

**St. Andrew's Episcopal Church
Vestry Meeting – September 19, 2007**

Present: Deacon Sally Brown, Senior Warden Tim Croasdaile, Junior Warden Greg Geissler, Maryann O'Brien, Ann Luke, Diana Solomon, Mary Buck, Roger Kilgore, Kevin Fletcher and Mike Kornelsen

Absent: Deb McVicker, Susan Backus, and Deacon George Magnuson

Attending: Treasurer Kathy Fleming, Clerk Cheak Yee, Search Committee Co-Chair Sue Kilgore, and St. Elizabeth's School Headmaster Walter McCoy

The meeting convened at 6:35 p.m. with opening prayer.

Presentation on St. Elizabeth's School. Headmaster Walter McCoy informed the Vestry on the progress and goals of this enterprise which had been a significant focus for St. Andrew's in considering its own options for its site and for potential efforts in ministry; an initial consideration occurred in 2000, and Walter became involved in 2002, with inaugural crystallization in 2005. As a fresh new venture, St. Elizabeth's has already achieved considerable positive repute addressing significant educational needs in the metro area but naturally is challenged by serious financial requirements amidst initially high cost ratios. A fundamental sufficiency, however, in terms of opening with initial site, staff and student population permits now the launch of appropriate fund-raising efforts, which will of course focus on vestries and parishes of the Church, but also on other foundations and avenues; this is to be coordinated, moreover, through a new Episcopal Schools Alliance for the vital synergies such joint work and broader profile can yield. The Vestry was delighted to learn of the success wrought by such exemplary dedication and will explore further collaborations as feasible in the future.

Report of the Search Committee. Co-Chair Sue Kilgore indicated that the Committee has focused in particular on the culminating conceptual task of composing a Collect while also delving into the vital practical details of devising the Parish Survey that would gather the information and insights of the Parish community sufficiently to craft the Parish Profile. Productive work to clarify content, length, and utility of data to be sought should be on target to assure a successful Survey. The Committee hopes to mail the Survey to the few parishioners without email, but generally to have it administered online within two or so weeks. The results from the Survey may be summarized into a PowerPoint presentation to be available at the upcoming three or so meetings planned to update the Parish about the progress of the Search process. Given that responses are received in a timely manner and are analyzed with sufficient care and success, a Profile will likely be created and available just after January 1 both online and forwarded to candidates throughout the Church. The Profile will be reviewed by the Vestry and a summary also provided to the Parish overall.

The Committee itself has already usefully delegated its tasks to subcommittees and these may be redefined as the stages of the Search process unfold. It continues actively to research the elements of the Search process and the experiences of others for possible relevancies. The Committee meets every other week, working generally with energy and commitment and without conflicts despite diversity of individuals and opinions; the Co-chairs meet during the in-between

weeks. The Committee is confident that the schedule/timing of the Search process it is overseeing can be as flexible and will be as long as it may appropriately prove it needs to be.

The Vestry was reminded that any hiring decision is a two-way process: not only on our part but also on the part of the candidates we are considering. They are likely to be highly capable and attractive, and thus they will both be looking over other options and be sought after by others as well.

The Vestry expressed its great satisfaction with the progress and processes of the Search Committee.

Minutes Approval. Clerk Cheak has distributed draft Minutes for the June 20, 2007 Vestry Meeting, the July 18, 2007 Vestry Session (at which a quorum was not present), and the August 15 Vestry Meeting. After correcting the spelling of the surname of our new Sexton, the draft Minutes of the August 15, 2007 Vestry Meeting were moved, seconded and adopted. No action was taken on the other draft Minutes.

Report of the Treasurer. Treasurer Kathy discussed the financial statements distributed for review of the Vestry, and noted the following aspects –

- 1) The year-to-date overall budget performance shows a deficit far less than the nearly \$37,000 level anticipated by now due to the delay in retaining an Interim Rector which had been projected conservatively to have begun affecting our operations in June as soon as Rector Connie Delzell departed;
- 2) With regard to the Designated Funds Balances, further reorganizations will affect two of the Keeping Faith Initiative line items, and adjustments will be made affecting the totals shown for the retirement of Rector Delzell, and for the Vogelzang match; and,
- 3) There are still some minor receivables expected in a few Designated Funds balances but hopefully these will clarify shortly and the line items finalized.

Senior Warden Tim noted that the Finance Committee has been able to meet and review these latest financial statements; overall, our financial position is in reasonably good shape given recent historical deficits and the less positive profile obtaining after disappointing receipts after Eastertide.

Treasurer Kathy has consulted with both the Finance Committee and the Capital Campaign Committee in preparing the Sacred Vision/Sacred Space (SV/SS) reports distributed. In terms of the discrepancy that has emerged between Budgeted and Pledged Contributions, a review has indicated that the figures from our accountant reconcile correctly against our bank statements so that there must be small and several errors in the recording of detailed individual contribution notations as the Sunday counting data are posted; cleaning this up should not be difficult but will require some further attention/time not available before these SV/SS reports were prepared for distribution. Treasurer Kathy noted her upcoming absence, and requested advance notification of any transactions or check issuances that may be needed for timely handling.

The Vestry moved, seconded and adopted the Treasurer's Report as presented.

Report on Sacred Vision/Sacred Space. Task Force Chair Roger distributed new schematic drawings that reflected refinements from further considerations by the Task Force as well as input from recent meetings with parishioners; these schematics were then reviewed with the Vestry for both the main floor and the undercroft. The Task Force has been able recently to meet with both the architect and the engineer, finalizing design development considerations leading to these

schematics. From these, a PowerPoint presentation will be developed to share with the Parish at further upcoming meetings demonstrating that feedback from our membership continues to impact how our planning unfolds. In the next stage, the Task Force will focus on associated details, such as the choices involved in surfaces (e.g., tile) and thus any further budget impacts. Overall, it is still feasible to plan for start of construction in late March, 2008, just after Easter season. In that regard, Senior Warden Tim noted that a committee of Vestry members to consider an alternate site for worship during construction will need to visit the Episcopal Church of the Holy Redeemer to see the site and to confirm such a relationship and associated arrangements.

