

St. Anne's Parish  
Vestry Meeting Minutes  
Tuesday, November 13, 2018

*Clergy and Vestry Members Present*

Rev. Tim Mulder  
Linda Adamson  
Monica Barry  
Patrick Carlson  
Carrie Dana-Evans  
Ginger DeLuca  
Josiah Dykstra  
Mark Grimes  
Katherine Hilton  
Jason Houser  
David Huggins  
Bill Malicki  
Cardie Templeton

*Vestry and Executive Officers Not Present*

Cary Lukens  
Doug McNitt  
Tripp Trippitelli

*Non-Vestry and Others Present*

Steve Fisher, Treasurer

➤ *Opening/ Welcoming of Guests*

Tim opened the meeting at 19:02 with a viewing of discussion about Dr. Brené Brown's January 2018 sermon on community.

➤ *Stewardship Campaign*

David Huggins distributed a report, noting that there were 36 pledges this week totaling \$76,000. He asked for assistance in making follow up calls to those who haven't yet pledged. Jason asked how this year compares with the past year's performance. Discussion followed on last year's campaign and guidance in making follow-up calls. Cardie noted that, even in an interim year, giving is doing well overall. Josiah thanked Linda and Monica for taking leadership role on the Stewardship potluck and hopes that more will be able to attend with the date change.

➤ *Interim Rector's Report*

Tim distributed his report prior to the meeting.

He reviewed the four services to be offered on Christmas Eve and noted that there will be a Eucharist service on Christmas morning at 10 a.m.

Tim reviewed past and current attendance data. At this time, attendance is down 9% in part due to the elimination of the Saturday night service and the light attendance on Sunday evenings following the death of musician Erik Apland. With a new focus on the Sunday 5:30 service and special music offerings, attendance is now double what it had been.

Linda asked about the church security mentioned in Tim's report. He stated that he and the staff are looking into how best to keep all buildings and people safe during business hours and after, when staff is not present.

➤ *Search Update and Vestry Process*

David reported that St. Anne's received 27 applications for Rector and, through Search Committee review, 11 are being considered for the position, including both male and female candidates. David praised the efforts of the Search Committee and noted that members have been very enthusiastic about the candidates.

Cardie distributed a proposed Vestry plan for interviewing final Rector candidates created by herself, Carrie and Jason. She reported that the draft has been shared with consultant Mary Solerud for her review and also with Executive Committee. A review of the plan, its tasks and timing followed. Since new Vestry members will be added at the February 3, 2019, annual meeting, it was suggested that Vestry members be sworn in quickly, possibly the week after the annual meeting. Linda asked how quickly new Vestry members might need to be integrated into the Vestry while trying to accomplish the final stage of the rector search. Suggestions followed on possible methods of accomplishing this.

Josiah thanked the team for their work on this important plan for Vestry's part in hiring a new Rector.

➤ *Facilities Report*

Cardie distributed the Facilities Committee (FC) report prior to the meeting.

Project updates:

*Outside protective coverings for upper chancel 'apsidal' windows:* Historic Preservation Committee (HPC) has made a site visit. Approval of the required building permit is expected the week of Nov. 12. FC is also pursuing additional pricing to complete stained glass window cleaning.

*South Street Entry porch:* CVR, LLC, has been hired to do fascia and ceiling repairs and painting. Premier Electric has already replaced drop-in ceiling light and three dusk-to-dawn, photo sensitive flood lights along walkway. CVR noted that roofing material and roof decking are deteriorated and should be replaced. Bill Wilbert is contacting roofing company for quotes.

*PASA restroom floor repairs:* FC is seeking quotes to repair an area of damaged tile that has loosened and come out. Two quotes, from Foxwell Floors and CRV, have been received.

An update from Bill Wilbert noted that, after a review of the South Street entry and the existing damage, he would like to speak further with both companies to determine exactly what they propose with regard to the South Street doors. A change to the South Street repair plan may impact the timing of Foxwell's work on the PASA restrooms.

Linda moved that Vestry approve the FC's request for an amount not to exceed \$2,000 from Building Fund for repair by Foxwell of the PASA women's bathroom and the South Street entrance. Patrick second the motion and, after some discussion, it passed with a voice vote

*Parish Hall Window Repair:* Brown Contracting (original contractor in 2003) investigated damage and determined the cause of the leak. They caulked the remaining windows but they should be monitored to be sure the caulk holds. Brown will submit a quote for full repair of the damaged window.

*Charles Street Entry Roof:* Since adding the tarp there has been little to no water in the leak buckets in alcove area. Elite Exterior Restoration has been contacted about making the repairs.

A review of building-use needs and adding keypad controlled entry at to the Parish House's Duke of Gloucester Street double doors continues.

*Cemetery Wall:* Vestry was asked to approve an amount not to exceed \$1,500 for an engineer to a) draw up plans for buttresses that would keep the wall steady/stable over time and b) assistance on building permit for the wall. David moved that \$1500 from Cemetery restricted fund be used for this purpose. Bill Maliki seconded and the motion passed with a voice vote

It was noted that Madeleine Hughes had made a request to have the stone altar cleaned. FC will follow up with her on some questions.

➤ *Treasurer's Report*

Church

- Pledge donations were \$52,687 in October, which was nearly \$25K below budget. This is related to large pledge donations coming in different months from year to year. Giving is currently (\$22,263) unfavorable YTD
- Non-pledge income is \$5,900 favorable YTD
- Total YTD Income is \$998K which is only \$(9K) below budget
- YTD expenses were \$972K which was \$51K favorable to budget across most categories.
- Net Income is favorable \$41,910 through 10 months.

#### Cemetery

- The Cemetery is \$(5,265) unfavorable to budget after 10 months across several accounts.

#### PASA

- Net income is \$(7,244) unfavorable to budget after three months of the new school year
- Tuitions are on plan and shortfalls are in aftercare revenues.

#### Endowment

- The endowment got pounded in October and is down \$256K for October (about a 5% decline) due to volatile markets in the past few months. A rise or fall of 1% in a single day is not unusual.
- There was a large asset allocation rebalance on October 1 that was intended to get back to 65/35 (equity/fixed income), but a bad month for equities caused it to end up at 63/37. (It is ironic that the rebalance was driven by the run-up of the equities, so they did it on October 1st and the equities took a huge pounding in the month that might have prevented the need for the rebalance, but of course they did not know that would happen. The positive takeaway from the \$256,000 rebalance (from equities to fixed income) is that it actually saved us \$17K in the month.)

#### PASA Parent Teacher Organization (PTO) budget request

- The current PTO balance is \$40,700. Vestry is asked to approve the budget and the use of some of the money for teacher enrichment, training, scholarships and for the creation of the PASA Memory Book. After some discussion, Cardie moved that Vestry approve the PASA PTO budget. Linda seconded, and the motion carried by voice vote.
- Realm  
Steve reported that all are happy with Realm after several data imports. Clergy and Vestry will have a chance to use the system after the staff.
- Cell Site  
Steve reviewed activities in the tower for the installation. Linda asked when the tower might leave the cemetery and Steve noted that it might be by the end of the year.

Steve noted that ministry budgets are due on November 15. When all are received, the church budget planning process for 2019 will begin

#### ➤ *Announcements/Approval of Minutes/Open Floor*

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

#### ➤ *Closing*

Patrick led the closing meditation on John 10:10 and Acts and prayer. The meeting adjourned at 9:20 p.m.

Respectfully submitted,

*Katherine Hilton*  
*Registrar*