary, replied that DGS will permit parking on Saturday nights and Sunday mornings, and if anyone is ticketed, to call him.

-Friendship Sunday will be held on October 3-4. Amy suggested that the loose offering be designated to the Lighthouse Shelter, so that people unfamiliar with the theology behind the offertory (offering of ourselves as thanks to God) can feel comfortable contributing to a community cause. The loose offering is typically $300-$500.

Cary Lukens moved that the Vestry authorize the designation of the loose offering collected at all 5 services on October 3-4 to the Lighthouse Shelter.

Todd Greene seconded, and the motion carried by voice.

➢ Treasurer's Report

Steve distributed the report prior to the meeting. St. Anne's just completed its audit, which was clean. The following items are of note:

Church: July Pledge giving was $(16,505) unfavorable to budget and August was down almost $(9,000). Summer vacations and a suspect budget calendarization are likely causes. We are still $20,000 ahead of last year, but expected higher with the increased pledging. Non-pledge is favorable $2018 and the back pledge favorable variance is also a nice cushion for us. Expenses of $793,744 are about 3% favorable to budget with all categories looking reasonable. Net income is $17,616 favorable to budget through 8 months.

Cemetery: Revenues and expenses are both favorable to budget through August leaving us $6,580 better than budget. The cell site folks called again today, and report that they are still interested in constructing a permanent site on the grounds.

PASA: The preschool ended its fiscal year on July 31; FY 2014-15 was an excellent year for the school finishing $23,298 favorable to budget. We welcome Lori Lashgan who is the new financial administrator for the preschool replacing Tina Allen.

Endowment: Performance through July is shown in the statements as the performance for August will become available early next week. Through 7 months, investment results were up $93,254 although the results from August are likely to drive this into the red (by about 4.2%). The Finance Committee has a meeting with Vanguard this week; Steve will report on the results.

➢ Approval of Minutes/Open Floor/Closing

The forum on September 20 will focus on Friendship Sunday, and will include examples on how to invite friends to church. Cards for invitation have been drafted, and there will be a fellowship opportunity after each service. We do need volunteers. Todd Greene reminded the Vestry to lead by example: send out cards, invite friends, and be prepared to “work the crowd.” Gifts will be available, but no welcoming bags.

Ned noted that Erik Apland has had some health problems after returning from South Dakota; David Merill is covering for him at the 5.30 services, and prayers for Erik's health would be appreciated.

Amy passed around group photos taken last Sunday.

Ned moved that the reading of July meeting minutes be waived, and that the minutes be approved as submitted. Carrie Dana-Evans seconded, and the motion carried by voice.

Compline was led by Mark Grimes, and the meeting adjourned at 9.07 PM.
Respectfully submitted,

Thea Chimento, clerk