

St. Andrew's Episcopal Church
Vestry Meeting – July 19, 2006

Present: Rector Constance Delzell, Deacon Sally Brown, Senior Warden Rick Larson, Junior Warden Cyn Croasdaile, Jennifer Barker, Mary Buck, Nicola Donaven, Kathy Fleming, Roger Kilgore, Christy Cisneros, Mike Kornelson, Maryann O'Brien, Jonathan Coldren and Greg Geissler

Attending: Clerk Cheak Yee, Parish Administrator Sarah Davis, Fr. Roger Bower & Chuck Thompson (High Plains Region Executive Committee members)

Mary offered the opening prayer; the Agenda for this Vestry Meeting was approved (with a correction of typographical order related to approval of past minutes and present agenda). The Minutes of the June 21, 2006 Meeting of the Vestry were approved as prepared and circulated.

Report of High Plains Executive Committee Members. Chuck Thompson conveyed the gratitude of the region and the Diocese for the exemplary generosity of the Parish in supporting the ministries of our area; a detailed written report covering finances and programs was distributed. Fr. Roger Bower described the geographic scope of the region as consisting of 30 parishes from Castle Rock to the Wyoming border, and noted the particular focus of regional activity is outreach ministries. The structure of the region is designed to encourage sharing of not just the resources of such ministry but also the work and information involved. Overall, the contributions to the regional efforts are targeted efficiently and the budget resources have risen significantly since the last 5 year period. A particular recent focus has been to seek a site in the Highlands Ranch area for establishing a new parish.

Report on Endowment Fund Distribution. As the final balances as of June 30 are now known, the distribution from our Endowment Fund for outreach and other capital purposes has also now been determined at \$5,463, per decision of the Vestry at its June, 2006 meeting. Deacon Sally Brown indicated that the Outreach Committee will meet and make recommendations in August for the specific activities and Vogelsong priorities to be furthered by the \$4,097 available to that end from this distribution.

The \$1,366 available for other capital purposes was discussed; estimates indicate that two tree removals can likely be accommodated. It was pointed out that, while we have recognized the need for sexton duties to be addressed, the salary costs involved in that post, or for yard/garden work, may be too transient to be considered a "capital purpose." Maryann O'Brien moved that the capital purpose portion of the Endowment Fund distribution be devoted first to tree removals, and any remainder funds considered for other building and grounds uses later; the motion was seconded and carried unanimously.

Report on Sacred Vision/Sacred Space Project Schedule. Roger Kilgore indicated that Ethan Anthony has met informally with the task force, which is now reviewing his references. Assuming these checks confirm suitability, a recommendation to retain could be presented to the Vestry at the August meeting; in the event of unanticipated problems, of course, further candidates would need to be considered.

The Vestry then reviewed the Project Schedule, Budget, and Cash Flow plans prepared to date. It was noted that the Vestry will likely consider decisions to take at several points in the unfolding schedule, which takes this into account.

Roger noted that considering the schedule in detail raised the possibility that the main capital campaign might be timed best to be closer to the anticipated start of construction so that donors soon see the positive effects of their contributions. Similarly, the need for professional fund-raising as a strong possibility emerged more clearly. It was noted that if loans are pursued for advantages in cash flow and timing, these will be more readily obtained if the capital campaign has been launched, and with reasonably successful results.

Current estimates of time and cost are of course subject to further refinement. The assumptions used to derive them were either according to general Episcopal Church guidelines, or represent median values from the range available.

A query was raised on reducing the duration of the design phase; this may be possible but until the architect is retained and this is underway, this and other estimates are cautiously long.

Construction will proceed in segments to minimize dislocation/disruption of routines; if funds (raised) permit the larger renovations to be undertaken, then of course, minimal will not prove to be short-term or small. Clearly, careful choreography of the variables will be needed by the task force and the Vestry as this important effort proceeds.

These preliminary planning estimates were not presented for formal adoption by the Vestry at this time, but for information, contemplation, and prayer. The Vestry complimented the detailed work and conceptualization evident in these preliminary plans. The Treasurer and Finance Committee will undertake a further consideration of these in their August meeting.

The Vestry considered the process of communication as the project unfolds and people naturally see and hear and think differently as change affects their lives or routines in the parish. In addition to regular channels, and special measures for disseminating information from time to time, the Vestry members ought to be alert to the concerns and sentiments of our parishioners to ensure that positive clarity remains the order of the day.

