

MINUTES OF THE MEETING OF THE VESTRY OF ST. ANDREW'S EPISCOPAL CHURCH,
DENVER, COLORADO HELD IN THE CHURCH UNDERCROFT NOVEMBER 1, 2011

Present: Richard DeTar, Elizabeth Randall, Judie James, Peter Thulson, Rich Rinehart, Steve Grupe, Lynn Hardcastle, Liz Evans, Wib Garfield, Bill Campbell for the Endowment Committee, Janice Burley, Sue Torfin, George Magnuson, Shelley Brown for the Ministry Collaboration Team

We began at 6:41.

Elizabeth led us in a meditation on this week's gospel.

Excused absence: Susan Trickett. Steve Medema arrived at 6:59.

October minutes: Judie moved their approval, Liz seconded. Unanimously approved.

Bill Campbell's report: He passed out same. Whatever the Endowment is worth on June 30th, we take out 3% of that as the distribution from it. \$4737 is the 75% of it which goes for outreach, \$1569.25 for the remaining 3 purposes allowed under the By-laws. \$30,000 came out of the money market fund last June. It was replaced from the equities. Promoting Endowment too much now may result in donor fatigue. Something may be sent out before Lent to encourage giving to the Endowment, including in people's wills. Around \$800,000 was in Endowment approximately three years ago, but money was taken out for the building program and also for purchase of the parking lots. Judie wondered about borrowing from the endowment during the part of the year when giving is low, mainly the summer, and repaying it during the time when we receive more donations, rather than borrow from designated funds. Elizabeth said we have a tradition of not using Endowment for operating expenses.

Liz reported on the nominating committee. They've met six times and have 16 possible Vestry members. Elizabeth has also seen the names. Seven people are the initial people who will be contacted. The committee is working on a script to use when talking with the potential Vestry members. There are several points to this script. There will have to be some sort of training for the new Vestry members who are elected. Elizabeth is encouraged by the number of good candidates we have. Liz agrees that there are many. Liz wonders if the Vestry approves the slate of candidates. Judie expresses the opinion that the slate is chosen by the Nominating Committee and does not require vestry approval. Elizabeth comments that the bylaws need to be consulted on this point. Liz also notes there were some nominees from the Parish. Judie comments on the timing of the announcement to the Parish of who the nominees are.

Peter reported on Who Is My Neighbor? – The committee met October 16, visited St. Francis Center, went to the Red Line Gallery, and reviewed the Vestry's charge to them. Research and work since then have been largely individual. The developing plan for Arapahoe Square will be a focus of the committee's attention. We are not in Arapahoe Square, but we border it. Peter has created a website for discussions on this. How open will this be for participation? This was briefly discussed. They'll meet again 11/20/11 at Coffee on the Point. Shelley suggested Peter be on the MCT, meeting 11/19/11. He agreed. Peter was congratulated on his work so far, especially the electronic parts of it.

Silent auction: Elizabeth heard from Tom Phillips. Volunteers are needed. Judie said particularly on cleanup they are needed. Liz noted that daylight savings time will change in our favor in time for this activity. The high quality and number of donated auction items were noted.

Elizabeth spoke on the Bishop's Visitation: All Vestry, MCT, and WIMN? members should try to be there. Elizabeth said all members of these groups will be invited to lunch with the Bishop. Our conversation will include examining the four areas of focus the Bishop discussed at convention. Lunch will be from about 1 to 3 p.m. She invited us to reflect on these four areas of focus and how we can incorporate them into the life of the Parish. One can also find information on the Diocesan website. He will spend some time with the children of the Parish also, with adults invited to watch but not to talk.

Liz, in Beckett's absence, reported a wonderful first meeting of this year's stewardship committee. Elizabeth added that the committee has a plan and that the schedule has been moved up by a week so that there can be four weeks of the campaign, ending 12/04.

