

Vestry Minutes

November 26, 2018

Present: The Rev. Dr. Nicholas Myers, Simon Caddick, Mark Sneden, Dixon Cravens, Matt Jonsen, Nancy Hough, Jana Loyd, Sheila Beurket, Laura Osborne, Karin Sugarman, Dick Loyd

Absent: Scott DeShetler, Vivian Leinio, Courtney O'Malley, Bale Barrera

Spiritual Reflection (Reading from the Gospel of John about Jesus telling Pontius Pilate “my kingship is not of this world”; discussion about what Jesus was saying to Pilate and reflection on Pilate’s question “what is Truth?”)

Establish Quorum (Simon)

A quorum was present when Matt arrived.

Minutes of the October 22, 2018 Vestry Meeting

The minutes of the October 22, 2018 Vestry Meeting were approved as submitted.

Reports

1. Treasurer’s Report

Karin handed out the balance sheet, analysis of revenues & expenses, and summary of restricted accounts for January through October 2018. After paying the credit card statement and catching up on pension payments another \$15-\$17K will show up as expense. We will still be in the black for the year in Karin’s opinion.

Karin stated that St. Tim’s probably owes Michelle Baca some pension money but the Colorado Pension Group is having trouble identifying the exact amount; in addition, Michelle has closed her account. It is the right thing to do to try to get these funds to Michelle.

The Auditor said that certain funds should not be restricted funds and should instead be moved to general funds for Vestry disposition. The Finance Committee (FC) at its Nov. 17th meeting identified restricted funds which could be moved to general funds and this list was sent to the Vestry for review. There was discussion about designating the funds to specific purposes (e.g. rector sabbatical fund, Vestry disposition fund, Arapahoe High School youth outreach fund, etc.). There was concern that this was too granular an approach, and that it would be simpler to move the total identified by the FC to a single discretionary account. It was moved by Mark and seconded by Matt to create a Vestry discretionary fund by moving the total of \$38,304.45 out of restricted funds. The motion passed unanimously.

The proposed 2019 Budget was discussed at length. Karin and Dick (FC Chair) explained the work the FC has done to arrive at the Version 6 budget that was presented tonight. Version 6 has four scenarios: (1) no Associate Priest; (2) Half Time Associate Priest; (3) Full Time Associate Priest; and (4) Desired Budget with Full Time Associate, raise for Fr. Nick to minimum for a Program Size church, and increase in Youth Director hours. All four scenarios include a part time salaried Children's Ministry Coordinator.

Simon asked if there were questions or suggestions from the Vestry about what other priorities should be included if pledge totals increase from the amount in Version 6 (\$455,335, which is 97% of the \$469,418 that had been pledged by mid-November). Some of the priorities mentioned were staff hour and/or hourly rate increases, and significant improvements to the church sound system. The pros and cons of raising staff salaries and increasing staff hours were discussed. Nick stated that an increase for staff would show a commitment to the incumbents, and set a bar for to attract new hires if an incumbent left St. Tim's. Since the FC will be meeting again in December about the budget, no vote on the budget was asked for or taken by the Vestry.

2. Senior Warden's Report

Simon reiterated that an improved church sound system would be a significant expense (perhaps \$50,000 or more) and would have to be supported by a significant increase in pledges.

After Simon's presentation about the need for new check signers it was moved by Nancy and seconded by Dixon to appoint the following as check signers:

- Nick Myers (emergencies only)
- Karin Sugarman
- Simon Caddick
- Mark Sneden
- Bob Fullerton
- Bob Hough
- Dick Loyd

The motion passed unanimously.

Simon distributed a Treasurer Job Description. The Vestry was asked to send any required revisions to Dick Loyd as soon as possible so this job description can be communicated to the Parish.

Simon requested that each Vestry Committee report on their progress at subsequent Vestry meetings, one Committee each month. The Mutual Ministry Performance Review Committee will report at the December meeting; Employee and Policies Handbook Committee at the January meeting; and Policies and Procedures for Finance Committee at both the December and January meetings.

The next Vestry meeting will be on December 17th because the regular 4th Monday meeting date in December is Christmas Eve. Due to this move the next

Finance Committee meeting will be on December 12th. The January Vestry meeting will be held on January 14, 2019 due to the trip to Haiti later that month.

3. Junior Warden's Report

Mark stated that the FC discussed the disposition of unspent capital improvement funds and whether they could be rolled over as seed money for the 2019 capital improvement budget line item. The entire \$10,000 that was budgeted for 2018 has not been spent at this time. There was some discussion about the pros and cons of doing this. Karin cautioned that if we decide to do this it should be a one-time only occurrence – if we are always over-budgeting capital improvements and not spending the funds, we should reduce the annual capital improvement budget line item amount. It was moved by Mark and seconded by Nancy to move any 2018 year-end unspent capital improvement funds to the Capital Improvements budget line item in the 2019 budget, increasing the amount of that item over the \$10,000 currently budgeted for 2019. The motion passed unanimously.

4. Rector's Report

Nick stated that the Vestry members completing their terms at the end of the year (Dixon, Vivian and Scott) would comprise the Vestry Nominating Committee. This Committee will pick a time to meet and begin the process. Nick stated that if parishioners want to self-nominate they can, and that there will be a two-week vetting process before a slate is announced to the parish. The Annual Meeting will be held on Sunday, February 3rd, 2019. The majority of time at the meeting will be to discuss the findings of the RenewalWorks survey the parish has taken. The Spiritual Renewal Action Committee members will be leading this discussion at the Annual Meeting. Nick distributed a "Part-time Associate Rector for Discipleship and Formation" document to the Vestry. He stated that the fact that we are offering health benefits to an Associate Rector will likely attract out-of-state applicants. He will let candidates know that we intend to grow the hours of this position as we are able. He requested feedback from the Vestry within a week so he can send it out as a job posting and begin interviewing interested candidates. Simon stated that at first he thought the document was essentially a request for another ordained professional ("another Nick"), but upon reflection and discussion he realized Nick is looking for a collaborative team effort in ordained ministry at St. Tim's. Matt asked if Nick was open to diverse candidates and Nick's reply was yes. He mentioned the value of diverse gifts and outlook that Teri Colburn brought to the parish. It was moved by Dixon and seconded by Mark to have the Vestry review and return comments on this document to Nick by close of business December 3rd, 2018. The motion passed unanimously. Jana has volunteered to host an Epiphany season party at her house for the Vestry and spouses. She will communicate a date to the Vestry soon.

Any Other Business

None

Adjourn

It was moved by Nancy and seconded by Jana to adjourn at 8:26 p.m. The motion passed unanimously.

Next Meeting

The next meeting of the Vestry will be December 17, 2018 at 6:30 p.m.

Respectfully Submitted

A handwritten signature in cursive script, appearing to read "Dion R. Cravens".

Clerk of the Vestry