

St. Anne's Parish
Vestry Meeting Minutes
Tuesday, October 9, 2018

Clergy and Vestry Members Present

Rev. Tim Mulder
Patrick Carlson
Carrie Dana-Evans
Josiah Dykstra
Katherine Hilton
Jason Houser
David Huggins
Cary Lukens
Bill Malicki
Cardie Templeton
Tripp Trippitelli

Vestry and Executive Officers Not Present

Linda Adamson
Monica Barry
Ginger DeLuca
Mark Grimes
Doug McNitt

Non-Vestry and Others Present

Thea Chimento, Clerk
Steve Fisher, Treasurer

- *Opening/ Welcoming of Guests*

Josiah opened the meeting at 19:03. Tim led the meeting in prayer.

- *Bible Study*

Tim led the Vestry in a Bible study on Joshua 3-4.

- *Interim Rector's Report*

Tim distributed his report prior to the meeting.

Val has started to make a postcard that has our Advent and Christmas schedule. Sunday and Monday will both have four services of worship. Eight services in two days seems like too much. Unlikely to get a healthy turnout for all eight services. Should we just do the 9:30 service on Sunday?

Additionally, the 11 PM service has been declining steadily for the last several years—to under 200.

Discussion followed. The consensus was to do one on Sunday (9:30), keep the four services on Monday, do one service on Tuesday.

There were no additional questions.

- *Stewardship Update*

Dave submitted his report prior to the meeting. The average pledge increase is approximately 10%. There is a significant participation in increasing pledges by 19%.

We had 72 pledges; usually it's around 90. The stewardship letters are somewhat late; we may get an increase in

pledges after they go out. Just about everybody who has pledged this week always pledges in the first week.

We will have a better sense of how the pledging will shake out at the next Vestry meeting.

There was a brief discussion on alternative ways to “nudge” people to pledge.

David needs volunteers to speak at Sunday morning services and provide leadership. Jason, Katherine and Cary volunteered.

➤ *Nominating Committee Approval*

The Nominating Committee is the group of people who will help pick the candidates for Vestry.

Cardie moved that Vestry approve Katherine Hilton, Linda Adamson, Patrick Carlson, Vollie Melson, and Carolyn Sullivan as the Nominating Committee. Cary Lukens seconded, and the motion carried by voice.

Cardie asked if Katherine would be willing to share what skill sets they are looking for: We will be looking for a new senior warden, someone with facilities skills, people with financial sense, people who are involved with various ministries, and legal skills.

➤ *Search Committee*

We had a successful forum on Sunday to discuss the profile and the search. We have been asked to update the charge to the Search Committee, as the November 1 deadline would be impossible. Townsend has asked for a deadline of January 31. We currently have 10 candidates, and are expecting additional applications.

Cardie noted that she heard from Mary Sulerud that the end of application period often has a ramp up in applications, therefore we can probably expect more. She also suggested making the deadline February 4 to avoid making the old vestry members learn about the candidates, and thus compromising the confidentiality. She also suggested that the Vestry hit the ground running in re: candidate preparation (preparing questions, blocking out visit time, etc).

Does the Senior Warden coordinate the Vestry interviews of candidates? Not necessarily. We could have another person on the Vestry do the coordination.

When can we expect a new rector? It depends on how long it takes the Vestry to discern the candidates once the Search Committee has recommended a number of names. Additionally, the new rector will need time to transition to our parish.

Jason moved that Vestry approve a new deadline of February 4, 2019, for the Search Committee to deliver candidate for Rector to the Vestry. Katherine seconded, and the motion carried by voice, with one abstention.

Tim suggested that we may want to pay the Episcopal News Service a fee to put our advertisement in the Featured Calls. He also noted that it would be unlikely that we would select candidates before February anyway, since Advent will make traveling difficult.

Josiah asked for volunteers to think about the Vestry's process for discernment. Cardie, Carrie, and Jason volunteered.

Cardie noted that when we get the new Vestry, the Vestry typically determines who the new wardens will be. The old Vestry may want to start thinking about appointing new Wardens, since the Senior Warden will be transitioning off.

➤ *Facilities Report and Requests*

Thanks to Bill Wilbert and the Facilities Committee.

