

St. Andrew's Episcopal Church
Vestry Meeting – August 15, 2007

Present: Deacon Sally Brown, Senior Warden Tim Croasdaile, Junior Warden Greg Geissler, Maryann O'Brien, Ann Luke, Deb McVicker, Diana Solomon, Mary Buck, Susan Backus, and Roger Kilgore

Absent: Kevin Fletcher and Mike Kornelsen

Attending: Treasurer Kathy Fleming, Clerk Cheak Yee, and Search Committee Co-Chair Jennifer Barker

The meeting convened at 6:35 p.m. with opening prayer.

Status of Minutes. Clerk Cheak apologized for the tardiness in preparing and submitting drafts of Vestry minutes lately as his business office moved in mid-July and then he'd been contending with a health condition reducing his focus. Misremembering the status of past draft minutes that had been distributed, he suggested it was the June 20, 2007 draft which was deferred from consideration; this was moved, seconded and adopted as distributed. *Note: in actuality, at the June 2007 Vestry meeting, it was the May 16, 2007 draft minutes which had been deferred.*

Report of the Treasurer. Treasurer Kathy discussed the financial statements distributed for review of the Vestry, and noted the following aspects –

- 1) The listing for the previous Capital Campaign has been zeroed out and will cease to appear as of the next month's financials;
- 2) The funds pledged to our Keeping the Faith Initiative by James Vogelzang have arrived;
- 3) The Balance Sheet reflects the current cash flow shortfall of nearly \$35,000 which has been covered by borrowing out of the Designated Funds accounts;
 - 3a. A few other adjusting entries have been made and a temporary Designated Funds line item (Guatemala) will shortly be resolved as well;
 - 3b. The Sacred Vision/Sacred Space (SV/SS) and Capital Campaign line items are now consolidated which should better reflect the month-to-month processing of inflow and outgo as this major area unfolds
- 4) The Income Statement, while still behind on a YTD basis, did show a hopeful sign with the EOM balance for July being \$3500 to the good; the lower-than-expected Easter season income is thus still affecting our cash flow posture. The savings under Clergy Salary will of course continue to be helpful.
- 5) We do, however, need to disburse the Regional assessment as soon as possible.

Kathy also distributed samples of proposed reporting on the details of the SV/SS financial administration, so that both the Vestry and the Parish can be kept abreast on whether we are on target; the Vestry will see data monthly, and the Parish will be provided a more summary version on a quarterly basis.

She also reported that figures are now sufficiently final to specify the proportional amounts to be allocated from the Endowment Fund disbursement for outreach and for capital expenses

respectively, as shown on a further handout. This 3% distribution from earnings at \$7,844 would be divided with \$5,883 dedicated to outreach and \$1,961 available for capital improvement.

Kathy noted that a bank arrangement to enable processing of credit card payments, for example, by attendees at our annual Parish Auction, has been explored as well as for regular usage (such as for sending in pledges) has been explored. A regular levy would impose a measurable expense burden on the pledges received; an occasional special event usage becomes in contrast relatively attractive as an expense when significant income is simultaneously generated. The consensus of the Vestry was that the special usage option, depending on the actual cost, would likely be worthwhile exploring and implementing.

Finally, the Vestry discussed the transmittal of monthly financial data by the Treasurer; the consensus approved the use of email submission of the data in advance of Vestry meetings as this would likely reduce paper and photocopying expenses; this method would depend on submittal sufficiently early by email, and on Vestry members downloading and printing such reports as they may desire.

The Treasurer's Report was moved, seconded, and adopted.

Report on Sacred Vision/Sacred Space. Task Force Chair Roger reported that a further meeting on the design process convened last night to review both aspects thereof along with the review process that is now in motion. It is currently hoped that subsidiary approvals will be in place in time for our plans to be considered by the Diocesan Standing Committee at its September 2007 meeting. The design aspects being further refined relate to the mounting of the bell and usage options in both the sanctuary and the undercroft areas.

In the meantime, as the autumn season starts up again, a series of informational meetings will be convened to keep the Parish informed on our progress concluding the design phase and moving forward to subsequent phases.

Report of the Deacon. Mother Sally distributed photographs of the beneficiary children the Parish is supporting for education at St. Paul's in Haiti which was much appreciated.

