

St. Andrew's Episcopal Church
Vestry Meeting – May 6, 2008

Present: Interim Rector Carol Meredith and Assistant Priest George Magnuson. Senior Warden Tim Croasdaile and Junior Warden Greg Geissler. Ann Luke, Diana Solomon, Susan Backus, Deb McVicker, Mike Kornelsen, Kevin Fletcher, Rich Rinehart, Beckett Stokes and Shelley Brown.

Absent: Deacon Sally Brown.

Attending: Treasurer Kathy Fleming and Clerk Cheak Yee. Capital Campaign Co-chairs Andy Robinson and MB Krueger; Sacred Vision/Sacred Space Task Force Members Betty Luce, Tim Krueger, Cyn Croasdaile, Judie James, Barbara Becker, and Ben Cordova. Search Co-chairs Jennifer Barker and Sue Kilgore.

The meeting convened at 6:30 p.m.

Report/Presentation of the Sacred Vision/Sacred Space Task Force. Betty Luce noted that in her experience it was not unusual for construction bids to exceed cost estimates at the design phase; the SV/SS Task Force has met and reviewed options as comprehensively as they could thus far; a suggested presentation on a possible path forwards for the Parish was distributed for Vestry review. This would involve a simplification and postponement of decorative details to reduce costs as well as a further capital campaign in the near-term to obtain the balance of funds required if the amount of long-term mortgage loan is not to be increased (which could require significant and unknown approvals at successive levels). After initial clarifications with the lender, it is believed that \$450,000 will need to be raised, but it is uncertain if this must be tackled either immediately or as a supplemental campaign. The SV/SS Task Force recommends/prefers the supplemental approach, i.e., beginning after the current 3-year pledges have been received.

Aspects from the original design that could be postponed or were simplified included the following –

- 1) steps on the side of the building;
- 2) leaded feature in windows;
- 3) cabinetry on the sides of the sanctuary;
- 4) pattern of exterior masonry in the addition; and,
- 5) special glass walling of the multipurpose room in the undercroft.

The alternative to the proposed path forward at this time would be an overall postponement of the planned construction on a strategic basis: we could refuse the low bid, we could consider a major re-design perhaps with a new architect, and we could await the conclusion of the clergy search process to re-consider our ministries and options. The potential downsides to this overall postponement are:

- a) it is entirely possible that costs will only increase while we delay; and,
- b) it is possible that our congregation would be demoralized by such a decision.

Members of the SV/SS Task Force noted that their consideration of this situation has been as fully comprehensive as all the preceding work, and has followed the five customary stages described for the handling of grief, from initial shock, through denial, anger, bargaining and finally acceptance in order to discern and follow a possible way forward.

The Co-Chairs of the Capital Campaign echoed these sentiments and noted that, in their own consultations thereafter with our professional fundraiser, they were advised that a follow-on capital campaign is not unusual, and often can achieve a result approaching 70% of an initial campaign. They expressed confidence that a supplemental capital campaign is a feasible option for a parish like ours which exceeded expectations on the initial effort and is likely committed to going forward.

During the discussion of the SV/SS recommendation to find a pathway forward, these points were considered by the Vestry –

- 1) should a formal Vestry decision precede a Parish decision, in effect asking for a ratification?
- 2) should the Parish perceive the Vestry posture as “selling” rather than “hearing” at this time? would a sense of “railroading” be fostered by the former?
- 3) where does prayer fit into our scheduling?
- 4) will not the parishioners ask “what is the position/opinion of the Vestry” anyway?
- 5) if the decision is to proceed, can a construction contract signing be delayed to mid-June?
- 6) as a Parish consensus on proceeding is vital, do we have time to build such a consensus?

After considering these points, the Vestry consensus emerged around the following procedures in the near term:

- a) the Vestry should at least have a recommendation for parishioners to weigh;
- b) the SV/SS presentation should be summarized and distributed widely, including being posted on our website;
- c) the summary should note the timing and relationship to the two other current major discernments – clergy search and parking lot potential usages;
- d) at least four consultative meetings of parishioners should be scheduled for feedback; and,
- e) depending on the direction and clarity achieved by this consultation with the Parish, if it is possible, we can consider signing a construction contract in mid-June and leave the timing of construction in the face of possible weather interruptions both to divine providence and to our own further reviews as may be needed.

The Vestry took note of its awarenesses at this juncture –

- 1) that our parishioners may to some degree and number be dissatisfied with this situation and this will manifest in various ways where careful listening and ministry is needed;
- 2) that the Vestry ought to consider this a test of its prayerful and spiritual leadership; and,
- 3) that at any point in this consultative and decision-making process in the near-term, the Vestry membership should be ready to convene for any special meetings needed.

Report of the Search Committee. The Search Committee Co-chairs reported that the Parish Profile was posted as of April 7 and the 45-day period for applications will close on May 22. Thus far 16 applications have been received, and an additional 30 “matches” were generated by the computer process utilized by the national deployment office. The Diocese will now be engaged in a check for “red-flag” concerns, and we hope to receive the names of candidates cleared thereby from the Canon to the Ordinary Rev. Bill Martin by late June.

In the interim, the Search Committee is focusing on the form letters to be used in this process as well as the questions to be posed during interviews/interactions. After the joint portion of the recent Vestry/Search Committee retreat, the members of the latter focused on how “group

think” can arise and why it is important to avoid it, as well as their procedural next steps. The Search Committee hopes to sustain a regular reporting schedule to Vestry and Parish, such as summaries in the weekly service bulletins and e-Ministry on the 1st weeks and an announcement on the 3rd weeks of each month. This could be supplemented by a periodic report mailed out generally, as well as the use of the Vestry-Parish phone tree if anything urgent should arise.

