

**St. Andrew's Episcopal Church**  
**Vestry Meeting – April 5, 2006**

**Present:** Rector Constance Delzell, Senior Warden Rick Larson, Junior Warden Cyn Croasdaile, Jennifer Barker, Mary Buck, Jonathan Coldren, Nicola Donaven, Kathy Fleming, Greg Geissler, Roger Kilgore, and Maryann O'Brien.

**Absent:** Deacon Sally Brown, Christy Cisneros, and Mike Kornelson

**Attending:** Clerk Cheak Yee

Greg offered the opening prayer; the Agenda for this Vestry Meeting was approved as circulated. The Minutes of the March 15, 2006 Meeting of the Vestry was approved as prepared and circulated by Maryann O'Brien.

The Vestry approved the formal appointment of Katherine Fleming as Parish Treasurer and Cheak Yee as Clerk of the Vestry.

*Report:* Junior Warden Cyn offered her report early; she began with follow up on the email notice from Senior Warden Rick to the Vestry about the recent break-in. An additional security bar for the point of penetration has been ordered at \$100 and no insurance claim will be filed given the \$500 deductible. While we have not been overly concerned about security or loss from theft, we would all terribly regret vandalism. The current alarm system can be activated to cover both structures, and this will be undertaken. Keys are extensively distributed and perhaps some consideration is needed for a new system (under a coordinator?) in this area as well. Discussion about keys recalled that a new listing had been established about 18 months ago, but it is not necessarily current now. If a new keypad is installed in the expanded alarm system, this might be a logical time to re-vamp key distribution, while giving notice and offering training associated with security to individual parish leaders involved.

Jane and Phil Watkins recently met with Historical Society representatives about the stained glass work, commencing on the east Tower windows. At least two Sundays will be without the organ as some pipe removal will be needed; accordingly, this is planned for after Easter at an exact date to be determined soon.

Masons are, by now, not available until the autumn, which does give us opportunity for further fund-raising; three preliminary estimates are in hand but we have not formalized bidding yet. The work would not start until about Labor Day; Historic Denver will not be a direct party in the contract(s) involved. The masonry repairs will likely take 5-7 weeks to accomplish.

*Unified Fund-raising Campaign.* Senior Warden Rick and Jennifer distributed a written review on this multi-faceted undertaking to help guide the Vestry consideration of options.

On the Unified Campaign Approach. Jennifer reminded the Vestry of the recent considerations leading to the approach of a unified fund-raising appeal to the Parish briefly during 2006. These included –

- a) The components are three smaller physical plant improvements for which the source of matching funds is already identified, and the completion of which “clears the decks” for the larger Capital Campaign to begin afresh;
- b) Conducting three separate campaigns on these projects would be confusing and potentially conflicting;
- c) By beginning after Easter and concluding on December 31, 2006, we would also avoid having overlapping campaigns in terms of timeframe;
- d) We would encourage contributions directed at the unified/common goal and not be explicitly offering separated subgoals/segments for designated donations; we certainly would be willing and bound to honor such designations, but we can let individuals with a strong preference take the lead to determine that sort of clear personal preference; and,
- e) Similarly, we will encourage outright gifts, rather than pledges in this effort.

On the Organ Completion Project – First, by way of background: (1) the Vestry at its January 2005 Meeting had approved \$10,000 as the fund-raising goal in this area; (2) certain potential contributors have indicated a desire to support this Project generously (and possibly solely) up to perhaps \$45,000 (over three years) as a preliminary estimate, and one written letter of intent has been received thus far; (3) after the March 2006 Vestry meeting, Senior Warden Rick and Jennifer had met with Tim Krueger and Joe Francis on various steps and concerns involved; and (4) in the written review, analysis focused on the conservative approach of having perhaps as much as \$30,000 in hand and needing to finance another \$41,000 at a rate of 6% (not by borrowing but through the organ builder) so that the ultimate cost for organ completion will total slightly above \$75,000.

Vestry discussion subsequently touched on various important points of concern as follows –

- 1) Given that this is a unified campaign for a short duration, the “three years” timeframe for organ completion funding is anomalous;
- 2) Some specific details remain to be researched, such as whether travel costs for the craftsmen is already included in the scope of work to be undertaken or would become an additional expense;
- 3) While the potential contributors are members of the Parish and their commitment to its music program is undoubted, the Vestry cannot readily proceed without more definitive and written confirmation on the extent of the support anticipated; for example, at least the conservative estimate for \$30,000 in the written analysis really needs to be either in the bank or quite certain;
- 4) The craftsmen desire to finalize contracts very soon, which our current uncertainty about funding prevents;
- 5) The possibility of deferring organ completion to the overall Capital Campaign if we cannot obtain further clarity very soon was considered briefly, but it is preferred to retain it in the current Unified Campaign so that visible progress can be made for the vital music program of the Parish;
- 6) If the full \$75,000 needed for completion does not end up being raised or financed, it is certainly feasible to assess what portion, how many reeds, etc. can be handled by the funds available; and,