She noted that the most recent Loaves and Fishes effort by the Parish brought 2200 pounds of goods to Metro Caring, which is an increase from our donations last year. An informal survey of the cost to parishioners to purchase the suggested list of items for donation indicates that the average now exceeds \$40, a significant rise from the levels when this effort began. Possible adjustments to the list or how perhaps to incorporate quantity purchasing in this effort will perhaps be something to consider for the next drive.

Mother Sally noted that especially until an Interim Rector is on board, it is important for all of us to be aware of any parishioners who have become sick or shut in, and should advise Senior Warden Tim as soon as this is known so that pastoral care can be arranged expeditiously.

She noted that a Catechumenate is within range to assemble for this autumn given the goal to have a class totaling 15; hopefully the number remaining to reach that goal will confirm shortly.

Report of the Junior Warden. Junior Warden Greg noted that our new Sexton, Luka Bokop, has been retained for two weeks thus far and is learning his tasks well; he currently works 20-24 hours per week, focused primarily on Saturday and Sunday, and hopes we will be able to afford to bring him to full-time status eventually; he currently also works part-time with the Hyatt chain. He will be responsible for cleaning the sanctuary, the undercroft and the Parish House; he will set up for our Sunday coffee hours and clean afterwards. Focus on the exterior grounds and on electrical

maintenance will be phased in. He seems both diligent and conscientious. It was noted that the general desire of the Vestry has been to move to a full-time sexton, and to accomplish this as soon as we can, given a combination of defined duties and financial feasibility; in the interim, we will wish to confirm the status of his health and liability insurance coverage.

Greg noted that some of the older windows in the Parish House are worn and sufficiently fragile to break if forced. It was suggested that if our historic designation covers the Parish House, we may be able to obtain some funding to assist with repairs needed in this regard.

Recycling, especially of paper, ought to be a priority for the Parish in its operations, and therefore Greg will check into the options and advise.

As has been discussed heretofore, Junior Warden Greg pointed out that during particularly hot days this summer, the Parish House conditions have been an unreasonable hardship on staff. He reported on one vendor visit and two approaches to address this situation. It is likely that the attic insulation could be a factor to add or to upgrade. A more direct aspect would be the purchase and installation of a swamp cooler. Insights from previous consideration of this matter were very helpfully obtained from Andy Seelaus. It is believed that attic insulation might cost between \$500 and \$1000; a proper site for reasonably effective cooling of nearly all the Parish House by a swamp cooler is available, and this equipment would likely cost about \$1200. Our public utility Excel is currently offering an excellent rebate of \$200 for residential customers and we may be able to obtain consideration from them in our case.

It was moved, seconded, and passed that the \$1,961 available from distribution of earnings of the Endowment Fund be devoted to cooling of the Parish House along the aforementioned lines suggested by the Junior Warden.

Report of Senior Warden. Senior Warden Tim reported that the Diocese has recommended a candidate for appointment of the Interim Rector for the Parish, and it was feasible for some limited preliminary meetings to occur with this nominee. Tim was thus able to provide information on the nominee's background and experience in some detail and indicated that additional visiting and contract negotiations would still need to occur. The nominee will not yet advise the other Vestry of this possibility until we have in fact resolved issues such as salary level and availability. It was moved and seconded that the Vestry accept the recommendation of the Diocese, subject to the successful conclusion of the remaining aspects under negotiation for a contract.

Tim distributed a summary listing of the duties which Deacon George Magnuson would perform during his transitional posting with our Parish.

He also noted that a redesign of the Parish website is being considered, with a particular eye to adding capabilities; for example, the website could be instrumental in the survey of the Parish which the Search Committee hopes to undertake in the near future.

Report of Search Committee Co-Chair. Co-Chair Jennifer noted that the Committee is meeting regularly twice per month and has appreciated that the schedule for its progress is flexible, which certainly makes its approach as a "discernment process" more readily achievable. Subcommittees have formed to focus on such areas as researching specific and general searches, sustaining the spiritual focus of Committee and Parish in this period, and assessing by small group meetings, a survey, and other methods how to craft the Parish Profile. At this time, a Profile likely will not be ready to post until January 2008.

A concern was expressed that the overall search process not become hurried; doing so can result in an unsuccessful outcome regretted by all. Similarly, a new Interim Rector also needs a

certain space of time to settle into that role and function as fully positively as he or she might. In the context of a new Interim Rector and the SV/SS transformation of our physical plant, while the search process itself may be parallel to these other ongoing developments, it was noted that timing ought to be coordinated carefully to avoid a sense of overload from these separate tracks upon the various levels of our common life together.