Treasurer's Report: Rich noted that the RAC (Rector's Advisory Committee) is serving as a finance committee – Elizabeth, Rich, Judie, Tim Croasdaile, Jim, and Shelley. Jim has analyzed our financial situation some. How much involvement does the Vestry want to have in this process? Jim provided 9 pages of financial reports. He explained the difference between a cash basis report and an accrual report. We've been managing cash flow by selectively paying bills. We recently had two Sundays of low amounts of donations, causing a problem this past Tuesday. Donations then covered the payroll. He showed the Vestry a list of bills not yet paid totalling \$26, 215. Not all of this is actually past due. It is all the bills we have received and not yet paid. So far, we have been unable to maintain a cushion the size of our payroll. We are almost “spot on” our budget year to date. Rich: “We are where we expected to be, but we don't have the cash to pay our bills.” Auction profits will be subtracted from the present shortfall, lowering it. He says that this means that we're managing to our budget. Shelley notes also that some pledges have been paid ahead, so we shall not be receiving that money again later this year. Our revenues are under budget \$9762. Our expenses are \$10,584 less than expected in budget. Janice wondered how we can say we are where we expected to be when we're not paying our bills.

Steve noted that designated funds do not appear in these particular reports. Sue wondered what are the consequences of not paying some of these bills. Elizabeth noted that we are receiving calls warning us that they are going to come and get our phone. Some more bills were paid just today. This past Sunday's collection was actually higher than we had thought at first that it was. This past Sunday's collection was not another low one. Rich said we will be deciding whether we need to go to the Parish about finances before the end of this year. There was discussion of the 2012 budget process and how the auction, stewardship, and money management are all going to fit together. We need to make clear to the Parish how much it takes to operate St. Andrew's. Jim mentioned the value of automatic payments and how this makes our income more reliable and evens it out over the year. There was considerable discussion of financial matters in general. If there is no community, there can be no outreach, Wib noted. Questions were raised about just what our priorities are.

There was discussion of how best to inform the Parish regarding financial matters, how to make clear what it takes to operate St. Andrew's. Janice: And consider how many volunteer hours are involved in operating the Parish. Rich is of the opinion that the auction will greatly improve our financial situation for the remainder of the year. Judie: We need to start building a financial cushion for the future. Elizabeth: We need to do some long-range planning also. There was discussion of how some bills shown as due in Jim's report have now been paid. Next comes the auction. Then in the timeline is what we do with the auction proceeds. Then comes the stewardship campaign and a financial factsheet in connection with same, which we need to produce. We are asking for pledge cards

a week before the Bishop's visit. Sue: What about also doing small group presentations? What are we doing and what do we want to do to build for the future as those in the past have built for us? There was lots of lively, serious discussion, not all of which I could get down here.

Tim Krueger arrived. I'm not sure just when.

It needs to be clear that what we have done and are doing is what the Parish's people have said they wanted. Rich continued the timeline. The next step will be drawing up the 2012 budget. This will be put together in December and presented to the annual meeting in January of 2012. Rich wanted to know how involved in this financial process the Vestry wanted to be. Various people responded to this question. The financial responsibility for the Parish ultimately is that of the Vestry, and not the RAC. But some members of the Vestry were satisfied with the level of information we are being provided with now. Janice asked if Vestry members not on the RAC can attend its meetings. The Rector, whose advisory committee it is, said this would be acceptable unless it were a personnel matter or a matter involving pastoral privacy, such as a counseling issue. Judie wondered if we should have a separate finance committee instead of the RAC. The RAC may be so focused on money matters it cannot function as a more general advisory committee. Her suggestion that next year's Vestry meet later in the month so more financial information is ready at the time of the meeting seemed to meet with a significant amount of approval.

Reports: The Junior Warden called attention to the continuing problem of doors occasionally not being locked. Rich said the RAC has had to focus largely on finances in a very narrow way, and thus there has not been time to begin implementing the audit committee's suggestions. George noted there are 19 people in the men's book group, and there were 17 at the men's retreat, a total of 24 men were involved in one or both of these events. Some people not there have heard really good things about these activities.

We closed our meeting with a prayer at 9:01.