

St. Andrew's Vestry Meeting Minutes

May 4, 2010

Participants:

Shelley Brown (temporary clerk), Janice Burley, Liz Evans, Steve Grupe, Lynn Hardcastle, Brian Hyde, Tim Krueger, Rich Rinehart. Visitors: Tim Croasdaile, Aaron Mirpol (for Caledonian Development)

Parking lots: (Tim Croasdaile and Aaron Mirpol) Discussion with Tim Croasdaile and Aaron Mirpol (CEO of Urban Land Conservancy). In 2008 the Urban Land Conservancy formed its first partnership with a faith-based organization in partnering with St. Andrew's to buy the parking lots just south and north of parish property. (They have tried to buy the parking lot just south of 21st, which would give us the complete block, but so far there is no interest in selling.)

The property is held by Caledonian Development LLC, a joint venture of the two entities. Each entity provides two managers for the LLC. Currently labors are divided; St. Andrew's manages the parking lot business and Urban Land Conservancy manages the land. The four managers can do much of the LLC's business but any arrangements above financial limits set in the LLC agreement must come before both entities' boards (the vestry for St. Andrew's). The Urban Land Conservancy (ULC) is part of the Denver Foundation, which does all of the ULC's accounting. Mike Giddings is the parking lot operator; Bennett Buenconsejo now does the weekly parking lot management tasks formerly done by Tim C; St. Andrew's gets a management fee. The LLC took over management from Central Parking; revenues have risen since. The Denver Foundation is a community foundation (made up of individuals, not corporations) in existence for more than 85 years, with a large pool of funds invested. They also function as an umbrella for other organizations, providing financial administration and management for other groups. They are the largest annual giver in this community and the 5th biggest in the state.

The hope for our joint project is that cash flow pays expenses and interest on loans, with the rest going into an operating reserve. At some point (probably beginning this fall) we will begin to jointly figure out what to build, and will use the reserve funds then (although actual building may be several years away). Net income from parking lots: 2008 -- \$15,221; 2009 -- \$13,000 before depreciation (which kicked in this year). Reserve at 12/31/09 totalled about \$40,000, with \$14,000 in checking.

Looking forward, zoning changes will have large impacts on our plans. Lot 2011 (between St. Andrew's and 20th) is zoned CMX 12 (commercial mixed use with a limit of 12 story height) and Lot 2071 (between St. Andrew's and 21st) is zoned CMX 5. Possible future uses could include housing (senior or other); non-profit organizations; community or commercial. Urban Land Conservancy thinks that fall 2010 is the time to begin talking, in order to begin pursuing grants for community development. Public benefit is the goal, but part of the development could be money-making. -- Brian asked: What about focus on being a collective anchor for the neighborhood? Aaron answered: Senior housing is one example. Maybe the ULC could office here. Lots of ideas floating now, including a charter school or community center. The ULC's role is to identify economic realities and what's possible; then both organizations discern what's best for the property. St. Andrew's retains the right of first refusal to buy out the ULC. Brian: the property is on an edge (several of them) -- where north/south and diagonal streets come together; between downtown and the area just north of it; between different kinds of development. Janice Burley asked if buildings used for other things during the week could be used for Sunday School on weekends; Aaron said sure, although it could not be dedicated space but rather shared.

Approval of Minutes: (Rich) Minutes of the 4/6/10 regular meeting and the 4/25/10 special meeting to approve Beth Taylor's ordination were both approved as submitted.

Rector's report: (Rich) Elizabeth had submitted prior to the meeting via email. The vestry discussed the suggested creation of a new ministry to be headed by Lynn Hardcastle, to resolve various issues around visual art

at St. Andrew's. The name of the ministry is still being chosen. (See also "Arts and Archives" below.)