Jennifer noted that one member of the Search Committee has resigned for personal reasons and there ensued discussion as to whether or not the vacancy should be filled. While it was true that there were other individuals considered qualified by the Vestry subcommittee nominating the membership of the Search Committee so that filling a vacancy is certainly possible, it was noted that the current Committee process has knit its current cohort together and that addition(s) would tend to dilute or distract from the synergies engendered thus far. The consensus of the Vestry was to see if further attrition occurs further to leave the vacancy on hand unfilled; certainly the Committee itself could also advise if other losses begin to impair their efficiency and efficacy.

Report on Site Considerations. SV/SS Task Force Chair Roger reviewed the current situation with the two parking lots immediately adjacent to the Church, and unfolding potential plans for nearby neighborhood areas for construction and/or transportation developments. It is possible, from the latest information available on the parking lots, that they may come onto the market in the quite near term, and in anticipation thereof, the Endowment Fund Committee members had met on August 11th and approved in principle making up to \$350,000 available (assuming timely receipt thereof) to facilitate the down payment involved in any offer the Parish could make for acquisition of the lot(s). The Clerk will secure the text of the approval adopted by the Endowment Fund Committee for Vestry records.

It was moved, seconded, and adopted unanimously by the Vestry to acknowledge the action of the Endowment Fund, to agree to the proposed usage of up to \$350,000 as down payment for an offer to purchase one or both of the adjacent parking lots, and to recommend ratification by the Parish of this proposition.

Roger noted that Michael Alleman has resigned from the Endowment Fund Committee and the Vestry may need to consider an appointment to fill any unexpired term. The Clerk will locate and distribute to the current Vestry the relevant recent motion adopted to govern how the Endowment Fund Committee is to function. It was noted that additional considerations about possible clarifications on how bequests are allocated between the Endowment Fund and the more customary capital uses typically administered directly by the Vestry, as discussed recently, remain to be addressed at an opportune future time.

Decision on Keeping Faith Initiative Allocation. The Vestry reviewed the discussions it had held regarding how \$50,000 should be allocated; previously, the suggestions had been –

- 1) to establish a fund for seminarians derived from our Parish community to help defray the expenses of that educational process, naming this in honor of Vanessa Lyon;
- 2) to further aspects and endeavors for outreach beyond the walls of the Parish; and,
- 3) to fund partially a part-time priest to focus on ministry with both the elderly and the young in the Parish.

Another expressed desire of James Vogelzang in making the latest of his generous donations to the Parish had been to support the 72-Hour Ministry for ex-offenders, and we have been able to address this by providing site and space in the Parish House.

A motion was offered and seconded with proposed allocations; this was subsequently withdrawn.

It was pointed out that if a seminarian educational fund should be established, it would need to develop carefully and disseminate fully its procedures for making awards. It was noted again that the costs of education are so high that any Vestry action to establish such a fund is really more of a mandate to continue the process of raising additional donations to sustain it lest the seedling wither away.

In further discussions, it was noted that outreach “beyond our walls” may have become somewhat rigidly conceptualized/defined and some further perspectives/education may be helpful. For example, many parishes are unaware that every parish has a calling to the wider Church to discern and raise up clergy; this, in a real way, is a vital outreach in a very real and quite broad sense. Similarly, for a parish to focus adequately on young families is not entirely an internal matter as Christian formation will impact the new generation and their contemporaries, and is a sense of outreach across time. It was particularly noted that without a proper nursery facility and staffing, young families are discouraged from joining or staying with our Parish.

A motion was made, seconded, and adopted to provide \$25,000 each for a seminarian educational fund honoring Vanessa Lyon and for ministry to and by young families.

Parish and Denver Urban Land Conservancy Draft MOU. SV/SS Task Force Chair Roger distributed a preliminary version of what such a document to achieve a non-profit partnering arrangement might contain for general review and suggestions.

It was noted that an Opportunity Fair is scheduled for October 14th; also, on September 22nd, the Front Range Regional Meeting will convene at St. John’s Cathedral, and our Parish delegates to the Diocesan Convention should be in attendance.

After a closing prayer, the meeting adjourned at 9:15 p.m.

Respectfully submitted,

Cheak Yee, Clerk