

Minutes of Regular Vestry Meeting
Monday, June 17, 2013
Christ Episcopal Church
Woodbury, Minnesota

The meeting was called to order at 6:05 pm by Phil Vander Haar. Phil opened the meeting with a prayer.

Present: Senior Warden Phil Vander Haar; Junior Warden Shannon Erickson; Clerk Catherine Jacobson; elected vestry members Paul Fisher, Greg Guffey, Catherine Harrington, Jan Pereyra, Charlene Peterson, Kathryn Pratt, Susan Vold, and Jim Westcott (who arrived at 7:25); guest Blane Huppert

Absent: Rector Ernie Ashcroft; Treasurer Dave Leick; elected vestry member Dan Shoemaker

Approval of the agenda: Greg moved that the agenda be approved, with “Holy Angels” changed to “Holy Apostles.” Motion seconded and carried.

Approval of vestry minutes: Phil moved that the minutes of the May 20th regular vestry meeting be approved. Motion seconded and carried.

Finance report: Phil presented Dave’s treasurer’s report for April 2013 and the balance sheet for April 2013. There were several items of note. Pledge income was down for the month at only \$17,000. We paid the first half of the street assessment for the year. Utilities are up this year, presumably due to the “winter that didn’t end.” There were three payroll periods this month, so payroll costs are 50% more than in a typical month. We paid two months of Dana Fath Strande’s pension, and we made another payment toward her professional development costs. Dave made a diocesan fair share payment; year-to-date we have paid \$8205 toward that, vs. \$2655 at this time last year. This month was significantly in the negative, but we are still positive on a year-to-date basis. The checking account balance has decreased due to the deficit this month, plus we are starting to pay some fairly significant sabbatical expenses. The vestry received the treasurer’s report.

Capital campaign update: Blane presented an update on capital campaign income and expenditures. Income from 2011 was \$126,759; income from 2012 was restated as \$66,339; income from 2013 is \$21,324 to date. About \$30,000 is yet to be received. Total amount received through June 16 is \$214,422; committed/planned expenses total \$199,482.

Blane noted that the zone system for heating as quoted would have been very expensive and would not have provided the necessary energy savings; it was therefore dropped. An unbudgeted sanctuary sound expense has been included in the 2013 disbursements. New cookware has been moved from Priority C to Priority B. The team plans to finish the Priority B items by the end of the year and will then see what from Priority C can be done with the available money.

Blane expressed the team’s concern that some changes to projects went through the standard, designed process, while others (including fixing the curb stop and the new microphone)

didn't; those items were acted upon by the vestry. At the time the vestry decided to fix the curb stop using capital campaign money, it also pledged to repay the capital campaign for that cost if there was a surplus at the end of the year; that has not yet happened. Catherine H. moved that Phil ask the Finance & Legal team to propose a way to repay the capital campaign for the \$1101 cost of the curb stop. Motion seconded and carried.

With respect to the microphone, Phil said that the vestry felt that the requirements gathering and discovery process had missed the need for a third microphone, and therefore what we had gotten with the capital campaign funds was insufficient. It was therefore felt that it was appropriate to use capital campaign funds to get what we truly needed. Shannon apologized for not having gone through the standard process to address the insufficiency. Blane and vestry members noted the importance of having sound system maintenance funds in the operating budget.

Blane informed the vestry that the team is investigating how to repair the lower entry way, which has had drainage problems, and is discussing options with contractors. One proposal might be to create a rain garden in the yard; grant money available from Washington County could cover the cost of putting in a rain garden. Although the team is in a learning and investigation phase, they may need to act before the next vestry meeting. The sense of the vestry was that the Capital Campaign Committee should write a grant, if it is decided that a rain garden would be a good solution to our drainage problem, but that they should not move forward with implementation at this point. Others, including the Building & Grounds team, will need to be involved in developing a plan.

Update on Building & Grounds recruitment: This item was deferred until the ministry team reports.

Concern with blinds: A parishioner is concerned about risks to children from the blinds newly installed in the family room and fellowship hall. Catherine H. has researched the circumstances surrounding deaths reported to the U.S. Consumer Product Safety Commission and the regulations and guidelines governing the safety of new blinds. Her feeling as a professional is that the window treatments that we have installed at Christ Church are as safe as possible. Shannon and Phil will respond to the parishioner who raised the concern.

Request from Holy Apostles: Phil said that he has heard that Holy Apostles in St. Paul is interested in using some of our land for a community garden, as part of a joint outreach venture. The vestry discussed the fact that our land is a great resource for us. There are questions about upkeep, city codes, and neighbor relations, as well as questions regarding the finances of the venture. Some of these questions have been posed to Holy Apostles, but we have not yet received an answer from them. Once we receive answers, the vestry can have further discussion.

Ministry team reports:

Building & Grounds: Jim said he had a conversation with key team members. The team will begin developing a list of what needs to be done at the church. The team requested help from the vestry to identify and recruit new members. The team noted that they used to report directly to the Junior Warden; they suggest the vestry consider changing its organization so that they do so again. They feel that that organizational structure

heightens the visibility of their issues. Jim also reported that the team has received two bids for resurfacing the parking lot; the bids vary by \$1000 because the higher bid includes fixing the curbs.

The vestry discussed the need to recruit new and younger members to many positions and committees; the issue goes beyond Building & Grounds.

Communication & Marketing: Greg said the website problems due to the diocese changing web hosting providers have been fixed; we can now post and edit content. In order to make the fix, however, they moved their services back to the previous vendor. As a result, the diocese has announced that they will stop providing this service for parishes at the end of the year. We will have to take over the cost of hosting our website next year.

Faith Formation: Charlene said that the team met on June 13. Summer programs, including Alpha and Alpha Sprouts, are underway. Vacation Bible School will have eight children and will be “going on the road” to see where they find God. Nine youth and three adults will be going to Denver July 27-August 2 for the Mission Trip. An outdoor movie night is planned for July 12, as part of our sabbatical activities. A Celtic music concert is planned for August 4 as a welcome home party for Ernie; the team is looking for help with planning. The team has discussed the church having a ministry fair, perhaps September 15. Safe Church trainings will be held in September. Sunday school and Adult Education will begin around the end of September. The team is still looking for someone to head the Adult Education program; they also will need more Sunday morning and Wednesday night teachers and youth leaders this fall.

Finance & Legal: None

Outreach: Catherine H. has received from Dana names of some people interested in outreach. She’s sent a letter to them and to former team members regarding the team’s mission statement and the desire to revitalize the team. She will follow up with those people with a phone call and will put information in the Good News sheet.

Pastoral Care: Jan said that she has been talking with George Ham about a vision for this team. Phil has also met with Dana and George about pastoral care.

Small Group Ministries: None

Stewardship: None

Strategic Planning: None

Welcoming & Evangelism: None

Worship & Music: None

Junior warden's report: Shannon said that Loaves & Fishes is procuring the main course for us this month. However, starting in July, we will likely need to cover the cost of the main course. Shannon also noted that the adult portion of Safe Church training is being offered Thursday night.

Senior warden's report: Phil said that he has asked Kathryn to update the pamphlet describing the parish's ministries, and she has accepted. Susan said that would help with the updates.

Final review: Catherine J. reviewed our action items:

- Phil will ask the Finance & Legal team to propose a way to repay the capital campaign for the \$1101 cost of the curb stop.
- Shannon and Phil will respond to the parishioner who raised the concern regarding the newly installed window blinds.

Adjournment: Phil closed the meeting with prayer at 7:35 pm.

Catherine F. Jacobson, Clerk