

**St. Andrew's Episcopal Church**  
**Vestry Meeting – June 20, 2007**

**Present:** Deacon Sally Brown, Deacon George Magnuson, Senior Warden Tim Croasdaile, Junior Warden Greg Geissler, Maryann O'Brien, Ann Luke, Deb McVicker, Diana Solomon, Roger Kilgore, and Kevin Fletcher

**Absent:** Susan Backus, Mary Buck, and Mike Kornelsen

**Attending:** Treasurer Kathy Fleming, Clerk Cheak Yee, and Diocesan Canon Missioner Rev. Lou Blanchard

*Review with the Canon Missioner.* Mother Lou described her duties in the area of congregational development for the Diocese involves meeting with vestries and parishes both in general and also specifically with regard to the processes of alienation or encumbrance upon property when any expansion of the facilities are involved. The Vestry described the progress of our Sacred Vision/Sacred Space developments and the benchmarks achieved thus far in terms of project design and scheduling as well as capital acquisition and planning; it appeared that the Parish is on track to proceed in a timely and positive way through the Diocesan processes.

*Report on Sacred Vision/Sacred Space (SV/SS) & Capital Campaign.* Task Force Chair Roger distributed a handout to update the latest conceptions and thinking in the schematics, illustrating the site plan, space usages on both floors, and elevations from four directions. One consideration has been to refine aspects considering the theories involved in historic preservation, which can sometimes be strict and other times provide for helpful "interpretations."

The budget for the SV/SS project of facilities expansion remains at \$1.6 million; 85 pledges have totaled thus far about \$895,000, but there are still a number of pledging units who have not yet responded and who will be contacted.

The project schedule was also updated, and a 12-month construction period is believed will prove adequate. During that period, it remains uncertain how long the congregation could worship on site; hopefully, any temporary relocation could be scheduled in such a manner to be as short as possible. It is likely that the organ, covered to protect against dust, will be out of operation for a significant period. A further element for clarification will be to focus on the project controls so that the complex progress going forward is adequately monitored/supervised.

Meetings are being scheduled during July and August with City and Diocesan authorities whose approval would be needed, aiming to achieve ratification of our project by the Standing Committee of the Diocese at its September, 2007 meeting. Apparently, the approach of a Project Covenant for Encumbrance to be established between the Diocese and our Parish will be a first-ever and may prove a model for future similar situations.

Mother Lou reminded that as a project proceeds to phases like bidding or revising to meet actual circumstances, costs can rise. On the other hand, as the physical work unfolds, it can also happen that interest and support and numbers in the Parish may well also rise; thus, as may be needed, the leadership could seek additional or increased pledges to meet developments. It was moved, second, and passed to approve the schematic design dated May 31, 2007 with associated site plan of April 26, 2007 as presented by the SV/SS Task Force and to authorize moving forward with design development.

*Minutes Deferred.* As Clerk Cheak had only recently distributed the draft of the minutes for the May 16, 2007 Vestry meeting, consideration thereof was deferred to the July 2007 meeting.

*Report of the Treasurer.* Treasurer Kathy reviewed aspects of our financial administration and status as follows –

- 1) the counting sheets will be revised to afford adequate spaces to record Capital Campaign donations in addition to the regular pledges and contributions to designated funds;
- 2) when counting, any large amount should be carefully inspected to see if it is intended for the Capital Campaign or a designated fund to respect fully the intention of the giver and to ensure accurate data compilation and reporting;
- 3) report forms will be devised so that the progress of the Capital Campaign can be reported to the Parish on a quarterly basis, and to the Vestry on a monthly basis;
- 4) the rate of contributions in plate and pledge has been good, but summer is now upon us and the perennial question arises as to how much of a slow-down will occur;
- 5) the line item for the former Capital Campaign under Designated Funds in the Balance Sheet is verging on final resolution and will subsequently cease to be listed so that there is no confusion in tracking the current Campaign; moreover, the new line item will also specify “SV/SS” to keep the theme clear;
- 6) minor edits continue to be needed on reviewing data and reports; this perhaps could be addressed at least partly by writing up a formal Standard Operating Procedure to which both the Parish Administrator and the accountant could refer;
- 7) a more constraining difficulty, however, is the timely receipt of statements and data, so that preparation and review by the Finance Committee can be delayed or last-minute.

Kathy observed that the Vestry had previously endorsed the ability of the Treasurer to address periodic cash flow issues by borrowing from designated funds line items for routine operations; as funds are received for the SV/SS Capital Campaign, this new line item presumably is not covered by past authorization. If ad hoc borrowing to cover cash flow shortfalls proves to be inadequate, then the Line of Credit previously investigated and authorized may in due course become imperative. She reminded the Vestry that the terms were an initial fee of \$500 to establish the LOC which would be carry an interest rate 2 percentage points above prime rate.

It was moved, seconded, and passed that the Treasurer be authorized to establish a new bank account for the SV/SS Capital Campaign, and to undertake from it ad hoc borrowings on a short-term basis as has been our general practice in financial administration to meet any temporary shortfalls in cash flow management, avoiding as long as possible the paying of interest through an outside LOC for this benefit.

To query, Kathy indicated that a “suspense” line item is a temporary tracking tool, e.g., for monies to be transferred to the Endowment Fund.

Senior Warden Tim reminded the Vestry that an Audit Committee for the Parish will be appointed soon to commence that required work, on which the deadline for reporting is September 30<sup>th</sup>.

The consensus of the Vestry adopted the Treasurer’s Report.

