

**St. Andrew's Episcopal Church**  
**Vestry Meeting**  
**September 14, 2005**

Attendees: Rector Connie Delzell, Deacon Sally Brown, Senior Warden Rick Larson, Junior Warden Cyn Croasdaile, Treasurer Mark Miliotto, Clerk Kathleen Flynn, Jennifer Barker, Mary Buck, Jonathan Coldren, Nicola Donovan, Roger Kilgore, Maryann O'Brien, and Sue Thibault.

Absent: Mike Giddings and Joe Schwairy.

Guest: Olive Keefer, Bookkeeper

The meeting opened with prayer led by Nicola.

The minutes from the July 6, 2005, Vestry meeting were approved as circulated.

**Introduction of Olive Keefer.** Roger and Mark introduced our new bookkeeper, Olive Keefer, who will start with the August books. Olive is also the bookkeeper for St. Barnabas and her own church. She will process payroll and pay bills twice a month, and she will produce monthly reports. John Taylor and Steve Schnepel, our new treasurer, will continue to do pledge tracking.

### **Updates**

- Our annual **Auction** will be held on October 15<sup>th</sup> at Wyatt-Edison School. Donations must be received by October 1<sup>st</sup> so that the catalog can be printed.
- **The Sacred Space/Sacred Vision Task Force** has had two full meetings to date, as well as a number of separate meetings by the two subgroups. They have reviewed studies conducted over the past five years and found that the recommendations regarding space have been very consistent across those reports. The finance group has been examining financing options, including capital campaigns, loans, bonds, and the possible use of real estate in our neighborhood, particularly parking lots. The group meets next on October 2<sup>nd</sup>. They will try to submit a full report to the Vestry by the November meeting.
- **Beginning of the 2006 Budget Cycle.** Bill Campbell will lead the budget preparation effort this year; the Vestry will have an initial draft of the budget by our October or November meeting. Sermon time during the month of October will be devoted to stewardship. Mother Sally reminded the Vestry that we need to maintain our commitment to the UN Millennial Goals as we plan our budget. Mother Connie reported that she has ordered some materials on stewardship for distribution to the whole congregation.

**Action Item 1: Approval of Marjorie Beth Taylor for Postulancy to the Priesthood in the Diocese of Colorado (Mother Connie)**

The Discernment Committee has unanimously recommended Beth Taylor for postulancy to the priesthood, and Mother Connie also offered her very high recommendation. The letter of recommendation requires signatures of two-thirds of the Vestry. All Vestry members present signed the letter of recommendation.

**Action Item 2: Appointment of Vestry Nominating Committee (Rick)**

Rick sought approval of the formation of the Vestry Nominating Committee, which will be made up of the three departing Vestry members (Joe, Mike, and Sue) and Mother Connie. There were no objections to the formation of this committee.

**Action Item 3: Retention of Rev. Ruth Stanley (Rick)**

Rick raised the question of whether the Vestry wishes to retain Rev. Stanley as we go into and through the expansion process. Putting her on retainer would simply mean that we pay her at her hourly fee (\$100) on an as needed basis. A number of Vestry members inquired as to what services she would offer to the Vestry. Rick stated that she would (1) attend some Vestry meetings, observe how we work together, and coach us in communication skills; (2) lead a Vestry retreat, where she would coach us in systems theory; and (3) possibly meet with the whole congregation. Mother Sally noted that Ruth could help with the relationship between the Vestry and the congregation by helping us build leadership skills and by helping us understand that anxiety comes with change and how we can deal with that anxiety. There was some question as to how we would pay for her services; Mother Connie noted that we have \$50,000 allocated for building expansion from last year's undesignated bequest that is being held in trust; we could pay Ruth out of those funds once they become available. Jennifer moved that we invite Ruth to our October meeting so that we could become more familiar with her and better define her future role, Nicola seconded the motion, and it passed unanimously.