Junior Warden's report (Shelley for Judie)

- **Locking procedure:** Shelley distributed a draft (prepared primarily by Judie James, who is on vacation this meeting); emailed to the Vestry prior to the meeting). The vestry discussed highlights of the procedure, especially about people being at the church alone. The vestry reviewed and discussed. We will ask the parish to abide by the draft procedures and re-evaluate them after some part of the year, and also post reminder signs as needed in places where there may be confusion.
- **Facility use policy:** Shelley distributed a draft as prepared by the Facility Use Ministry team (Shelley, Judie, Sue Torfin and Tim Krueger), a subteam of the Ministry Collaboration Team formed at Elizabeth's request to develop this policy. (This was also emailed to the vestry prior to the meeting). Steve moving and Lynn seconding, the vestry approved its use as an interim/trial policy through December 2010, to be reviewed and amended as needed at that point.
- **Energy use:** It was suggested that "Please kill bathroom lights" signs might help people to remember to conserve electricity.

Senior Warden's report:

- **New sexton:** The Rineharts have employed the proposed new sexton for a long time and recommend him. He would work as an individual contractor rather than an employee. Still needed: to be sure he has insurance, a business license, "Safeguarding God's Children" training, and background checks. The offer is for 10 hours a week at \$15 per hour. Elizabeth is checking with the Diocese on some of these issues. (But subsequent note: This individual has had family issues which prevent him from considering this job. Other candidates have appeared and are being considered.)
- **Bylaws changes:** We need to start the process in early fall to get approval at our next Annual Meeting in early January. Judie James wants to be on the committee. Janice Burley will help, and Brian Hyde may do so, depending on landscaping's demands on his time – all after the visioning process completes.

Treasurer's report:

- **SVSS I:** We need to pay \$89,682 at the end of June 2010, and to repay a congregational loan of \$85,000 by June 2011. We estimate a shortfall on pledges for SVSS I, and also have a shortfall in monies available to pay at the end of June 2010.
- **SVSS II:** We need to raise approximately \$550,000 additional to pay the increases in construction cost, and have about a year in which to do it.
- **Stocks:** Janice suggested that we get some information from the Colorado Episcopal Foundation showing how to give stocks, and distribute this information to the congregation.

Choirmaster : (Tim K) A new organist has been hired and will begin on Sunday, 8/1/10. Tim noted for clarification that instrumentalists are paid by individuals rather than through the parish budget.

Landscape (Brian):

- Master plan: The April 20 presentation was good; the final presentation will be May 18 (but note –was later moved to May 27). More funding is needed to complete the obligation to pay Tyler the intern.

MOTION: (Shelley moved and Janice seconded) Transfer the \$200.57 balance from the designated fund for landscaping into the operating budget to pay CU for Tyler. PASSED.

For the remainder owing, Brian has contributed \$125 and we need \$175 more to complete payment to CU.

- General: An immediate project outside the scope of the plan is getting grass or sod planted in bare spots. Subsequently it will need watering twice a day for awhile, so volunteers are needed. Sam needs \$300 for parts to fix the sprinkler system. Per Rich, this is a maintenance expense and should come out of the Buildings and Grounds budget line. Also, \$200 is needed for sod for this project.

Arts and Archives: (Rich) MOTION (made by Janice, seconded by Steve): To set up an Arts and Archives Committee, whose charge would be (quoting Elizabeth's recommendation as in the Rector's report): To evaluate artwork that has been offered as a donation, in order to make a recommendation to the Rector about accepting or declining it; to catalogue our current artwork and seek appraisals for insurance purposes; to rehang our artwork; to collect archival materials and arrange for safe storage; and to propose ways of decorating some of our new spaces, particularly the elevator lobby/accessible entrance. PASSED. Lynn Hardcastle will chair; Brenda Vang, Brock Erickson, and Nicholas Mitchell have agreed to serve on the committee.

Vestry retreat and dinner for June 5: Liz Evans is organizing the festivities; all will help her set up.

St. Andrew's sign: There was a strong recommendation from the Vestry to update the posters on the sign by the church entrance and to avoid covering the name and contact information, and to make sure that St. Andrew's name was visible from the street and outdated posters regularly removed.