*Report on Site Considerations.* SV/SS Task Force Chair Roger has met with a representative of the Denver Urban Land Conservancy (DULC) regarding two adjacent parking lots. The executors of the Sandra Foxley estate have fairly definitively indicated that the lots will be made available for

sale, although certain details in their processes remain to be clarified and finalized. At this stage, there are a number of possible options on how our Parish might partner with DULC on these lots.

- 1) We may seek to establish a single non-profit Limited Liability Company (LLC) that could seek to own both lots;
- 2) We could seek to buy one lot and DULC to buy the other lot;
- 3) An LLC would require documentation for its structure, administration, and probable dissolution;
- 4) While the lots remain used for parking, the management of that function also needs to be adequately performed along with routine maintenance and therefore overseen;
- 5) Control of both lots would still leave a small remainder segment of the block (about 1/7 of the total area) which may logically be a further consideration for acquisition at the same time; and,
- 6) Longer-term potential uses for the lots (2 or 2.14) in due time will of course also need to be considered.

In case that the lots become available for sale soon, developments affecting our site may unfold quite rapidly. In any event, it is clear that an adequate down payment will be needed. It was moved, seconded, and passed to approach the Endowment Fund Committee to review these site considerations and determine if funds might be made available for use in a down payment either by the Parish alone or in partnership with DULC. The need to meet and act promptly must be borne in mind for the Endowment Fund Committee, for the Vestry, and for the Parish as news arrives.

*Report of Senior Warden.* Senior Warden Tim noted that preliminary investigation will soon be needed for an alternate site for worship as commencement of construction can be foreseen. One possibility would be at Holy Redeemer Episcopal Church, where some relationship had also begun with the role of Mother Connie Delzell's consultation there. This site is close; the space is large; and their current schedule for one service permits relatively facile coordination in timing. Fr. Rick Kautz remains assigned there on a part-time basis. With the consensus of the Vestry, Tim will appoint a subcommittee consisting of himself, Maryann O'Brien, and Roger Kilgore from the Vestry to investigate and recommend an alternate site. The subcommittee will be naturally be certain to consult fully with Jean Rafsnider, Tim Krueger, and Frank Nowell in their respective roles.

Tim encouraged further Vestry discernment and prayer on how the Keeping Faith Initiative sum of \$50,000, thanks to the generous matching by James Vogelzang, should be allocated in the near future. The Vestry, heretofore, had already by consensus favorably received the idea that a fund for seminarian educational expenses named to honor Vanessa Lyon be established; further thought about how it could grow and how it would be administered would be needed. Outreach beyond the walls of our Parish was also a potential usage, as well as ministry to youth or young families.

Tim reminded the Vestry that the Transition Plan envisaged having Vestry members each serve as a particular liaison to a Parish committee or ministry area. In addition to those already existing, we likely need to establish one for Youth and Children. Moreover, an intentional networking mechanism would be to establish a telephone tree of parishioners to be contacted by individual Vestry members to disseminate information and to encourage interaction and feedback. Deacon George and Clerk Cheak will coordinate establishing such a telephone tree. Finally, beginning in July, Vestry members should be on rotation to deliver a one-minute testimonial on Sundays on the theme of "Why I'm Excited About / Love Being At St. Andrew's."

Tim indicated that the Diocesan Canon to the Ordinary, Fr. Bill Martin, persists in seeking candidates to serve as an Interim Rector and further developments can be expected although the exact timeframe remains of course uncertain.

*Report of the Junior Warden.* Junior Warden Greg noted that Planting Party would occur on July 11 to address aspects of the grounds and all interested are invited. He did not have other report on the physical plant.

As our current part-time Sexton Sofia Yanez will be returning to her home in Mexico at the end of August, the issue of greater urgency is her replacement and the finances involved in whether the next Sexton will be part-time or full-time. A job description had been previously drafted for consideration of the Vestry, and similarly there had been some thought as to “job-sharing” between a part-time Sexton and volunteers from the Vestry/Parish to address all needed areas. While the Vestry ponders these upcoming matters, of course, we will plan for a heartfelt sad-but-happy farewell for Sofia.

*Report of Deacons.* Mother Sally noted that the Outreach Committee has reviewed options for recipients from its budget line item during June and is happy to be guided by the local and global focus provided by the Millennium Development Goals. A likely focus will be in educating children and an announcement on the particular grants will be available soon.

Fr. George indicated that he would continue his focus on evangelism, and that a meeting of that Committee is scheduled and he would have further report thereafter.

*News on Young Families.* Senior Warden Tim noted that parishioners with young families have met and discussed at least on a preliminary basis what would be desired in ministry to their needs. A clear need is for adequate child care, both at Sunday liturgies, and for special events. Melissa Schwairy has stepped forward to help find and coordinate volunteers; of course, it is mandatory policy of the Church that all persons working with minor children will need formal training and this will also be addressed.

*Appointment of Delegates to Diocesan Convention.* Senior Warden Tim called for volunteers to attend the one-evening/one-day event from Friday, October 5<sup>th</sup> through Saturday October 6<sup>th</sup>. In addition to customary Diocesan business, the 2007 Convention will elect the Colorado clergy and lay delegates to the 2009 General Convention of The Episcopal Church. The Parish is entitled, beyond its serving clergy, to appoint 4 lay members and 1 alternate to serve in the event a regular delegate becomes unable to attend. The Vestry nominated and appointed both of the Wardens and members Debbie McVicker and Maryann O’Brien as delegates and Kevin Fletcher as the alternate delegate.

After a closing prayer, the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Cheak Yee, Clerk