

MINUTES OF THE MEETING OF THE VESTRY OF SAINT
ANDREW'S EPISCOPAL CHURCH, DENVER, COLORADO HELD
SEPTEMBER 12, 2009 AT THE CHURCH

Present: Richard DeTar, Tim Croasdaile, Elizabeth Randall, David Dunn, Judith James, Jim Anthony, Lynn Hardcastle, Sue Backus, Rich Rinehart, Eric Frame, Shelley Brown, Liz Evans, Father George Magnuson

The meeting began at 2:11 p.m. The minutes of the previous meeting were deferred.

Jim discussed counting pledge and plate after the 11:00 a.m. service. He will put the 9:00 a.m. receipts with those from the later service. There is little change in our financial situation as of July. Tim noted some pledges are way behind. We need to talk to some people and find out about this. Jim continued. There is some bad news and some good news on the financial front. The bad concerns pledges as noted above and the current status of Sacred Vision, Sacred Space. The good concerns the unexpectedly large amount of unpledged ("plate") income and the fact that our expenses have generally been lower than expected. The approval of the Treasurer's report was deferred till our next meeting.

Junior Warden's report: Judie passed out keys to each person and instructions for how those counting pledge and plate should lock up the building after so doing. The security alarm system will not be activated until such time as the contractors no longer need access to the building. There have been problems with a toilet and with the sprinkler system (This refers to a lawn system, not a fire protection system.)

Lynn: The Art and Artifacts Committee met August 21st. It consists of Judie James, Brock Erickson, Betty Luce, Brenda Vang, and Lynn herself. Brock has catalogued and inventoried our art objects and artifacts. Judie will see to getting them insured. Brenda Vang will photograph them. The undercroft will be hung with art for the dedication ceremony on the 24th of this present month. Lynn is getting bids for a picture rail to hang the art, and it will be hung by the 20th of this month.

Senior Warden's report: Tim is in charge of the upcoming auction and needs help with it. There will be wine and snacks, not a full meal. This auction will emphasize items involving "doing" as opposed to "things," objects. \$13,000 or so is expected from it and has been budgeted. Ben Cordova wants a decision from the Vestry as to whether there will be a children's area in the courtyard with playground equipment. Tim says we should not do this because of liability issues. There seems to be a question regarding children's use of the courtyard vis-à-vis its use for meditation, presumably by adults. Ben would like to know about this before a meeting tomorrow. There was discussion of this, which moved fast enough, with short comments by a number of people, that I am sure I did not write them all down. Shelley: Spaces can serve both purposes. Liz: There will be different uses at different times. Rich: playground equipment can be put away when not in use. Jim: Meditation could be done around the area of the roses. There is more discussion. It was decided, though I do not show a formal motion

to the following affect, that all of the courtyard will be multi-use, safe and welcoming to children, and that the Landscape Committee will provide safe storage for the lawn care equipment.

Capital Campaigns: Funds need to come in for the first campaign. We must begin planning for the 2010 follow-on campaign. On the old campaign, \$450,000 has not been received yet, and receipts are down the past two months. There are some large pledges still to come in, some of them weighted towards the later stages of the campaign. It was the consensus that we would use the same fundraising company as for the first campaign. What about the main person we dealt with at that company? Said person is no longer with them. Who will head the next campaign? Elizabeth: People need to understand that Stewardship and the two capital campaigns are all separate entities. Tim: We may have attained a new level of giving. We are not going to settle up the auction items at the end of the evening of the auction itself. There is discussion of the auction at this point. The overall budget (of the Parish, not of the auction) will be built up from the bottom, from the needs of the different ministries. We need to know what their budgets have been in the past. Sue Torfin and Tim Croasdaile should get (in the sense of “receive,” not acquire”) the names of people wanting to be volunteers with the Parish. Elizabeth: We also need to know about what ministries more for growth (?).

Liz: Do we need to meet more often than monthly? It is suggested subcommittees should be the additional meetings. Judie: Andy and MB will be making announcements. There is also an opportunity fair the 20th of this month.

Rich: There is a reception for newcomers November the 8th, the same night as a St. Martin’s Chamber Choir concert. We do not all need to be at the reception, just some of us (the Vestry) and the Evangelism Committee. There is discussion of possible dates in November for this reception. Where will it be?

Shelley: What about the mutual ministry document? Liz and Beckett are named to put this together. It is noted that neither one is present when they are thus named.

Elizabeth: There will be minor changes in the services tomorrow, listen and refer people with comments, questions, etc. to her. She will have a Lucy booth on the 20th. She mentions what some of the minor changes will be. The differences between the 9:00 and the 11:00 services will be the same as they have been.

Elizabeth: A Stewardship Committee is needed, with some of its members also on the Vestry and some not. Rich moves this, Judie seconds it, it is unanimously approved. There should also be a Communications Committee, to include one Vestry member. Shelley moves this, Lynn seconds it, it is unanimously approved. Suggestions are needed for who should be on these committees, and people are needed to volunteer for them as well.

The Parish Administrator’s job description has changed. Tim tells who is on the Executive Committee. The Parish Administrator can do bookkeeping under the Treasurer, especially with today’s computer programs for this. Five people have applied for this ¾-time position. Two-thirds of the duties of the parish Administrator are not bookkeeping. Can we make this a full-time position?

We need to. For it to be full time would cost \$30,000 annually plus the benefit package. Vivian is efficient but cannot keep doing the job as a half-time person. The Treasurer would still supervise. The Parish Administrator would also supervise the Sexton on a daily basis. Jim notes that Deacon Sally's salary will not be coming out of our budget after this present month. We should keep Olive, our bookkeeper, through the end of this year. We are close to being able to afford a full-time Parish Administrator. The Parish Administrator will be ¾-time with benefits and also with Olive through the close of this year. Shelley moves the above arrangement, Eric seconds it, it is unanimously approved. The new Parish Administrator will meet with the Vestry and the staff before being hired.

Jim: The Rector's Discretionary Fund is an established account. Elizabeth or Jim can draw from it. We should include a statement of what the Discretionary Fund means. (If this means I should include it here and now, all I know is that said Fund is to be used to help the poor, and not just for whatever the Rector wants. I suspect more of a formal statement is needed than that.) Judie moves the Discretionary Fund, Shelley seconds, it is approved unanimously.

Tim Krueger wants to know if he can spend money from the funds designated for the music program on new hymnals and on vestments for the choir, that would be almost all of it, around \$2500. Eric moves this, Shelley seconds, it is unanimously approved.

We don't know where the money for new kneelers and hymnal racks will come from. These will cost \$500. Tim: It could come from the additional money received for the organ, which was over and above the actual cost of same. Hymnals and prayer books may come from the Diocesan Center.

Liz is told that she and Beckett are doing the mutual ministry document.

Deacon Sally gave me the following correction for the August minutes: Change "All our Eucharistic Visitors are now relicensed" to "Diocesan licenses for our Eucharistic Visitors and Eucharistic Ministers have been renewed for the three year period 2009-2011."

We adjourn.

Respectfully submitted, Richard DeTar, Clerk