

Christ Church Vestry Meeting minutes

April 18, 2016

Present: Sr. Warden Catherine Harrington, Jr Warden James Elam, Treasurer David Waletzko, Teresa Shaw, Jane Pederson, Matt Stiles, Mike Johnson, Laura Niederhofer, Louis Egwim, Nancy Thompson, Wayne Jarvis, Jenny Burke, Vestry Clerk Philip Vander Haar.

The meeting was called to order at 7:03 PM.

Opening Prayer - Catherine Harrington.

Scout Charters - Representatives of the Boy Scout and Cub Scout troops that meet at Christ Church each presented the church with their charters.

Approval of March Vestry minutes -

Approval of the minutes was moved by Teresa Shaw and seconded by Matt Stiles. The minutes were approved with minor typo corrections.

Approval of Agenda -

Agenda was approved after being moved by Teresa Shaw and seconded by Matt Stiles.

Financial Report -

Dave Waletzko reviewed the Balance Sheet and the Statement of Income & Expense. David provided an update on the Organ Fund. The Organ Fund total is \$53,000. This includes contributions on hand, committed pledges and a contribution from Memorial Fund. The wardens and the treasurer met to discuss next steps. Since we have sufficient funds they went ahead and signed the contract for the organ.

Sr. Warden's Report -

The wardens and the treasurer met at their regular monthly meeting in preparation for the vestry meeting. Since they had sufficient funds they agreed to go ahead and sign the organ contract and have made a deposit of \$20,000.

Our long term supply priest Debbie Brown's last day was Sunday. She will still perform a wedding that is scheduled for Saturday.

Pastor Anna's first day in the office will be Wednesday. Her first service will be on the 24th.

Jr. Warden's Report -

James Elam had no report since he will cover his items in the consent agenda.

Consent Agenda -

Organ Committee - After the currently scheduled fund raising events are done the committee will go into hiatus until the fall and begin additional fund raising at that time.

A motion was made to support the organ committee going on hiatus. Moved by Mike Johnson, seconded by Matt Stiles and approved by the Vestry.

Buildings & Grounds - Pierre LePere wanted assurance that the \$1,800 for the rain garden mulch is in the budget. Dave Waletzko confirmed that it is. We will need to continue to mulch the garden at least bi-annually if not annually.

Building and Grounds will try to sell some speakers and amplifiers that the church does not need.

Faith Formation - There was some talk of canceling Vacation Bible School but the concern about canceling has generated some additional volunteers so it may not be cancelled after all. Matt Stiles observed that a lot of things that Dana Strande did were not part of a normal Youth Minister's job. As we think about hiring someone we need to determine which of those things might be done by Pastor Anna and which things we will need our Youth Minister to do.

Communications - We may need to buy publishing software for Tom and Sue Mortinson to use. The version that they were able to download did not work well. They are going to try again and if they are unable to get it to work we will buy software from the technology budget.

Memorial Committee – Jenny Burke presented the Memorial Committee report. The Memorial Committee recommended the following expenditures:

- \$2,577.03 to be transferred to the Organ Fund.
- \$718 to be spent on the traveling communion kit.

Jenny Burke moved and Laura Niederhofer seconded that the Vestry approve spending memorial funds as recommended by the committee. The motion was approved by the Vestry.

Energy Audit – Louis Egwim reported that as part of the diocesan effort to be more environmentally conscious we are going to bring in Interchange. They will do a free energy audit and make recommendations. We hope to have the form sent out this week.

Old Business

Church keys – Catherine Harrington reported that we are still working on safe training. We are picking a date for safe training. Catherine sent out a request for people to select dates. This also includes background checks so there is a cost of \$10. Training needs to be done every five years.

New Business

Finance - At the finance committee they discussed whether the church would be interested in taking advertisements on the back of our bulletin. The consensus was that we were not but they did discuss whether we wanted to let people post items on the bulletin board. The Vestry discussed this idea and it was noted that in the past the church had concerns about allowing solicitation of business. Teresa Shaw mentioned that in the past Dana Strande was very much against this kind of thing. The Vestry decided to defer further discussion until after Pastor Anna starts.

Recap of Decisions and tasks assigned and items tabled

1. The vestry approved the Organ Committee going on hiatus until the fall.
2. The vestry accepted the Memorial Committee spending recommendations.
3. We tabled any discussion on putting together a bulletin board that members could use to offer goods or services.

Closing Prayer - 7:50, Catherine Harrington

From James Elam

Organ Committee

Purchase plan– Contract to purchase the organ was signed on Monday April 11, by Catherine and James. The organ committee was to provide Barbara, Rodgers Organ, with contract and a down payment check for \$20,000.00 on April 12.

Funding – As of April 8, committee had \$47,955.55 (\$35,500.00 cash + \$12,455.55). Since sufficient funds are available to purchase the organ, the committee would like to suspend activities after the currently planned fund raising activities are complete. They would reassemble the committee in the fall to complete fund raising for pipes.

Buildings and Grounds

April Activity

- Installed three shelves in sacristy
- Set up Rev. Anna's Office per her instructions.
- Had boilers tuned up – (Excel Energy rebate - will pay up to \$250 for a tune up every three years, so this past tune up cost us nearly nothing.)
- Repaired water leak in the Dish Washer
- Set date for outside Cleanup [April 30th]
- Replaced burned out light bulbs throughout church
- In the process of setting up summer mowing teams

Next week new mulch is being installed in the rain garden for \$1800. Buildings and grounds would like to ensure this amount is in the budget.

Also Pierre will be submitting our past winter snow plowing bills to the MTC, who will reimburse us for their share for using our parking lot as an overflow lot for the main lot across the street from us on Afton Road.

