

St. Andrew's Episcopal Church
Vestry Meeting – February 21, 2007

Present: Rector Constance Delzell, Deacon Sally Brown, Junior Warden Greg Geissler, Roger Kilgore, Maryann O'Brien, Mike Kornelsen, Kevin Fletcher, Deb McVicker, Diana Solomon, and Susan Backus

Absent: Senior Warden Tim Croasdaile, Mary Buck, Ann Luke, and Treasurer Kathy Fleming

Attending: Assistant Priest Curtis Wait, Clerk Cheak Yee, and Capital Campaign Co-Chair Andy Robinson

The meeting convened at 6:35 p.m. with opening prayer. The draft Minutes for meeting of the Vestry on January 17, 2007 were considered; it was noted that an amendment thereto will need to have its language and figures finalized so that the Vestry authorizes as of that first meeting in 2007 the clergy housing allowances for 2007 at rates unchanged from 2006. It was moved, seconded, and passed that the January 17, 2007 minutes be adopted with such an amendment.

Election of Clerk and Treasurer. The incumbent officers were nominated to continue in these posts and a motion to elect unanimously was moved, seconded, and adopted. The Treasurer for 2007 will accordingly be Kathy Fleming; the Clerk for 2007 will be Cheak Yee. It was moved that the authorized signatures for the checking accounts of the Parish be those of Senior Warden Tim Croasdaile and Treasurer Kathy Fleming, with former Senior Warden Rick Larson to remain so authorized until his successor has returned from a trip abroad; the motion was seconded and passed.

Report of Sacred Vision/Sacred Space Task Force. Chairman Roger Kilgore distributed three handouts: the SV/SS Expansion Program (for review of basics), a Project Schedule (updated), and a Capital Campaign Update that would be further reviewed with Co-Chair Andy Robinson. The Task Force will conduct two general sessions to update parishioners on Saturday, March 3rd, and on Monday, March 5th, regarding the current stage of planning and developments for our facilities; these sessions will also give the parishioners a chance to provide feedback to the Task Force. As indicated on the Project Schedule, all conceptual work must conclude by May 31st, as well as the Capital Campaign; construction would be during the year from May 2008 to May 2009. In addition to the funds raised in the Capital Campaign, the current approach would involve a bank loan and the usage of some portion of the Endowment Fund.

Co-Chair Andy noted that the goal of the Capital Campaign at \$700,000 is considered to be quite feasible for a parish of our size and annual budget. Two professional fundraisers are under consideration to be hired for this effort and their references are currently being reviewed; that cost element will likely range between \$22,000 to \$31,000. The Committee believes this Capital Campaign should coincide with end of the school year, roughly at the conclusion of Mother Connie's tenure with us a Rector.

It was moved to hire a professional fundraiser on the recommendation of the Capital Campaign Committee by ratification of the Senior Warden and Rector, at a cost not to exceed \$40,000, utilizing first approximately \$10,000 in funds available and already authorized by the Vestry, Parish, and Endowment Fund for planning and development of possible expansion of our

facilities, and later defrayed from receipts brought in by their efforts in the Capital Campaign. The motion was seconded.

Discussion focused first on what a professional fundraising effort can be advantageous. It begins with an assessment of the congregation; to set realistic goals; it provides unified planning and scheduling; it includes software, training sessions, kick-off event and other events, and follow-up with an on-site, hands-on presence, including for bequests after the formal end of the campaign. It is estimated that about 30-40% of a campaign goal will be contributed by only 10-15 donors so that approach thereto has to be particularly well-considered.

A good fit in working style between the Capital Campaign Committee and the fundraiser ultimately chosen was recognized as vital. The interview process will occur in a couple of stages with a number of us at St. Andrew's and it is believed this will afford sufficient opportunity to assess this aspect.

The possibility that an amount less than the goal of \$700,000 might be raised was noted. Typically, in a capital campaign with multiple objectives, when possible, a shortfall might mean some directly proportional reduction or revision among them. This of course is not always possible, and assessment would be made then on what might be best/feasible. Obviously, if the shortfall in fundraising is truly major, then the re-thinking and revamping will be major too. In this regard, it is reassuring that both fundraisers being considered felt that a \$700,000 goal for a capital campaign ought to be quite achievable.

Typically the design costs will amount to about 15% of the cost of the construction to be achieved; it will be imperative to have certain knowledge of the entirety of funding available before the construction actually begins. Given the lead time between the end of the Capital Campaign and the commencement of construction, we should be able to assess and adjust appropriately.

It was recalled that we had only just completed a capital campaign from about 2001 for the organ and remaining repairs after the recent fire. It was noted that in some cases, after a campaign such as we are considering now to expand our facilities, a subsequent campaign might soon be launched with the goal to retire the mortgage; that is not currently under consideration, and it is usually difficult for a campaign with an intangible goal of paying off debt to achieve its goals.

At the present time, without taking into consideration the potential availability of land for purchase in the two adjacent parking lots, the design phase is focusing on about four substantive expansion/renovation items at a cost estimated to run between \$1.1 to \$1.3 million.

The motion passed.

Assistant Priest Introduced. Fr. Curtis Wait was introduced to and welcomed by the Vestry. Fr. Wait is a native of Colorado, where he has also received his schooling. He has worked in business consultancies before taking up his call to ministry. He will continue his full-time employment to support his family and will be available about 10 hours per week to assist in our ministry to our eldest and youngest parishioners. Most recently, he has served as the Vicar for Santiago Episcopal Church in Lafayette.

Report of the Rector. Mother Connie noted that information on the 72-Hour Initiative for newly released ex-offenders can be found on their website: doinghistime.com. Mike Chavez of this project is moving into Parish House office space located in the upstairs rear; some help may be needed with this relocation, and then from time to time, space may also be needed in which classes could be held. Mother Connie looked forward to the Vestry Retreat scheduled in early March.

Report of the Deacon. Mother Sally noted that the Adult Forum on March 27th will focus on the Millennium Development Goals and would be a good occasion for any parishioners interested in our outreach efforts to learn about and help make reaching these goals real on the personal and wider level. She noted she would be out of town in the early part of March, 2007.

Report on Stewardship. Chairman Greg Geissler noted that the budget gap reviewed at the Annual All-Parish Meeting in late January has significantly narrowed; the number of pledging units is up, and there are still a few follow-up instances to check on. Thus final budget figures are likely to be ready at the March 2007 Vestry meeting.

Treasurer's Report. In the absence of Treasurer Kathy Fleming, Greg was able to distribute the customary end-of-month financial data sheets, but questions will be held until the Treasurer is able to join us again in March, or can be posed in the interim to her by email message.

Report of the Junior Warden. Greg noted that certain shrubs appear to have been lost during the masonry work; replacements can be obtained and the costs will be covered by the contractor. He welcomed suggestions on what shrubbery would be desired. He also noted that the linoleum flooring adjacent to the main undercroft area has not held up well and may need replacing.

Terms of Vestry Members. It was noted that five new Vestry members were elected as of the January All-Parish Meeting; of these, three would be serving a full three year term, but two would be serving out unexpired terms of predecessors consisting of only two years. Diana Solomon volunteered to serve a two year term. It is believed that Ann Luke might also prefer to serve only a two year term; this will need to be confirmed. If this is confirmed, then Susan Backus, Deb McVicker, and Kevin Fletcher would be considered serving 3 year terms.

After a closing prayer, the meeting adjourned at 6:49 p.m.

Respectfully submitted,

Cheak Yee
Clerk