

**St. Andrew's Episcopal Church**  
**Vestry Meeting – August 16, 2006**

**Present:** Rector Constance Delzell, Deacon Sally Brown, Junior Warden Cyn Croasdaile, Mary Buck, Nicola Donaven, Roger Kilgore, Christy Cisneros, Mike Kornelson, and MaryAnn O'Brien

**Absent:** Senior Warden Rick Larson, Jennifer Barker, Jonathan Coldren and Greg Geissler

**Attending:** Treasurer Kathy Fleming, Clerk Cheak Yee and Ethan Anthony, Principal of HDB/Cram & Ferguson, Architects

Cyn offered the opening prayer; in the absence due to illness of the Senior Warden, the Rector presided. The Agenda for this Vestry Meeting was adopted as distributed. Three corrections were noted and effected on the draft Minutes of the July 19, 2006 Meeting of the Vestry; the corrected Minutes were approved.

*Visit of Architect.* Ethan Anthony, present in town to oversee the work commencing on masonry of the Parish structures, welcomed the possibility of a role in the other major pending renovation and remodeling now contemplated after his re-connection with St. Andrew's beginning about 6 years ago. He has been with his firm for 16 years out of its 116 years of existence; he noted that the firm has specialized in repair and renovation at many moderately sized and historic churches of our denomination, and the previous association with St. Andrew's has been prominent among these. The challenges in the past were even more daunting before the advent of governmental funding for historic preservation, but each site naturally presents unique concerns his firm has been happy to contribute creative solutions. The Vestry expressed appreciation for the visit and a chance to meet with potentially a key professional in the major projects upcoming.

*Approval of 2006 Diocesan Convention Delegates.* As announced in the Agenda of this Vestry meeting, Rick Larson, Cyn Croasdaile, MaryAnn O'Brien, and Sue Kilgore are able to serve as Delegates of this Parish during the October 5-7 Convention at the Hyatt Regency/Denver Tech Center; Eric Frame is the Alternate in the event a Delegate becomes unable to attend. Mike Kornelson moved that approval of delegation; Mary Buck seconded, and the motion carried.

*Report on Sacred Vision/Sacred Space Project.* Roger Kilgore reported that the references for Ethan Anthony have been reviewed and found to be in good order. The SV/SS Task Force has therefore unanimously recommended that Mr. Anthony be retained to accomplish the next initial stage – this would focus particularly on refining the budget estimates and project schedule, and bringing preliminary plans generally into more concrete definition/detail. At this stage, no formal budget impact results from this recommendation, but by the next Vestry meeting, a formal Scope of Work for Mr. Anthony's services with associated costs ought to be ready to submit to the Vestry for consideration. To a query, Roger clarified that no new expenses for Mr. Anthony have yet been incurred (e.g., this trip and visit have been covered by earlier decisions and sources). A meeting with Rev. Lou Blanchard has been scheduled later in July and we should have greater insight from that into the associated Diocesan review and process with which our plans and decisions will need to comply.

*Report on Newcomers Dinner.* Mother Connie Delzell noted that about 54 invitations have been issued for this first major event on Sunday, August 27, of the dynamically active Evangelism Committee. RSVPs can arrive as late as the 23<sup>rd</sup>, and it is hoped that members of the Committee and Vestry will volunteer to bring dishes to share for the meal. The Vestry members indicated willingness to do so. Committee Chairman George Magnuson has returned from his two-week seminar away, and Mother Connie believes the well-regarded training and insights into the Benedictine model for community will prove a rich source for further evangelism and growth.

*Report on Annual Auction.* Nicola Donaven indicated that the October 14 date is firm and subcommittees for various aspects of preparations are well underway. Ticket sales will begin in September and forms to advise of intended donations will be available then as well. The deadline to confirm donations so that offerings can be publicized in a timely manner will be October 1. This year, a particular focus will be placed on improved recordkeeping and issuing prompt thank-you letters to donors.

*Report on Keeping Faith Initiative.* In the absence of Senior Warden Rick Larson, on two data were readily available – first, that donations as of July 31<sup>st</sup> reached \$17,000 or so, and second, that the formal letter to parishioners on this Initiative had generated positive comments about it and the Initiative campaign.

*Report of the Rector.* Mother Connie Delzell had been hopeful that the Parish could commence a new Education for Ministry class in October, but this now appears unlikely given the schedule for mentor training and the schedule conflicts/preferences of prospective class members. In the meantime, the Parish will imminently and naturally find the departure of Mary Beth and Mark Milotto yields us all mixed feelings as they head to her seminary training in Evanston, Illinois. Our new Parish Administrator Sarah Davis is settling in well in that vital post.

*Report of the Deacon.* Mother Sally Brown reminded that our Parish is on schedule to rotate in for a week of ministry with the Interfaith Hospitality Network from 3<sup>rd</sup> to 10<sup>th</sup> of September in conjunction with First Unitarian which will house the homeless families involved. This is a general Parish commitment, and not primarily undertaken by our Outreach Committee alone; she hoped that we will have enough volunteers to ensure that sharing in this vital effort really only means a few hours during one week per quarter for any given volunteer.

