

St. Andrew's Episcopal Church
Vestry Meeting – June 21, 2006

Present: Rector Constance Delzell, Deacon Sally Brown, Senior Warden Rick Larson, Junior Warden Cyn Croasdaile, Jennifer Barker, Mary Buck, Nicola Donaven, Kathy Fleming, Roger Kilgore, Christy Cisneros, Mike Kornelson and Maryann O'Brien.

Absent: Jonathan Coldren and Greg Geissler

Attending: Clerk Cheak Yee

Christy offered the opening prayer; the Agenda for this Vestry Meeting was approved with a deletion related to the Special Congregational Meeting already convened/concluded. The Minutes of the May 17, 2006 Meeting of the Vestry were approved as prepared and circulated by Nikola Donaven.

On Keeping Faith Initiative: Senior Warden Rick Larson discussed aspects of the launch in progress – 1) a brochure of description for distribution will hopefully be ready by July 11th, 2) an article for use in Website and service bulletins is in preparation, and 3) announcements will be scheduled periodically to report on progress or to educate about specific or special aspects.

On "South in Your Mouth" Event: it was noted that, on its second offering, this continues to be well-received by members and friends of the Parish, with an attendance around 130 and raising about \$1,400 in funds at one afternoon luncheon.

On Sacred Vision/Sacred Space Ministry: Roger Kilgore distributed a summary and described how its content derived from ongoing, positive progress at the June 18 meeting of this task force in several areas –

- 1) the automatic nature of upgraded bathrooms during major construction reduced the 5 need areas to 4, and the priority among them has been clarified;
- 2) expansion will be based on an estimated attendance of about 200 persons at services, which approximately requires twice the current amount of interior space;
- 3) designing for these prioritized needs amounts to a "master plan" for space usage, including the potential acquisition of the adjacent lots;
- 4) the priorities #1 and #2 are deemed critical and must go forward; #3 and #4 will go forward depending on funds in hand and are by no means dropped but could be deferred somewhat; and,
- 5) the task force unanimously recommended this approach.

A query, based on the need for more meeting space to accommodate the growing number of activities and groups, focused on how an architect will design according to this master plan – would #3 and #4 be left out? Roger indicated that a comprehensive master plan is to be designed, and any modified or reduced scope would be considered later in the context of the whole intent. The task force did not view its work as mandating any particular design, but as clarifying the needs to be met, so that an architect has direction and can advise on design.

A further query, concerned for the adequacy of components for outreach, focused on how #1 and #3 might be linked, noting that the congregation places a high priority on mission beyond our church walls. Mother Connie noted that a high priority during such renovation activities for the needs of outreach ministries is mandated by appropriate Diocesan authorities; it may also be the case with new nearly adjacent apartment construction that overflow meetings of our groups may seek to locate in facilities of our neighbors. Mother Sally observed that such a presence might even have an evangelical effect very possibly mutually beneficial. The critical factor will be funding and how we budget as we proceed.

It was noted that improved, adequate facilities for handicapped is a rising need in general as previously able-bodied parishioners contend with age and limitations.

Roger advised that no estimate of the cost for design work has yet been confirmed. Ethan Anthony, of Boston, had previous experience with our site and our previous planning, and he will be in town and available to meet with our representatives on July 20. While some concern naturally exists if the lead architect is not of local provenance, this preliminary meeting could provide important clarifications; if these are not adequate, we certainly can begin reviewing other options. If Mr. Anthony has a flexible attitude and efficient processes regarding work with local counterparts in a joint venture for our behalf, he may not himself need to be based locally.

Treasurer Kathy Fleming inquired if the funds already designated (\$48,000) would likely begin to be disbursed before the end of the summer. Mother Connie noted we must first meet another canonical requirement: to meet with and receive approval from the Alienation and Encumbrance Committee, which acts as an agent of the Diocesan Standing Committee on these situations. Hopefully this can also be scheduled by mid-July or so. It was also noted that our parish Finance Committee will want to convene and review aspects related to their planning.

On Vestments for Bishop. Senior Warden Rick Larson explained that it is customary for the parishes of the Diocese to contribute towards the acquisition of a set of new vestments tailored for each new chief pastor. After discussion on the options in the context of other ongoing fundraising, the consensus was to make an announcement in the service bulletin, and to provide a basket prominently displayed to receive any donations parishioners may wish to contribute. This method would likely maintain the personal gift aspect of this custom, while not needing to divert any operating funds of the parish, and ought to gather the suggested donation for a congregation of our size.