South Street Entry Overhang: The South Street roof overhang has suffered water damage and rot. The gutter cleaning company was not cleaning that gutter which contributed to the damage. The Facilities Committee has a proposal from Chip Van Reenan to repair the South Street entry overhang roof: \$1300 plus contingency. The Facilities Committee has asked our electrician Jeff Suman to rewire and check the existing sidewalk lights since a number of them are out (we will replace them with LED motion spots). Bill Wilbert feels that the costs will not be high and can be funded from the Facilities Committee budget.

Cary moved to approve \$1,500 from the Capital Account to repair the South Street Entry overhang; Carrie seconded, and the motion was carried by voice.

Parish House Drainage Correction: The Facilities Committee has a proposal from Bay Ridge Landscape to correct a drainage issue at the entry to the parish house for a proposed price of \$840.00. Since they were partially responsible for the problem, we hope to negotiate a lower price.

Cary moved to approve an amount not to exceed \$840 from the Capital Fund for Bay Ridge Landscaping to correct the Parish House drainage issue; Carrie seconded, and the motion carried by voice.

Tree Maintenance: Our previous long term tree maintenance and care company went out of business in 2016 and we have not done much/any of the regular tree maintenance (trimming, disease management, fertilization) since then so we are overdue. We've gotten quotes from 3 companies for our typical yearly program of care and maintenance. Typically this would be part of the budgeting process, but it was not put in this year. The Facilities Committee recommends Bartlett and has asked them what's still feasible and worth doing this fall.

Steve noted that we won't be agreeing to all the recommended work at this time.

David moved to approve an amount not to exceed \$9,362.00 from the Capital Account to engage Bartlett Tree Specialists to perform maintenance work for the church trees which is appropriate to be performed in the fall; Cary seconded, and the motion carried by voice.

➤ *Treasurer's Report*

Steve distributed the report prior to the meeting.

Church

- Total pledge and non-pledge giving are virtually on budget for nine months.
- Other income items are favorable leaving our total income \$13,831 favorable to budget through three quarters.
- Expenses are also very favorable to budget across most accounts
- Net income is \$67,476 favorable through three quarters. Some of that is because the Search Committee hasn't spent much money yet.
- AT&T has begun paying for the steeple while also paying for the cemetery. This will continue until the steeple is done and they shut down the cemetery cell site. Currently this is \$7,800/month that is going to the capital account and will drop to \$4,000 when the cemetery COW is shut down; recently the property manager has indicated he expects the steeple cell site to be completed before year end. We will have some construction in the November/ December timeframe.

Cemetery

- The cemetery was on budget for the month and is \$2,031 favorable in net income through nine months.
- An additional \$4,676 bequest was received from the estate of Emily Peake. This was placed in the Cemetery restricted fund.

Endowment

- September investment results suffered from the effect of rising interest rates on the bond holdings as investment income was only \$1,522.
- We also did the quarterly distribution in September to the church, cemetery, and restricted funds.
- Year to date investment results remain good at \$203,000. The ending balance was \$4,958,000 up from \$4,822 at year end 2017 - an increase of 2.8% after fees and distributions.

PASA

- PASA on or near budget after two months of their new fiscal year

- It has been noticed that no PTO budget was presented to Vestry so this will be prepared and likely presented next month.

Restricted Funds

- The quarterly report on restricted balances is attached. The facilities accounts total is \$459,088.

Other

- Realm
 - Training for staff will be held on October 16-17 one week from today.
 - We have completed two successful data exports from Seraphim and Revelations
 - Testing continues – some of the sacraments data is not showing up but financial data and other membership information seems to have been transported
 - We hope to be up on Realm on a limited basis after next week and will run in parallel with Revelations probably for at least one month. A portal will eventually be set up for members to access.
- Audit
 - I would like ask Mark Grimes, Tripp Trippitelli, and Doug McNitt to continue as members of the Audit Committee as we must present a recommendation for auditor to Vestry at the December meeting. (I will send a note to them ahead of time asking them to continue their service).
 - Mark is concerned about serving because he is the assistant treasurer—is he disqualified from participating? Steve thinks not because the Committee just chooses the auditor, and does not oversee the audit.

➤ *Announcements/Approval of Minutes/Open Floor*

Cardie moved to waive the reading of the September meeting minutes, and approve them as submitted. Carrie seconded, and the motion carried by voice.

➤ *Closing*

Tripp led the vestry in prayer, and the meeting adjourned at 20:53.

Respectfully submitted,
Thea Chimento