

**St. Andrew's Episcopal Church**  
**Vestry Meeting – November 15, 2006**

**Present:** Rector Constance Delzell, Deacon Sally Brown, Senior Warden Rick Larson, Junior Warden Cyn Croasdaile, Jonathan Coldren, Roger Kilgore, Mike Kornelsen, Mary Buck, Greg Geissler, and MaryAnn O'Brien

**Absent:** Jennifer Barker, Nicola Donaven, and Christy Cisneros

**Attending:** Treasurer Kathy Fleming, and Clerk Cheak Yee

The meeting began at 6:30 p.m. with an opening prayer. The Agenda for this Vestry Meeting was adopted as distributed. The draft Minutes of the October 18, 2006 Meeting of the Vestry having been just distributed, consideration thereof was postponed until the next Vestry meeting.

*Treasurer's and 2005 Audit Committee Reports.* Treasurer Kathy distributed the letter with the findings of the Audit Committee and discussed it briefly especially with regard to two areas:

1. the balance carried forward contained certain erroneous accountings; and,
2. the actual status of grocery coupon sales diverged from apparent figures.

As noted, these and other areas have been researched and both have been and are being revised during 2006; Kathy will be absent from the December 2006 Vestry meeting but she will complete her review of the Audit Committee report and finalize aspects related thereto.

The unaudited financial statements through October 31, 2006 were then distributed for review. Treasurer Kathy indicated the hand-written notations on the cover sheet were informal tracking for the status on funds owed on an inter-account basis until these are resolved. All required distributions from designated funds accounts have been made, including to the parish donation for Bishop's vestments. A bank statement reconciliation is not quite completed so the figures reported might be slightly off. Overall, with regard to income, the projected shortfall for 2006 is at about \$9,000 and might end up above \$10,000 due mostly to transfer or decease of pledging members during this period. Expenses are running reasonably close to projections.

*Report on Diocesan Convention.* This had been briefly touched upon during the previous Vestry meeting convened in the immediate aftermath; at that time, a certain level of disappointment was expressed for lack of clarity on various issues facing the denomination and the Diocese. A fuller consideration of the Convention by clergy and lay delegates brought out its focus through workshops and seminars to empower the people of the church with greater knowledge and tools to carry out their ministries: this was found to be a valuable feature, even if business matters received less attention and clarifying controversies were avoided. The appointment of the Canon to the Ordinary and his inspiring acceptance speech were among the dynamic and positive keynotes which were both enjoyable and elevating.

*Parish Annual Meeting.* Senior Warden Rick by a distributed handout reviewed the various legal requirements on timing and notice for the Annual Meeting in light of the actual dates for 2006/07 to confirm that, to conform thereto, the congregation will convene on January 28, 2007.

*Report on Sacred Vision/Sacred Space.* Chairman Roger distributed a draft Expansion Plan which reviewed the major components and responsibilities, including the possibility that cost tradeoffs relate to expanding the facility or to acquiring adjacent land; which revisited the short-term schedule ahead; and which included some preliminary sketches illustrating the space and usage gained under various options. In terms of the basic goal of improving and broadening our ministries, our current decision point is likely to consider the possibility of more intensive use (such as additional worship services) versus more extensive space. In terms of the gain in acquiring adjacent land, a subcommittee of the Task Force has met and a draft non-binding Letter of Intent has been prepared and is ready to submit if appropriate; no meeting has yet been scheduled involving the broker and the seller involved. (Expansion focuses on added space at one of three corners of the present facility, rather than a full build-out.) In terms of our next step, the Task Force believes it is now incumbent to appoint a Capital Campaign Committee so that, if the overall decision is to proceed, this group can be ready to proceed; one of its first vital determinations will be if a professional fund-raiser is to be retained, and selecting one if so. It is also now timely for an appropriate meeting to be scheduled with all of the Endowment Fund trustees.

It was noted during discussions that, in due course, the Capital Campaign Committee and the Finance Committee will need to coordinate closely. The short-term schedule outlined is intended to achieve a launch of the capital campaign drive before summer; the process is logically presented, but the dates are only projections (and may need to be adjusted specifically for Lent and Easter). Ethan Anthony did meet with the Task Force and there are additional drawings for various options, including ones based only on current land owned. We need to be clear on our decisions before more can be productively accomplished with the architect.

Chairman Roger moved that up to an additional \$2500 be allocated to Ethan Anthony if additional drawings are needed in the concept development phase; the motion was seconded by Greg Geissler. Roger clarified that this amount is only a contingency as we will endeavor to keep this cost area within current allocation (previously determined at \$48,000 for this entire phase of planning/drawings, etc.). In discussion, it was noted that the desire for more or new meeting space is not currently shown on sketches presented; Roger clarified that the undercroft area will be expanded and one option may be the installation of quality acoustic room divider systems, which are often adequate. (Subdividing the undercroft into separate rooms would then excise the only available large space to accommodate major parish events.) The motion passed.

Chairman Roger moved that a Capital Campaign Committee be established and that the Vestry appoint its members at the next Vestry meeting after consultations involving the Rector, Task Force Chair, and others; Junior Warden Cyn seconded the motion.

A total membership between 5 to 6 persons with two Co-Chairs for this Committee was suggested in discussion as adequate to launch, but if a professional fund-raiser is retained, further refinement on the numbers or functions of the Committee may be recommended. Indeed, a professional fund-raiser often will determine a entire structure of committees and phases. While some newer parishioners might be helpful in reaching other newcomers, the consensus was to rely primarily on pillars of the congregation able to be sufficiently persuasive during a capital drive. Mike Kornelsen will coordinate a steering effort for a nascent Capital Campaign Committee. The motion passed.