**Action Item 4: Review of 3<sup>rd</sup> Quarter Malachi Match Grant Recommendations (Nicola)**

On behalf of the Outreach Committee, Nicola presented the 3<sup>rd</sup> Quarter Malachi Match Grant Recommendations. Details on these recommendations, which totaled \$8,550, are available on the handout Nicola distributed. They include the following:

- Episcopal Relief and Development                      \$3,200  
(for hurricane response and five  
Gift for Life projects)
- Building Bridges for Peace                                      \$500
- Delores Project    \$750
- El Hogar (Honduras)    \$600
- Senior Support Services    \$500

- Rainbow Alley \$1,000
- Urban Peak \$250
- Northstar \$250
- Mental Health Association of Colorado \$500
- CHARG Resource Center \$500
- Sudanese Community Church \$500

Maryann moved to approve these recommendations, Mary seconded, and it passed unanimously. Nicola recused herself from the vote.

**Discussion Item 1: Review of St. Andrew’s Committees (Rick)**

We reviewed the status of existing committees at St. Andrew’s, with particular emphasis on the following committees:

- **Building Committee.** This committee is on hold right now while the Sacred Vision/Sacred Space Task Force is convened. The Building Committee may take a new form based on recommendations from the Sacred Vision/Sacred Space Task Force.
- **Buildings and Grounds Committee.** There was agreement that we need to expand the membership of this committee.
- **Evangelism Committee.** This committee also needs more members.
- **Stewardship Committee.** The Stewardship Committee is usually active only in the Fall. Mother Connie would like to see it become a year-round effort.
- **Finance Committee.** All members of the Finance Committee have resigned; they have each served on the committee for five or more years. Therefore, the committee needs new members and needs to be revitalized. Mother Connie will meet with Bill Campbell to talk about the future direction of the committee and with Mark about how this committee can work with our new treasurer. The new treasurer would be an ex officio member of this committee.

We discussed how to find new members for these committees. Mother Connie and Maryann mentioned holding a “St. Andrew’s Day” or “rally day” at coffee hour – representatives of each committee would have a table and could talk to parishioners about the committees and sign people up to serve on committees. Jennifer noted that we need to come up with clear job descriptions for the committees that are struggling right now. Roger raised the issue of Vestry involvement in St. Andrew’s committees. The idea of having each Vestry member serve as a liaison to a committee was discussed, but Vestry members thought we would feel overwhelmed by having to attend more meetings. Mother Connie noted that we did, however, especially need to have a representative on the Finance and Stewardship Committees. Mother Sally suggested that this would not involve having to attend all committee meetings – a Vestry member could simply check in regularly by phone with a committee chair.

Jennifer, Roger, and Mary will work together to develop job descriptions for the Finance, Evangelism, and Stewardship Committees and brainstorm about potential members for these committees.

### **Discussion Item 2: Change in Meeting Date in 2006 (Roger)**

Roger suggested that we move our meetings to later in the month to give our new bookkeeper adequate time to prepare reports. We agreed that starting in January 2006, we will meet on the third Wednesday of each month, rather than the second. Our January meeting will therefore be on January 18<sup>th</sup>.

### **Treasurer's Report (Mark)**

- **Budget report.** Incoming funds were good in July, especially for a summer month, but we're about \$2600 behind for the year at this point. Mark noted that our insurance costs rose 11 percent this year.

Mark noted that Capital Campaign pledges have not been coming in as expected, so we have not been able to borrow against that fund. Instead, to cover costs of roofing repair, masonry and windows, and flood repairs, we have been borrowing against the Malachi Match fund. Sally reminded the Vestry that we had passed a resolution not to borrow against Malachi and asked whether we would be able to draw the checks for the third quarter Malachi recipients, and Mark said that at this point we could not draw those checks. Mother Connie suggested that in the future we establish separate checking accounts for special initiatives like Malachi so that they can not be borrowed against.

However, Mark noted that money allocated from the Endowment Fund will cover the roofing and masonry repairs. Rick agreed to find out how much money the congregation authorized us to spend for roofing, masonry, and window repairs, and Jonathan will call the Colorado Episcopal Foundation to find out the steps we need to take to withdraw those funds from the Endowment.