Report on Keeping Faith Initiative & Bishop's Vestments Donations. Senior Warden Rick Larson noted that progress and reminders on the former are proceeding with Sunday worship bulletins and e-ministry notices and a mailing to be issued soon. Thus far, about \$15,000 in donations have been received. To query, it was clarified that this amount does not yet include the special pledges to be dedicated to organ improvements. Treasurer Kathy Fleming will review the progress of donations for vestments for the Bishop, which were requested to be sent in mid-July.

Report of the Rector. Mother Connie Delzell indicated that planning for next year's Sunday School academic year was proceeding. The parents who attended an organizing meeting had good energy and excitement, and a launch is tentatively planned to occur on a Thursday evening for a light meal and program. The Thursday evening timeframe will be on a trial basis for eight weeks beginning in October. Any activity involving children will of course require adults to undertake mandated Safe Children training, which we may be able to expedite by having certified training done for St. Andrew's on-site.

George Magnuson has been out-of-town at training, which is well-regarded, and we can expect yet more excellent energy and initiative from the Evangelism Committee soon.

A first in a (renewed) series of Newcomers' Dinners is scheduled for August 27 at 5:30 and the Vestry is requested to consider this a potluck we are hosting. The Vestry accepted with enthusiasm.

The funeral of Sandra Foxley on August 5th will be held at St. John's Episcopal Cathedral given our limited space; a memorial service for her here at St. Andrew's will follow later in the month.

Report of the Deacon. Mother Sally Borwn reminded that the Loaves and Fishes effort was underway.

Reports of the Wardens. Senior Warden Rick Larson, and Junior Warden Cyn Croasdaile, did not have reports at this time.

Report of the Treasurer. Treasurer Kathy Fleming and Parish Administrator Sarah Davis have sent letters to pledging members as the summer season doldrums settle in for contributions.

Kathy reported the King Sooper grocery certificate program has been reviewed and it has generally good records, although not fully exact. Julie Jarvis has agreed to coordinate the process involved, which has usually included the need to access the certificates and transmit them with Vestry members who are sometimes readily available and sometimes less so. It was also noted that a consistent, or at least visible, site for certificate sales may improve results.

After a discussion as well of the schedule for counting plate collections, a consensus seems to emerge for consolidating Vestry assignments for counting and for facilitating certificate sales.

Kathy has met with Colorado State Bank, and opened a Designated Funds Account to expedite aspects of cash flow management, as well as investigated steps to secure credit for overdraft protection since our cash flow has been running close to the wire.

She has also been meeting with Mark Miliotto to resolve remaining transition aspects, especially for certain accounts of "designated funds" which are no longer active. She believes that further clarifications on our financial statements ought to be concluded by next month.

To query, she agreed that our involvement with Historic Denver funding for some of our capital improvements will affect both our cash flow and accounting, even though some specific sums may be paid directly by Historic Denver. To query, she noted that progress is being made towards clarifying and modifying our structure of accounts. The Vestry understood that careful accounting clarifications do need to be achieved and maintained, or we may have one or more years of taking in and paying out substantial capital funds without proper controls/systems and then confronting serious auditing issues.

The current shortfall in revenues at nearly \$24,000 is not fully covered by anticipated pledges or the projected proceeds from the autumn Auction; the latter might cover perhaps two-thirds of the shortfall. We therefore will need to watch expenses carefully and encourage further donations.

Deacon Sally Brown noted that in drawing up the 2006 budget, some of the expense estimates in office/administration and building and grounds costs were likely unrealistic. This will need to be taken into account in drawing up a 2007 budget. Rector Connie Delzell believed that our Sunday worship bulletins and e-ministry should begin regularly to advise parishioners on the level of the projected budget shortfall. It was noted that some will regularly not read such media and announcements and other means may also need from time to time to be undertaken.

Treasurer Kathy believed that, to some extent, our budget shortfall has come about in part due to growth with attendant expenses running ahead of budget process and pledging activity to date.

Roger offered the closing prayer and the meeting adjourned at 8:35 p.m.

Next Vestry Meeting: September 20, 2006

Respectfully submitted,

Cheak Yee, Clerk