Report of Rector. Mother Connie shared her delight with the election of the new Presiding Bishop and she noted the mixed but tentative progress of the General Convention regarding the controversy over human sexuality and inclusiveness. She announced the appointment of Sarah Davis as the new Parish Administrator and described her background and qualifications. The retirement party for John Taylor on July 16th needs to be planned; Beth Taylor Miliotto will preach on that occasion.

The Vestry determined the following parameters: 1) an announcement will be made of the date, and requesting contributions for a potluck meal; 2) Jennifer Barker will arrange for a cake; 3) Mike Kornelson will select a gift and coordinate entertainment; 4) Rick Larson and Nicola Donaven will organize the venue and decorations; 5) Cheak Yee will prepare a book of memories.

Mother Connie reported that the Evangelism Committee continues to meet with positive ideas emerging. Rather than put a guest on the spot to introduce themselves, parishioners will be identified by badges to seek out and greet newcomers; all of us should be prepared to take 5 minutes aside during coffee hour to socialize with visitors or others unfamiliar to us. It was also noted that a new and more modern guest book is needed so that data like email addresses could be obtained. Finally, a first Newcomers Dinner could tentatively occur as early as August.

Mother Connie also distributed a pamphlet, "The ABC's of Natural Church Development," with her commendation of it for our perusal.

Report of Deacon. Mother Sally Brown related our recent experience as hosts for two families sheltered under the Interfaith Hospitality Network (IHN), where disadvantaged circumstances generate enormous stress on the clients, especially the children. Our ministry, and that of other participant churches, is truly vital. Our next rotation will be September 3rd-10th. Eric Frame will seek an additional parishioner to be mentored for liaison role with IHN.

We are on track organizing the next in-gathering of non-perishables for the Loaves and Fishes ministry, which is scheduled for July 23rd.

Mother Sally commended the thorough coverage of General Convention online from the Episcopal Church, and noted that errors can occur even in media like a National Public Radio newscast recently.

Report of Senior Warden. Rick Larson noted that two deposits have recently been made our Endowment Fund from the estates of Tom Titus and of Beverly Ann Riley; commendations are in order in the latter case for the persistence of Jonathan Coldren following up complex issues. Rick also distributed the Annual Report of the Colorado Episcopal Foundation.

Report of Junior Warden. Cyn Croasdaile reported that no date has yet been set for windows work which would involve distracting scaffolding. The upcoming visit by Ethan Anthony is specifically related to masonry repairs, and she will seek a parishioner to be a host for the visit.

An extensive review and discussion on physical plant aspects commenced with a focus on the gardens. Appearance has deteriorated as difficulties in scheduling volunteers resulted in irregular attention; the Vestry may need to consider employing someone regularly, perhaps from among refugee Sudanese referrals available to us for about \$350 for 38 hours in a month. Given the seasons, of course, flexibility about the timing and number of hours worked will be needed.

It is uncertain how much gardening and mowing had been arranged by Jonathan Coldren, so it may be the case that 38 hours is either more or less than what is needed. Given seasonality, the flexibility in terms of wages and hours might need to be quite extensive, and a hire might be difficult if only one individual were seeking self-sufficient working arrangements. Whatever arrangements are negotiated, Cyn noted that physical plant requirements need steady regular attention, while a reliance on volunteers tends too often to result in lapses. It was recalled that snow removal in winter also arises and has currently been handled fortuitously by two "volunteers," i.e., husbands. While we could appeal for both volunteers and schedule work days (which have had spotty success for this parish), it may well be that the Vestry needs soon to consider how the entire scope of maintenance requirements ought to be handled.

Similarly, with regard to interior aspects, the parish has not retained a Sexton. The scope of work assigned to Sofia Yanez only partly covers what would be needed, preserving her focus

primarily for the Sunday fellowship hours. Much of the labor in maintaining the cleanliness and order of the undercroft (which is a chief gathering space for larger meetings) has fallen to John Taylor, but this is not within the scope of the usual duties of a Parish Administrator. (Before John undertook such additional scope, the undercroft often did become disorderly.) While Sofia has kept the main sanctuary presentable, the interior spaces would undoubtedly improve with the sustained attention normally available from a paid Sexton.