*Report on Keeping Faith Initiative.* Senior Warden Rick noted that contributions are now in the range of \$29,000 and tours after both worship services for interested parishioners to see the work

accomplished will be provided just before the scheduled December 3 recital and luncheon that will highlight and hopefully cap the music ministry aspects of this Initiative. It was noted that recent apparent misinterpretation of how the organ fund-raising element in this Initiative was to unfold is being resolved by further discussion and coordination.

*Report of the Stewardship Committee.* Senior Warden Rick had distributed by email the latest report of this Committee prepared by Chair Greg Geissler. As noted when the 2006 Campaign was formally launched on November 5<sup>th</sup>, a formal target of \$300,000 was established and announced for the first time; the process for reminding about stewardship has been set and a final element by telephone calling is planned. A celebratory wrap-up will occur after the second service on December 10<sup>th</sup>.

*Nominations.* Mother Connie announced that Tim Croasdaile has accepted an appointment to be the next Senior Warden for the Parish, and that Greg Geissler has accepted nomination to stand for election as the Junior Warden for the two-year term involved with that post. The canons of the Episcopal Church now provide that Junior Wardens are to be elected by the Vestry, which is a provision that will need updating in our legal/constitutional documents in due course. Mother Connie indicated with regret that Christy Cisneros is unable to complete her term on the Vestry and has resigned. Accordingly, at the Annual Meeting of the Parish, five Vestry seats will need to be filled: three for the customary 3-year terms, and two for 2-year unfinished terms.

*Budget.* Treasurer Kathy distributed a preliminary estimate for the 2007 fiscal plan, both with a retrospective reaching back to 2003 and a monthly cash flow break-out during 2007. The estimate reflected changes in allocations expressed either in email messages to her or in priorities reviewed during recent Vestry meetings. Assuming that pledges do reach the \$300,000 target in the current stewardship campaign, the budget would result in a deficit at a level of about \$8,000. The next step in the budget process would be to identify those areas where estimates cannot be further adjusted, and then to assess, where such is possible, the degree of adjustment appropriate; the resultant profile and final figures would likely then be the formal proposed 2007 budget.

The estimate was developed with specific attention to the concerns of Junior Warden Cindy and the property and grounds aspects.

Roger and Cindy had also coordinated developing a job description for a Sexton, which was also distributed, and which the budget estimate took into account as well. It was noted that security aspects of the parish during evening events could be enhanced readily if some of the duty time involved could be scheduled to occur then. Generally, it remains to be seen, however, if a sexton with some or perhaps without any related skills and experience can be obtained for the package of remuneration and hours our budget can currently afford to offer. Junior Warden Cindy reminded that the contribution in time and labor volunteered by the former parish administrator and several others is not factored in as covered directly by the sexton to be hired if available: a certain level of volunteer effort is very likely still a vital component of our proper maintenance of property and grounds.

Mother Sally suggested that a facility usage agreement be developed and implemented for all groups so that it is clear to all what procedures are followed, and what standards are to be maintained. Such added formality for usage by groups/events may also lay the groundwork for a better scheduling system (perhaps a posted spreadsheet). Further, each group at night could be

advised that their close-up routine must consider security by having not less than 3 persons involved.

Treasurer Kathy noted that with the stewardship campaign ending in December, the most intensive period for budget review and final determinations will be the work of the Vestry in January just before the Annual Meeting of 2007.

*Report of the Rector.* Mother Connie reviewed the schedule of services for the upcoming season, beginning with the patronal feast on November 26 through Epiphany. She noted that we have had two further parishioners enter eternal life recently. She reported a recent conversation with Jim Vogelzang which reflected his continuing dedication to the ministry vitally performed during the first 72-hours after offenders are released from prison for their successful transition back into society; she believes we may wish to provide space for hosting training needs of such a program in 2007 and more information may be available for this possibility by our December meeting of the Vestry. A rather larger number of our Vestry and Wardens are “graduating” off these posts this year, and we ought to express our gratitude at a social event after Epiphany.

*Report of the Deacon.* Mother Sally reported that a joint meeting of the Outreach and the Evangelism Committees convened on Monday to consider in a more comprehensive way how we invite, welcome, and incorporate newcomers into our parish family. A focus on the neighborhood is a natural one, and we may wish to help organize a street fair which might also incorporate a charitable aspect. She hoped our budget priority and process will continue to consider the possibility of supporting a seminarian. She reviewed upcoming seasonal efforts: the Advent food drive; the St. Francis Center gloves/mitten and toys/books project through Christmas ornaments decorated/devised by our children; and our next Interfaith Hospitality Network hosting of the homeless in December.

*Report of the Senior Warden.* Rick did not have other specific details to report on this occasion.

*Report of the Junior Warden.* Cindy noted that work on windows is completed and masonry is nearly so; however, a punchlist inspection with Ethan Anthony and a representative of Historic Denver did reveal some work elements incorrectly done and which will need to be remedied with regard to a parapet capstone and flashing. Overall, we will have some cost savings due to the windows not being as expensive to repair as projected. She thanked the many individuals who have helped with many aspects of recent efforts both administratively and physically.

A closing prayer was offered and the meeting adjourned at 10:05 p.m.

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

Respectfully submitted,

Cheak Yee, Clerk