Report of the Deacon. Mother Sally was pleased to report that the Catechumenate has convened for its first class in an approximately 8-month cycle with 11 catechumens enrolled to anneal with over a half dozen catechists of our Parish. She noted that October 7 will be our ingathering of supplies for the homeless at the ministry of the St. Francis Center, and that our participation in the Inter-faith Hospitality Network at First Unitarian will occur next weekend. The Outreach Committee will begin its discernment for issuance of grants for both local and global ministries utilizing the \$5,884 available from the Endowment Fund interest income distribution. Also, she alerted Vestry members performing the Sunday collection counting that checks and envelopes may begin to appear designating Millennium Development Goals dedication. While these were to be sent directly to the designated beneficiaries, some parishioners may place them in the regular Sunday collection plates, and such items can simply be forwarded to Mother Sally to handle. For October the Millennium Development Goal recipients were to be Bread for the World as the global beneficiary and St. Francis Center for local ministry. Clergy women of the Diocese will also be participating in a Habitat for Humanity project shortly.

Report of the Junior Warden. Junior Warden Greg noted that the Parish House cooling project has not yet commenced after funds authorization; the bid from the firm which had conducted the energy audit for the Parish regarding a swamp cooler installation had been informal and the formal quotation has not yet been approved given the busy recent season. As the weather has begun to cool it ought to be feasible to undertake and complete the project in the near future, aimed now more at preparedness for next summer rather than remedy of the summer just now concluding.

Recycling has begun here at St. Andrews with placement of receptacles. The qualified materials were reviewed and Junior Warden Greg will undertake delivery to the Wild Oats store on S. Colorado Boulevard on a regular basis.

The repair of the windows in the Parish House through possible assistance from Historic Denver is being researched, delayed by a change of staff thereat with perhaps a change of related policies as well.

Our Sexton Luka Bokok desires and needs as soon as possible to more of a full-time schedule, and options for this should be considered as soon as we can.

Finally, the shelf attached to the wall behind the Altar on which heavy brass candles are placed appears to be disengaging to the peril of the clergy party seated beneath. This will be reviewed for possible remediation either now or perhaps just as a matter during construction.

Report of Senior Warden. Senior Warden Tim described the schedule for the advent of the Rev. Carol Meredith as our Interim Rector, which is now formally approved and contracted to occur. Their home in Kansas will be sold, a house in Colorado is being researched, and the plan is to relocate by the last weekend in October, to be present in the pews the first weekend in November

and to commence as celebrant as of the second weekend. The standard contract prescribed for an Interim Rector by the Diocese was basically utilized with a few appropriate adaptations; the contract term is defined to be 24 months, with a minimum of 18 months specified. The contract finances are affordable for the Parish.

It was noted that two appointments need to be made to the Endowment Fund Committee rather than just the one due to scheduled expiration of term as one additional Trustee has resigned.

A proposal for redesign of our Parish website has been received. The cost for hosting may be high and this will need to be researched for comparable rates; in the meantime, the provisions will be posted by email to the Vestry for review and possible ratification soon. The redesign would be needed to permit online responses to our Parish Survey once that is ready to distribute, and this would occur before the regularly scheduled October Vestry meeting. It was noted that the signage for the Parish needs to correct the website address shown.

Report on Site Considerations. No word has yet been received with regard to the availability of the adjacent parking lots for sale. Only a few minor changes have been suggested for the draft Memorandum of Understanding to be considered between the Parish and the Denver Urban Land Conservancy.

Consideration of Usage of Vogelzang Matching Funds in Keeping Faith Initiative. It was reported that James Vogelzang, on being informed of the discernment by the Vestry in August, 2007, as to the uses involving the matching funds received from his foundation for the “Heart” portion of our Initiative, has requested a reconsideration of the proposed designations by the Vestry. The origin of the offer to provide matching funds and the communications thereafter was reviewed; the alternative requested by Mr. Vogelzang was then considered. Options for possible responses were reviewed, as well as the nature of the Vestry discernment during its August, 2007 meeting.

It was moved and seconded, in view of the substantive divergence in the usages desired by the Vestry and those requested by Mr. Vogelzang, to return the matching funds in question with our thanks for their proffer and receipt. The motion passed with one vote against and one abstention. The wardens will draft a report on this matter to be presented to the parishioners immediately, which will be announced as quickly as possible to bring the matter to a close.

It was moved and seconded and passed to reaffirm the discernment decisions of the Vestry during its August meeting to dedicate half the funds remaining respectively to ministry for children and to a fund to support seminary education for candidates seeking ordination from and with the support of the Parish. Mother Sally noted that the reduced initial amount now available for each of these purposes only highlights the “seed money” nature of this Vestry action, and that considerable additional attention and fund-raising in the future will be needed to give real substance to the August, 2007 Vestry discernment. Senior Warden Tim reported in this regard that the families with young children are indeed proceeding to consider how ministry needs in that area can be furthered.

It was noted that the November Vestry meeting may need to be re-scheduled to accommodate the possible absences over the Thanksgiving holiday.

It was also reported that acolyte training will be conducted during the last two Saturdays in October.

Senior Warden Tim reminded that the Third Annual Parish Auction is fast approaching and that Vestry members should take a lead in promoting this vital fund-raising event.

After a closing prayer, the meeting adjourned at 9:13 p.m.

Respectfully submitted,

Cheak Yee, Clerk