New Organ Preparation

- Pulled old organ wires from conduit
- Installed new conduit for new organ wires
- Recycled circuit boards from old organ (received \$58 for them)
- Removed amplifiers from old organ sound system (will attempt to sell)
- Pierre advertised that we have speakers and amplifiers to sell in a mailing that goes to all area churches.

From Matt Stiles

Greetings,

Below are the questions I proposed and a summary of the answers I received for our April email meeting.

- 1) Sunday School and Youth Groups: Issues/concerns? **No issues/discussion.**
- 2) Wednesday Night Live: The last WNL will be Wednesday May 4th. **No Issues/discussion.**
- 3) Upcoming TEC is April 15-17, this weekend. **No issues/discussion.**
- 4) **Vacation Bible School**: I have emailed and called Hattie Hsu, however she has not gotten back to me yet. If anyone sees her or her parents during service, please ask them if Hattie is planning on leading VBS or has other plans. **I still have not heard back from Hattie. We may have to cancel Vacation Bible School this summer if I do not hear back from her, or do not get a volunteer to run the program this summer.**
- 5) Summer Stretch: Char organizing **No issues/discussion.**
- 6) Ideas for youth fundraisers? **No issues/discussion.**
- 7) Financial Report: any changes **No issues/discussion.**
- 8) Have we been getting enough volunteers for **Loaves and Fishes**? **A core group of 8-10 individuals have been meeting the needs of the site each month. May 11th will be the last service until the fall.**
- 9) Hiring new Faith Formation leader: I discussed this topic at the last Vestry meeting and then again briefly with Catherine Harrington. In my discussion with Catherine, it appears Anne might be taking a more active role in the adult aspects of Faith Formation. Therefore, once she officially starts, the idea is that we will look to hire a Youth Group Leader to manage the youth aspects of Faith Formation (school, youth retreats, etc.) **Two specific discussions regarding the new hire. First, the new hire will take over supervising the Nursery staff from Michelle Rebholz. Second, it was emphasized that the new hire will be the go-to-person for the Kidz Klub leaders for general advise, programming organization, and helping with supplies.**

From Jenny Burke

The report from the Memorial Committee is as follows:

According to information received from Caryl Davis, the memorial funds, to date, are as follows:

Jayne Hunkins Memorial: \$2,105.55

Bob Merritt Memorial: \$335.00 (of this \$300 was requested by the donor to go to the Dire Need Fund)

Susan Crotty Memorial: \$450.00

Russell Hofstead Memorial: \$570.00

Last month the Committee recommended that the Jayne Hunkins Memorial monies (\$2,105.55) be transferred to the Organ Fund.

Today we agreed that the Susan Crotty memorial monies go toward the purchase of a communion box (Pyx). costing \$584, leaving \$134 to be paid on the Pyx.

We further recommended to take \$35 from the Bob Merritt memorial and \$99 from the Russell Hofstead Memorial to pay for the rest of the cost of the Pyx.

Finally, we recommend that the remainder of the Hofstead memorial (\$471) be transferred to the Organ Fund.

In addition, \$0.48 of interest, which was earned on the memorial fund over the past year, will be transferred to the organ fund.

With these recommendations, all of the currently available memorial monies will have been dispersed and there should be nothing left in the Memorial funds, except to move \$300 from the Bob Merritt memorial to the Dire Need Fund when the time is appropriate.

Thanks,

Jenny:

From Michael Johnson

Welcoming Committee report from Nancy Forman.

The report includes information about people who are supposed to be received Sunday April 17 so if any of them are not at church Sunday, the report will be amended.

Two couples were received as members of Christ Church yesterday, April 17. One of the couples is interested in learning more about becoming Episcopalians.

We continue to have visitors most Sundays. It is also important to help new members become incorporated into the life of Christ Church, to feel like they belong and are welcome, and to find their niches. I also ask each of the vestry members to be aware everyone you see at church. If you see someone you don't know at all or don't know well, please make a special effort to visit with him/her. If you are looking for help with anything, remember to ask newer members. They may be hesitant to volunteer, but they may respond to an invitation.

In addition, sometimes members quit coming for a variety of reasons. It is possible they have been sick or out of town. However, we have also learned that sometimes something has happened at church that offended them or made them feel unwelcome. Please, please, please - if you recognize that someone is not at church for a few Sundays, please give her/him a call to find out if they need help in any way or if something unpleasant has happened. If you have information that you think the Welcome Committee should know, please call or email Nancy Forman. If you are uncomfortable making this kind of call, please let Nancy know, and she will follow up with them. If people go out the back door and we don't even know about it, it indicates that we don't keep up with our members very well.

From Laura Niederhofer

Communications Report:

We now have a new E-Good News volunteer to edit, manage and send out the E-Good News email weekly. Thank you to Tom & Sue Mortinson for volunteering.

I sent an article regarding Anna's arrival to Christ Church to the Woodbury Bulletin. It should run in next weeks Woodbury Bulletin.

Our team (Wayne Jarvis and I, so far) are still learning our way around the Christ Church Website. If anyone see's any information that is outdated or would like something added, please let one of us know.

Laura

Rain Garden Update:

We are in the process of getting quotes for mulch for the Rain Garden. It was brought to our attention (in the agreement with the watershed program) that we need to maintain a certain depth of mulch each year. (For the next 19 years). So far, the lowest bid is from Outdoor Labs, whom installed the Rain Garden, but as he noted, those were last season prices which he agreed we could use for this year. The other two quotes were \$2000.00+. My concern is that each year, the price of mulch is going to continue to rise, so the budget each year for the Rain Garden will also need to increase. A discussion may need to happen regarding this part of the budget each year.

Laura