There will be the annual Ingathering for the St. Francis Center during the Sundays of October 1 and October 8.

As the Outreach Committee plans for the near future, just now further sparked by the recent allocation of monies from the Endowment Fund by the Vestry, it is focused on the need to move beyond any momentary or overly scattershot approach: that a more studied discernment process involving prayer and perhaps the filter of the Millennium Development Goals endorsed by the United Nations, which have been formally adopted by the Episcopal Church, is likely appropriate and more broadly synergizes our effectiveness overall. For example, our Parish may wish to model for itself and its members the contribution level of 0.7% of income for these Goals as an example for our Diocese. Of course, discernment will involve finding item for item appropriate matches between these broad Goals and locally available/relevant outreach or ministry options. Mother Connie noted the discernment processes in Benedictine community may also yield helpful insights in this regard as well.

*Report of the Junior Warden.* Cyn Croasdaile detailed in several respects the upcoming masonry work and the approval process recently involving Historic Denver and the state Historical Fund. For example, the mortar to be used not only must bond with the older compound and be of sufficient strength, but its color, of course, must be consistent where new and old might be visible together. The Parish, she reminded, will only be responsible for the travel of Ethan Anthony on this project plus one-fourth of his fixed fee.

Our sprinkler system is broke; on the other hand, both urgently needed tree removals were accomplished for only about \$300. The air conditioning system for the Parish office during recent hot spells is clearly in need of further attention/improvement. On the other hand, the recent roof repairs have in fact held up during recent relatively heavy rains; perhaps we have eliminated the past persistent leakings into the Parish office areas.

Cyn and Roger Kilgore will, as a first step, begin considering the job definitions for a permanent Sexton position; of course, a further review of the building and grounds budget for 2007 overall will impact what tasks and timings prove practicably feasible for this admittedly needed function.

*Report of the Treasurer.* Treasurer Kathy Fleming reviewed current financial statements. She noted that a significant adjustment was made in the line item for the previous Capital Campaign, which more accurately reflects the actual “underposting” to this account. This now sets the stage for a formal wrap up report to the Parish on the results of the previous Capital Campaign, which fell short of its goal by about 5%. This performance, in fact, is considered quite good for actual vs projected amounts.

In the upcoming capital efforts for repairs/renovations, Kathy agreed that it is vital to maintain a schedule of monthly reports to the Vestry and quarterly reports to the entire Parish.

Old loans from designated accounts helped out with cash flow in operational accounts and these will need to be repaid before our budget process and cash flow management system can be considered to be genuinely back on track as they ought to be.

In reviewing the accounting and processes involved with handling our King Soopers grocery coupons program, Kathy suggested that the current Operating Money Market bank account be closed and that a new checking account be opened to track this program better; some of these program funds may have previously migrated into operating accounts.

Roger suggested that a separate bank account would not be needed if we attain clear and proper accounting processes, from the point where new seed money goes in again to jump start the program as it transitions to new management and procedures; a designated funds account as an element in our accounting system should suffice. Kathy believed this would also be adequate but will check with our professional accountant on some entries yet to be clarified; it should be possible to manage this program without borrowing from any other designated funds lines.

Roger moved that the Operating Money Market account be closed; Mike seconded, and the motion carried.

Kathy discussed the possibility of obtaining a Line of Credit with Colorado State Bank and Trust. This had been thought a useful option to smooth out and then sustain positive cash flow management, especially during lean summer months, and might be adequate at the level of \$10,000; on reflection, Kathy believes such a credit line would need to be for \$20,000. The bank indicated that the interest rate would be quite favorable at prime plus 1%; however, the bank has also required that the line be secured with collateral such as our building, or our Endowment Fund. Any unsecured option would entail a substantive interest penalty. Given that use of the

building would require Diocesan consent, and that our Endowment Fund has its own restrictions and projected uses upcoming, it appears unlikely that a line of credit can be obtained any time soon. Kathy will continue to check options just in case.

Among options, not of course for 2006, might be to have our Annual Auction be in February rather than October, so that cash management obtains a spring boost before the summer sets in.

Overall, the Parish is facing a budget acknowledging a \$10,000 shortfall for 2006; on top of this, to be back on track fully, the Parish receipts need to repay about \$12,000 back to resolve borrowings from designated funds. Kathy believes this condition in large measure reflects the transition of growth: we have increased expenditures as we have grown, but we have not yet in our stewardship effort brought in pledges from the newcomers. It may be important for the success of the upcoming stewardship campaign to suggest that pledge units begin contributing towards their 2007 intentions even during 2006.

Kathy believed that, from the recent pace of donations, the Keeping Faith Initiative is on track to achieve its fund-raising goal.

Roger mentioned, and a consensus of the Vestry agreed, that our notices in weekly worship bulletins tallying up our deficit need not be an absolutely regular feature; it is probably better to have it be an occasional notice.

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

**Next Vestry Meeting: September 20, 2006**

Respectfully submitted,

Cheak Yee, Clerk