- 7) The renovations of the larger Capital Campaign involving moving the organ later would not, Tim Krueger advised, pose a major problem and ought not delay the completion

A motion was made, seconded, and carried to commence a unified campaign for Organ Completion, for Restoration Work, and for a Vogelzang Project with goals for respective fund-raising of \$10,000, \$25,000, and \$25,000 during 2006, after Easter, with no contract to be let for organ work until at least \$30,000 has been received and where the amount of organ completion undertaken will be defined by the written pledges or actual funds received; moreover, that funds received under this unified approach, unless designated, will be accounted dedicated in the proportions noted above (10:25:25), with any funds contributed after \$60,000 is reached to be only then equally distributed among these three areas.

On “Process” Aspects in the Unified Campaign. The Vestry will bear in mind that for this fund-raising campaign, as in our regular stewardship drives, there may be some degree of renegeing on pledges; some margin for such fall-off is always prudent. Moreover, starting in spring, this effort will encounter the usual summer season financial fall-off at an awkward midstream timing, which we can hope a strong finish in the autumn might overcome. It may be possible, that some specific “challenges” may be offered as part of the Unified Campaign. Finally, given the desire to commence this effort after Easter, a coordinating committee for the Unified Campaign will need to be appointed very soon. Greg volunteered to assist/oversee in this area. Mother Connie indicated that she appreciated the balance in the Unified Campaign approach, which will enhance outreach, music, and building concerns.

*On Sacred Vision/Sacred Space Implementation.* Roger reported that a second meeting of the group of parishioners committed to this effort convened last night on April 4. He indicated he was pleased with number of participants and their level of enthusiasm.

It now seems clear that other entities which might have partnered with us for a “campus” approach to our downtown site have made alternative choices; we will thus focus primarily just on what our Parish needs and desires.

Ethan Anthony is the architect previously involved with our Parish site and is thus quite familiar with it already; he is being provided information on our currently anticipated budget and site uses to be refined into a Concept Plan. This can be then further refined by other architects as well. Hopefully this work can be completed soon so that the schedule to be ready to launch the Capital Campaign can catch up during this 2<sup>nd</sup> quarter.

*On “Fair-Trade” Coffee.* Nicola described her research into a substitute product: Equal Exchange. This is not only of similar ethical production and marketing, but it will be available in decaffeinated along with varieties of teas and chocolates, at reasonable prices and with ease of ordering. Indeed it is available in stores in 1# bags and is already widely used in other denominations. The Vestry by consensus approved using this product.

*Report.* Rector Connie Delzell announced that an Evangelism Committee has been established and George Magnuson has agreed to lead it. The first (and possibly subsequent) meeting will be on the last Saturday of the month (April 29); Mother Connie indicated that the Wardens should

attend if at all possible. She is particularly delighted that all the members are newer parishioners not already serving on other committees.

The Diocese and St. John's Cathedral is providing training on congregational development; this "Vital Signs" program to enhance vitality will be offered on May 5-6, with a follow-up session on June 24. Attendance is highly recommended.

With regret, Mother Connie announced that John Taylor will be resigning as Parish Administrator, and the process of hiring someone outside the Parish will begin shortly.

The recent bequest of \$30,000 to the Parish continues to be delayed by various familial developments involved; a letter in the nature of a reminder and request for update will be sent shortly.

While we may regret that St. Elizabeth's School, towards which our Parish had devoted so much loving attention in the past, will not be adjacent to us, Mother Connie praised the site they have chosen at the Clayton School (near Colorado Boulevard and Martin Luther King, Jr. Drive). It is an excellent situation and we ought indeed pray that their lease proposal is accepted for occupancy by the Fall Semester, 2006-07. Given the availability of land and suitable conditions in that Stapleton area, St. Elizabeth's could even contemplate a future expansion into offering high school education as well.

*Report.* Senior Warden Rick noted that next month he will be appointing an Audit Committee to review our records for FY 2005.

*Report.* Kathy Fleming announced that cash on hand now permits a repayment of the \$11,000 borrowed from our capital accounts to cover shortfalls noted last month. It was observed that our Parish has made substantial progress since graduating from mission status, as measured in terms of our contributions to the Diocese financially, and our overall vitality.

Kathy will be seeking to recruit an Assistant Treasurer, and progress will be made to form up a Finance Committee to support this operational area of the Parish.

The Vestry, by resolution moved, seconded and carried, authorized Treasurer Katherine Fleming to be signer for all Parish business accounts, succeeding former Treasurer Mark Miliotto.

*Auction.* Nicola announced that she is volunteering to spearhead the Autumn Silent Auction, which she anticipates will be near the end of October. A suitable space is being researched.

Roger offered the closing prayer, and the meeting adjourned.

**Next Vestry Meeting: May 17, 2006**

Respectfully submitted,

Cheak Yee, Clerk