Report on the Vanessa Lyon Seminarian Education Fund. Deb McVicker noted the Vestry committee appointed to consider this endeavor has met and distributed a set of recommendations on the procedures which might be appropriate for administration, awards, and further fund-raising as related to this Fund. It was moved, seconded and approved to adopt the recommendations of this committee as the basis for a formal Standard Operating Procedure/Policy for this Fund. These recommendations were:

- a) grants to be awarded on an annual basis;
- b) active seminarians discerned by the Parish to be eligible whether seeking ordination or pursuing an advanced degree in order to teach in an academic context;
- c) the committee to determine identity and amount of award to be appointed by Vestry not later than April and to recommend an award to the Vestry at its May meeting;
- d) the “typical” award to be \$500, but the committee to have discretion to recommend no or a different amount;
- e) the corpus of the Fund to be kept as feasible in Certificates of Deposit; and,
- f) the committee to be charged with organizing an annual awards/fund-raising dinner to honor recipient(s), and by means of any proceeds to increase the reserves of the Fund.

Minutes of April 1, 2008 Vestry Meetings. A draft of the Minutes of the April 1, 2008 Vestry meeting having just been distributed by the Clerk, and Interim Rector Carol having some suggested revisions, consideration thereof was postponed.

Report of the Treasurer. Financial Statements had also been previously distributed by Treasurer Kathy to the Vestry in the typically unaudited condition as of March 31st. There being no questions or requests for further clarifications, the Treasurer’s Report was moved, seconded, and accepted as distributed.

Bylaws Proposal on Financial Administration. Treasurer Kathy distributed the formal text of the Amendment to the Bylaws for Financial Administration Standard Operating Procedure as had been approved by the Vestry previously; it was moved, seconded, and adopted to post/publicize this Amendment to the Parish as required prior to final adoption.

Shelley Brown and Mike Kornelsen noted that their work on other possible revisions now appropriate to update the Bylaws is proceeding.

Report of the Interim Rector. Rev. Carol distributed a report on her activities and her planned vacation absences during May and June. She explained the plans and needs for the children’s area in the undercroft. It was moved, seconded, and approved to buy and furnish that area with appropriate flooring and furniture. She also noted the frequency of minor expenses in the operation of the Parish, such as for hospitality supplies after Sunday liturgies. It was moved, seconded, and approved to obtain a debit card imprinted in the name of the Parish to handle routine expenses on an as-needed basis. Treasurer Kathy noted she would close out the petty cash account and

conclude the accounting/check-writing associated with that finance element. (A Sam's Club account of the Parish is under the jurisdiction of the Junior Warden for expenses appropriate to that aspect of physical plant operations and maintenance.)

Report of the Assistant Priest. Rev. George noted his continuing work with the Evangelism Committee; he announced appointments to teach with the Church Development Institute as well as to be the Vice Chair of the Diocesan Committee on Ministry. He will be the celebrant at Holy Redeemer on June 22 and that parish has also invited us to attend their social event thereafter.

Report on Children's Ministry. Vestry Member Beckett Stokes outlined the schedule that will interweave on the Sundays of a month the activities of Godly Play with music and outreach; for the former, it will be important to ascertain that our electric keyboard is fully functional. This ministry would benefit from an appointed coordinator to oversee it. Rev. Carol noted that it is a challenge to obtain a qualified person to work part-time on Sundays when not combined with other paid work during the week, so it may be that volunteers from among our parishioners will often be our only workable option. Accordingly, we will announce this need and look at how much response we can generate. All such volunteers, of course, will be required to be certified by Diocesan training in "Safeguarding God's Children."

Report of the Junior Warden. Junior Warden Greg noted that repairs/maintenance have been somewhat costly in the recent two months; since the last Vestry meeting, he has overseen getting both our lawn mower and our sprinklers into good order for the warm weather now upon us.

Report of the Senior Warden. Senior Warden Tim reported on the details of the acquisition of the adjacent parking lots as follows:

- 1) the name of the joint entity we have formed with Denver Urban Land Conservancy (DULC) is Caledonia Development, LLC;
- 2) the legal work performed for us in this matter on a *pro bono* basis by the firm of Patton Boggs has been outstanding and represents a substantial savings to us;
- 3) the final price authorized by the sellers at closing constituted a reduction by \$75,000, which permitted a return of \$12,500 back to our Endowment Fund;
- 4) Patrick Hamblin of our Parish, who specializes in parking lot matters, will now check into the possibility of a credit card system for user payments, which is the best method for increasing the revenue generated;
- 5) while both Senior Warden Tim and Roger Kilgore were authorized to be the managers appointed by St. Andrew's for Caledonia Development, LLC up to July 1, Tim is willing to serve in that capacity beyond said date, but Roger would prefer not to do so;
- 6) the discernment process on how to develop these lots will be assigned to a separate task force on our part, which of course will need to coordinate with our DULC counterparts, for both parties must agree to any future developments; and,
- 7) such a discernment process need not be a priority consideration but can readily await the conclusion of both our SV/SS and clergy search transitions.

A discussion of the Vestry considered the historical contexts for our current situations with

regards to selection of the architect, to opting for design-and-bid rather than design-build process, to our joint and several responsibilities as leaders of the congregation both in specialized and overall, and to how to proceed forward, if such is possible. The Vestry will meet on May 14 to consider these aspects further, and SV/SS Chair Roger Kilgore, who was unavailable at this meeting, will be asked to provide further insights at that time.

It was recommended that the agenda for Vestry meetings prepared for distribution beforehand include any draft resolutions/motions known to require action at that meeting, and prioritize among the items of business where possible.

After a closing prayer, the meeting adjourned at 9:25 p.m.

Respectfully submitted,

Cheak Yee, Clerk