

Saint Andrew's Episcopal Church
Vestry Minutes
November 10, 2004

A regular meeting of the Vestry of Saint Andrew's Episcopal Church, Denver, was held on November 10, 2004, at 6:30 pm, in the church undercroft. Senior Warden Rick Larson presided. Other Vestry members present were Jennifer Barker, Jonathan Coldren, Nicola Donaven, Michael Giddings, and Sue Thibault. Vestry Members absent from the meeting were Rector Connie Delzell, Junior Warden Cynthia Croasdaile, MB Krueger, and Joe Schwaairy. Also in attendance were Deacon Sally Brown, Clerk Judith James, and Treasurer Mark Miliotto. After a check-in, the meeting was opened with a Prayer of Thanksgiving led by Judith James.

The Supplemental Minutes of the meeting of October 13, 2004, were corrected to state that the portion of the Malachi Match funds to be used for roof repair is 25%, not 75%. The minutes were approved as corrected.

Rick Larson encouraged Vestry members to become charter members of the Legacy Society by including St. Andrew's as a primary beneficiary of their estates. The Endowment Committee is asking Vestry members to take a leadership role with 100% participation in the Legacy Society by December 31, 2005. Martha Bollenbacher is able to provide further information.

Rick noted that it has come to his attention that the Vestry has not appointed the members of the Endowment Committee, as required by the Bylaws. The current members are Martha Bollenbacher, Bill Campbell, Jonathan Coldren, Kathleen Flynn, and Tommy Timm. Jonathan Coldren noted that Section 10.3(iii) of the Bylaws provides that an individual cannot simultaneously serve as both a Vestry member (called "Director" by the Bylaws) and as an Endowment Committee member (called "Trustee" by the Bylaws). After discussion, Jonathan stated that he would remain on the Vestry and not continue as a member of the Endowment Committee.

A motion was made, seconded, and adopted to appoint Martha Bollenbacher, Bill Campbell, Kathleen Flynn, and Tommy Timm to the Endowment Committee. The Endowment Committee will be asked for recommendations regarding the optimum number of committee members, length of terms, and method of staggering the initial terms. The Vestry will adopt additional resolutions regarding the Endowment Committee, as required by Section 10.2 of the Bylaws, at a subsequent meeting.

Judith James presented an outline describing the new Policies for Ministries with Children and Youth, which the Diocese of Colorado is requiring all parishes to adopt by January 1, 2005. Judith offered to oversee the adaptation and implementation of the Policies for St. Andrew's with the help of an *ad hoc* committee consisting of the Rector and those St. Andrew's parishioners who are currently working with children and youth. The Vestry agreed with Judith's recommendation.

The amount of \$3,410.00 is needed to begin work on the roof of the parish house and the roof of the church building. We will realize a savings by using the same contractor for both projects. Mark Miliotto stated that there are currently sufficient funds in the Capital Campaign Fund to allow this amount to be borrowed. The amount borrowed from the Capital Campaign will be paid back when \$10,000 from the Malachi Match is available in January 2005. A motion was made, seconded, and adopted to borrow \$3,410 from the Capital Campaign, with the understanding that the amount will be repaid as soon as possible, and to authorize Rick Larson to sign a contract for the roofs.

On behalf of the Nominating Committee, Rick reported that Roger Kilgore and Maryann O'Brien have agreed to be nominated for Vestry positions. Additional candidates are being sought.

Thirteen people attended the final session of the Long-Range Planning meetings, bring the total number of participants, in addition to Vestry members, to 22 people. Mother Connie will summarize the results of the meetings.

Sue Tibault reported that the Auction Committee met on Thursday, November 6. Although there are still details to be handled, the committee has received donations of more than 80 items. Cyn Croasdaile is preparing the auction catalog. The auction will take place on November 13, at St. Joseph Catholic Church, 6th and Galapago Street.

Mother Sally Brown reported that St. Andrew's partner for the Interfaith Hospitality Network will be First Unitarian Church, at 14th & Lafayette Street. We will serve as hosts for May 15 – 22, 2005, and again in August and December 2005. Beginning December 1, 2004, the St. Francis Center will be open on weeknights from 9 pm until the early morning to provide a safe and warm place for people living on the streets. There will be no cots, but people may rest their heads on the tables to sleep. The Center can accommodate approximately 100 people. The St. Francis Center is again collecting gloves for Christmas.

Stewardship pledge cards will be distributed on Sunday, November 14, and parishioners are asked to return their cards that day. There will be a luncheon to celebrate the completion of the Stewardship Campaign following the 11:00 am service.

Rick Larson stated that he would like to prepare an Annual Report in a booklet format, similar to a corporate report, for the Annual Parish Meeting in January 2005. He asked for input from Vestry members regarding information to be included in the report. Nicola Donovan offered to edit the report for production. Items of business for the meeting will include election of Vestry members and approval of the new Five-Year Plan. The Annual Meeting is tentatively scheduled for January 30, 2005. Rick asked Vestry members to send comments on his talking points for his upcoming meeting with the Endowment Committee.

Mother Sally Brown asked the Vestry to develop a process for decision-making regarding the use of the funds designated for Outreach from the Malachi Match. She noted that it is appropriate for the Vestry to take ownership of a philosophy of giving. The process used in distributing the \$30,000 from the Malachi Match will set a precedent for future giving. Mother Sally would like to see the guidelines in place by January 2005. The consensus of the Vestry was to appoint a sub-group to make recommendations as to how to proceed in developing a policy.

A written Treasurer's Report was presented by Mark Miliotto, showing a Fund Balance of (\$9,859) (negative), which represents a significant improvement. There is a handful of people who are behind on their pledges. Mark will speak with Mother Connie about whether it is appropriate to contact each of these people. St. Andrew's has made a profit of \$1,250 on the grocery certificates. The Vestry discussed how best to communicate with the parish regarding finances. The use of a one-sheet summary was recommended. Mark reported that the \$20,000 goal for the Malachi Match was reached on November 9.

Mike Giddings thanked Mark for his work as Treasurer. He encouraged the Vestry to consider employing a paid bookkeeper next year because the amount of bookkeeping work has increased and it is important to begin a transition for the time when Mark will no longer be serving as Treasurer.

Jonathan Coldren led the closing prayer. The meeting was adjourned.

Respectfully submitted,

Judith M. James, Clerk