Answering a query, Cyn noted that her contact working with Sudanese refugees can vouch for the character and diligence of these workers. A consensus emerged that our current approach may need to divide up the work at hand: Cyn would prepare a list of tasks for the three summer months to be addressed by a paid worker, and we could set up other tasks to be addressed by volunteers/work days. Even so, Cyn would need to advise on how much work and compensation a worker could be offered; Kathy suggested proposing 5 hours per week at the suggested rate for the month of July, and then assessing the needs again (as catch-up may have reduced the workload). Cyn will inquire and advise if arrangements prove feasible.

It was noted that a lawn service had previously been used but was discontinued as their fees rose. Longer term, the budget remains the critical variable. Treasurer Kathy Fleming was hopeful that some funds might be available for this area; Cyn reminded that she will want to specify cost estimates for building and grounds in greater detail for planning the next budget. Kathy indicated that a paid Sexton also is not covered by budget planning next year, but if interior work duties are also divided between that post and volunteers, we might have the resources to cover such a post within 5 years.

On Parish Administrator Duties. A related discussion arose on this area. Mother Connie clarified that Sarah Davis will focus quite centrally on office-related tasks such as: E-ministry, telephone and correspondence, parish records and bookkeeping, bank deposits and checks, and payroll. She will only be in the office for typical work hours of the business week and will not be on hand on Sundays; hopefully, the Vestry can take the lead to ensure a smooth transition as parishioners have likely become accustomed to John Taylor's availability on so many fronts. It was suggested that we may need to begin formalizing the work and tasks to be addressed by our volunteers so this can become a regular expectation and properly planned.

Report of Treasurer. Kathy Fleming provided data on the normally scheduled distribution from our Endowment Fund, based on the June 30 estimated market value balances. This is specified by Article 7.8 of our Articles of Incorporation to occur, unless expressly overridden by the Vestry. The uses of this distribution are also specified in terms of areas such as major maintenance and outreach ministries. Accordingly, she moved to proceed with the scheduled distribution (withdrawal) from the Endowment Fund, and the motion was seconded.

A discussion ensued whether, given current review of needs, the uses of this distribution should be modified from the proportions originally contemplated. Mother Connie and Mother Sally strongly advised that the needs of outreach ministries be fully addressed as intended. Indeed, Mother Connie pointed out, endowments are generated by effective and heartfelt ministries moving people to contribute, not so that an endowment remains unspent and accumulating, but specifically to continue and magnify such outreach. (It was noted in passing that various Endowment-related documentation ought to be centralized in appropriately safe/secure storage soon.)

The motion, without modifications, was adopted unanimously.

In reviewing the Financial Statements as of May 31, 2006, Kathy noted that this is our first balance sheet working with the new accounting firm. There remain areas to be further defined/refined and clarified in the future after research and orientation are completed; for example, the entry "Capital Campaign" represents pledge amounts, not cash in hand. One main change is the increase of \$13,000 in undesignated contributions. To query on how we will clearly account for any designated contributions, the best approach is to advise donors to be as clear as possible if they intend a designation. Of course, it was also noted that undesignated funds are preferred so that current or changed conditions can be more readily met.

Kathy and the Finance Committee will focus on how to manage cash flow as much as possible to minimize any need to resort to loans from the Endowment Fund; this is always a challenge given the seasons with lower income during summers, etc. Fundraising events, if successful and timely scheduled, could greatly ameliorate this conundrum in fiscal management. In particular our progress in fulfilling pledges is already slightly behind, and the worst of summer cash flow hiatus is yet before us. Accordingly, we may need to place appropriate mention in the service bulletins, mail reminders to parishioners, and perhaps have Vestry members make announcements at summer liturgies.

It was suggested that separate checking accounts for designated funds might help with cash flow management; it was noted that proper systems and disciplined implementation can adequately gain the advantages of separate checking accounts without the further complications to administer and reconcile them. Clear and consistent books can also help with any transition if we should end up unexpectedly changing accounting firms.

To the suggestion that consideration of the Treasurer's Report, with its required detailed attention to complex documents, be placed earlier on the Agenda, Senior Warden Rick Larson noted this is possible, and had been tried with mixed results. If it is earlier, it may be essential for meeting management to observe a strict time limit, which may or may not be feasible.

Kathy noted that she is delighted with the focus and attention that the Vestry pays to this area, which supports her work, and which is appropriate to the ministry of prudent management that this body is vested by the parish to accomplish.

Michael offered the closing prayer and the meeting adjourned at 9:40 p.m.

Next Vestry Meeting: July 19, 2006

Respectfully submitted,

Cheak Yee, Clerk