Mother Connie stressed the need to get reminder letters out to all who still need to meet their Capital Campaign pledges. Mark noted that we have just recently been able to retrieve that data from the computer that was damaged in the flood and that we could get those letters out soon. The retiring Finance Committee members will stay on through the end of the year to see out the end of the Capital Campaign.

Mark emphasized the importance of planning carefully for next year because we will have neither the Capital Campaign nor the Malachi Fund to borrow against.

- **Audit.** We missed the deadline for the audit required by the diocese. Kathy and Gary Fleming had agreed to do ours this year, but Mark has had trouble reaching

them. Sally stressed the importance of completing this audit before the Diocesan Convention and asked Mark for a back-up plan. Mark said that if he can not reach the Flemings quickly, the Finance Committee will conduct the audit.

- **New Treasurer.** Roger raised the question of whether our new treasurer, Steve Schnepel, should be bonded. Our by-laws require this unless the Vestry waives the requirement. Nicola will research the bonding process, and we will ask Steve if he wants to be bonded.
- **Signature authority.** Roger noted that we needed to review who has check signing authority, particularly with the appointment of a new treasurer. A motion was made to grant signature authority to Senior Warden Rick Larson, Treasurer Mark Miliotto (until his term ends), and incoming Treasurer Steve Schnepel, and to remove all others who currently have signing authority (Rector Constance Delzell, Betty Luce, Bill Campbell). The motion was seconded and passed unanimously.
- **Accepting credit cards.** Roger reported that we currently have the ability to take credit cards but that we are using it only for one Capital Campaign pledge. We pay \$15-20/month to rent the machine and an approximately 2 percent processing fee. A motion was made and seconded to discontinue the acceptance of credit cards, and it passed unanimously.

#### **Rector's Report (Mother Connie)**

- **Catechumenate** will go forth this fall; 24 people have signed up.
- **Godly Play at Sunday School.** Many of the expenses associated with initiating the Godly Play Sunday School program for children, under the direction of Elizabeth Hudson, have been paid for by parishioners. Mother Connie noted that anyone who wishes to participate in the Sunday School program needs to go through the Diocese's *Safeguarding God's Children* program.
- **Nursery.** If we start up the nursery again this year, we now need two trained people to staff it.
- **Bishop's visitation on November 20.** Mother Connie noted that we will be hosting a dinner for the Bishop on November 19 at the Montclair Community Center. Cost will be about \$12 per person.

#### **Deacon's Report (Mother Sally)**

- **Fundraiser for trip to El Salvador.** Jim Anthony, Christy Cisneros, and Kathy Fleming will be joining a group going to El Salvador with a project of Episcopal Relief and Development. A dinner fundraiser will be held on October 21<sup>st</sup>.

- **Outreach Committee.** The Outreach Committee will be sponsoring two evenings in conjunction with the EIAF on how to best help the homeless.
- **Mayor's Plan to end Homelessness.** Mother Sally noted that the City Council would hold a public hearing on the Mayor's ten-year plan to end homelessness on September 26<sup>th</sup>.
- **Hurricane Katrina relief.** Mother Sally will continue to update the congregation on relief efforts and assistance needs.

#### **Senior Warden's Report (Rick)**

- Rick had nothing further to report.

#### **Junior Warden's Report (Cyn)**

- **Grant application for masonry and window repair.** Cyn distributed a copy of the letter and budget for our grant application. She reported that one of the grant reviewers is skeptical about our need to hire Ethan Anthony instead of a local architect. Since Cyn has confidence in the people who will be doing the work on the windows, she eliminated Ethan's role there. However, we need Ethan's counsel regarding the masonry repair. A standard architect's fee is 15 percent; however, we were advised to propose only 12 percent. Therefore, we will need to make up the 3 percent different to ensure that Ethan receives his full fee. We will hear whether we received the grant in January.

The meeting adjourned with prayer led by Rick.