

**St. Andrew's Episcopal Church**  
**Vestry Meeting**  
**October 12, 2005**

Prepared by Nicola Donaven, Acting Clerk

**Attendees:** Rector Connie Delzell, Senior Warden Rick Larson, Junior Warden Cyn Croasdaile, Jonathan Coldren, Nicola Donaven, Mark Miliotto, Steve Schnapel, Maryann O'Brien, Mike Giddings, Sue Thibault, Mary Buck, Joe Schwaairy, and Roger Kilgore.

**Absent:** Deacon Sally Brown, Clerk Kathleen Flynn, and Jennifer Barker.

**Guest:** The Reverend Ruth Woodliff-Stanley

**Opening prayer:** Maryann offered the opening prayer.

**Previous minutes:** The minutes from the September 14, 2005 meeting were approved as circulated.

**Introduction of Ruth Woodliff-Stanley.** Ruth has been our guest before, and often works with congregations in conflict to increase and improve communication and assist in processing change. She noted that we had involved her much earlier than most congregations. Ruth summarized her role as providing not only theory of change/communication/conflict, but assisting us in actually applying these theories by helping us develop a roadmap, a plan, and clear role definitions and expectations. Ruth also explained a model of understanding problems in the life of a group, and also discussed triangulation. Ruth will return to our November vestry meeting, where she will work more actively with us.

**Treasurer's report.** No formal reports were distributed; our new bookkeeper, Olive Keefer, is still getting our G/L (general ledger) set up and bringing our reports up to date. However, Mark provided an overview of current fiscal activity.

- *2006 budget:* The finance committee is reviewing the proposed 2006 budget. Mark noted that we would see an increase in the amount of our diocesan and regional pledges. We discussed the 2006 budget in general terms (no specific figures). Our diocesan pledge will increase from 5.5% of the budget to 7.5%, with the goal of 10% of our budget going to diocesan pledge by 2007. Our regional pledge will increase from .75% to 2%, with the goal of 5% of our budget going to regional pledge by 2007. The 2006 budget will be prepared and ready for our review at the November meeting; the vestry will vote on it at the December meeting.
- *Capital campaign:* Mark noted that the capital campaign data had been successfully recovered, and any outstanding campaign pledges had received a letter asking them to complete their pledge by the end of the year. Mark estimates that \$60,000 to \$70,000 remains due on campaign pledges, and we will likely receive \$50,000 of that.
- *2005 pledges:* Mark noted that the 2005 pledge amounts were about \$5,000 behind at the end of July.
- *Finance committee:* Mark and Mother Connie requested that people submit suggestions for members of the finance committee to them as soon as possible.
- *Introduction of new treasurer:* Mark introduced Steve Schnapel, our new treasurer. Steve works in the international tax division at Deloitte & Touche, and is also working with St. Elizabeth's on their budget.

**Auction update:** Advance copies of the catalog were distributed. The total amount of minimum bids is over \$16,000; last year's minimum bid total was \$11,500. If we see the same rate of success as we did last year, we can expect to receive approximately 1.2 times the minimum bid amount (approximately \$18,000).

**Diocesan convention:** Maryann gave a preconvention report; St. Andrew's is 6<sup>th</sup> in percentage of diocesan pledges. Chuck Thompson was elected to the standing committee for a second term. Mike Giddings will be unable to attend the convention; our alternate, Shelley Brown, will attend in his place.

**Sacred Vision/Sacred Space:** Roger gave an update on Sacred Vision/Sacred Space (SVSS) findings to date, and distributed a draft of the report for our review. He noted that the building expansion proposal originally submitted by Ethan Anthony would require more funds than we could expect to gain via traditional fundraising methods. Possibilities of raising funds include leveraging real estate investment or development; we may also be able to work with the Colorado Episcopal Foundation, as they are looking for a new site for office space.

**Committee update:** The job descriptions for the evangelism and finance committees were distributed. Discussion about how to improve communication between selected committees and the vestry was tabled until our 2005 vestry retreat (date TBA), at which we will discuss more thoroughly communication expectations and roles for the vestry and committees. At that time, we will also discuss what committees need to regularly communicate with the vestry.

The finance committee description was modified to specify that the finance committee:

- Assists the treasurer in developing the budget (includes coordinating with different committee budgets and projected expenses)
- Meets with the stewardship committee to plan fundraising
- Develops a plan for establishing a “rainy day” fund to cover shortfalls (e.g. unexpected repairs) and expected lows in income
- Prepares pledge reports for parishioners
- Supervises and communicates necessary information to the bookkeeper

The evangelism committee description was modified to specify that the evangelism committee:

- Monitors the guest book and sends welcome letters to guests who left a name/address
- Organizes newcomer potluck dinners 2-3 times per year
- Works on getting a sign placed off the property (e.g. half a block away from the church) that directs people to St. Andrew's (works with city & county)
- Attends coffee hour & welcomes guests
- Maintains name tags
- Develops creative marketing plan, including, but not limited to, reaching the Post properties, flyers for upcoming events, extending invitations to musical events
- Provides parish with ongoing education and reminders about evangelism

**Rector's report:** Mother Connie gave a brief update on St. Elizabeth's, which is currently looking at starting school at St. John's.

**Deacon's report:** In the absence of the deacon, there was no deacon's report.

**Senior Warden's report:** There was no senior warden's report.

**Junior Warden's report:** Cyn reported additional information regarding the historic grant request for windows and masonry. Initially we understood that Ethan Anthony would rebate us \$4,000 of his fee, as he had already reviewed specifications for this project, which would then be subtracted from the architecture fees for this project. However, reviewing the written communications that referenced the \$4,000 rebate, it is our understanding that the \$4,000 is to be applied to a “future planning stage,” not to work already done, or to this project. The architecture and planning fees for the windows/masonry restoration will require a total payment of \$10,411, with a cash match of \$2,603 to be raised by St. Andrew's and no reduction in Ethan Anthony's fees for this phase of work.

Rick and Cyn will also review communications and guidelines/policies with Ethan and review the clarity of future contracts.

**Closing prayer:** The meeting was adjourned with closing prayer.