

Vestry Minutes

May 21, 2018

Present: Simon Caddick, Mark Sneden, Dixon Cravens, Matt Jonsen, Jana Loyd, Vivian Leinio, Scott DeShetler, Courtney O'Malley, The Rev. Dr. Nicholas Myers, The Rev. Terri Colburn, Jennifer Schmittling

Absent: Nancy Hough, Sheila Beurket, Bale Barrera

Spiritual Reflection (Presiding Bishop Curry's sermon about love at the royal wedding by Matt Jonsen)

The meeting was called to order at 6:50 p.m.

Establish Quorum (Simon)

A quorum was present.

Minutes of the April 30, 2018 Vestry Meeting

The minutes of the April 30, 2018 Vestry Meeting were approved as submitted.

Capital Campaign Update

\$358,000 has been pledged towards retirement of the Commercial Loan as of Sunday, May 20th. A U.S. Mail mailing with a brochure and a pledge card did go out to those parishioners who had not already pledged.

Matt asked what percentage of overall pledge giving (not related to the capital campaign) was being done online. Jennifer stated that about \$6800 was pledged online in March and \$8200 was pledged online in April, comprising approximately 1/4 to 1/3 of total pledges.

Vestry Committees Update

The three Vestry Committees reported on their progress since the last Vestry meeting. The Mutual Ministry Performance Review and Personnel/Compensation Process Committees have combined into one Committee. So the three currently meeting and working committees are:

- Employee and Policies Handbook
- Mutual Ministry Review and Personnel/Compensation Process
- Policies and Procedures for Finance

Scott reported that the Employee and Policies Handbook Committee's next meeting will be at the end of June (delayed from the end of May).

Jana reported that the Mutual Ministry Review and Personnel/Compensation Process Committee met on May 20th. Jana and Vivian will meet with the Diocese to research what is already available in this arena. The committee is looking at who will in fact get compensation and what has been done historically at St. Tim's.

Dixon reported that the Policies and Procedures for Finance Committee met on May 3rd and May 17th. Their focus has been on developing a list of job responsibilities for a part time bookkeeper. They have also reviewed draft procedures developed by Jennifer.

T-Mobile Cell Tower Lease

Matt reported that he had met with three Sprint representatives. They got access to and inspected the electrical box in the fenced area, and did an outside inspection of the steeple housing the T-Mobile tower. They want to get inside the steeple with a cherry picker so they can start preparing architectural drawings and specifications. They believe they may need a small enlargement of the fenced area, but it will still be well-hidden by the trees. Sprint's installation will probably be built on top of T-Mobile's installation. Matt's team plans to make a presentation to the Diocesan Building Committee in June, who will want to see health and safety data. They will also be shown the architectural drawings if they are available by then.

We have told T-Mobile that we are interested in still working with them, but not by revising the current contract as they have proposed. The current T-Mobile contract will renew at current terms in September unless revised. No vote was asked for or taken by the Vestry.

Strategic Reserves Update

Jennifer reported that our strategic reserves are currently at \$162,996. Our current expenses through April are approximately \$80,000 so these "reserves" would keep us going for approximately eight months at current expenditure levels. However, after much discussion it was determined that the \$162,996 was not truly a "strategic reserve"; it is instead our current available funds through April compared to current expenses. Since these are not "restricted" funds they can't be considered a true strategic reserve.

Bookkeeper Proposal

Dixon presented a proposal from the Finance Committee to allocate strategic reserves to hire a part time bookkeeper through the end of 2018. The amount would be \$6,240 which assumed \$20 per hour at 12 hours per week for 26 weeks. A budget line item for 2019 would be created with an annual expense of \$12,480.

There were questions about why this would be a paid position, and why a parishioner would not be considered for the position. Nick explained his philosophy of not using a parishioner in a position that handles money. Scott asked how we would handle a situation where a hired bookkeeper desired to join the congregation, and Nick said there would have to be a conversation with the person if that scenario ever came up.

Nick stated that he ordinarily would not want to use strategic reserves for a staff position, because it might not be sustainable going forward. After more discussion he said he wasn't comfortable going forward with a vote on this proposal tonight without knowing the true value of our current strategic reserve. The proposal was tabled until the next Vestry meeting. Nick asked the Finance Committee to create a true strategic reserve fund that would be restricted from use unless there was a true emergency or situation that could not otherwise be funded. He also wants the Finance Committee to revisit the \$70,000 threshold that has historically been our desired "strategic reserve".

Parking Lot Proposal

Mark met with an asphalt contractor today who said re-surfacing the entire parking lot would cost between \$17,000 and \$20,000. This contractor felt that

resealing the lot was a waste of money, and that we could probably wait a year or two before doing any work. Mark will obtain another bid later this week and will ask the contractor who gave us a bid last year to revise his bid. There was some discussion about the optics to the rest of the parish if we proceed this year with parking lot work in the middle of a capital campaign to retire the Commercial Loan. No vote was asked for or taken by the Vestry.

Reports

1. Treasurer's Report

Jennifer reported that revenues (pledges) to date (through April) are \$213,993 and expenses to date are \$171,280. Plate revenue to date is \$31,535 vs. a plate budget to date of \$16,000. She stated that many parishioners are consistently giving more than they have pledged.

We have opened five accounts at U.S. Bank as we continue the transition from Key Bank. U.S. Bank is preparing credit cards, and we will be getting a check scanner from U.S. Bank. Key Bank has not been told we're closing our accounts with them (besides the Commercial Loan, which will remain with Key Bank) but Jennifer is sure that they already know due to the many frustrations we've expressed to them over the years.

Jennifer is still not completely satisfied with REALM, but we must continue with the move as ACS will be going away in 3-5 years anyway. The two services are owned by the same company.

Jennifer did not have the April statements ready for tonight's meeting and committed to getting them to us by the end of May.

2. Senior Warden's Report

Simon reported that Nick will be gone for three weeks in late May/first half of June. Teri and Fr. Carl Andrews will be our clergy and pastoral care resources. Mark and Simon will take care of the Sunday announcements during the early and late services while Nick is away.

3. Junior Warden's Report

Mark reported that Lyn Zolman and Jana Loyd will provide Capital Campaign updates to the parish while Nick is away.

Mark will send us notes from the May 9th Property Committee meeting. The Committee has committed to quarterly standing meetings, which is an improvement over past practice.

Mark is starting a list of maintenance and capital improvement items that are needed at St. Tim's. One major item is the swamp coolers, which are breaking down. The boiler also has also not worked for two weeks, and there are four leaking couplings. A boiler inspector wanted to red-flag the boiler but Mark talked him out of it. Scott stated that we need a five-year and a one-year capital expenditures plan, and that the Vestry Policies and Procedures for Finance Committee should take on this work. Dixon stated that he believes that this is not within the scope of what that committee has been tasked to do. Nick asked the Vestry to consider who has some strategic planning skills and

experience within the parish to assist with this task. The Diocese's Ruth Woodliff-Standley may be a resource we can use to kick-start this process.

4. Rector's Report

Nick reported that he will be gone from May 29th through June 19th. The first week is a clergy conference and the last two weeks is a family vacation on the east coast.

John Putnam started his work as our Youth Minister today. John is aware that he can't be a parishioner at St. Tim's even though his fiancé is a member here. The appreciation party for Jeff Jentz' ministry was attended by about 60 people.

There will be a Fall Vestry Retreat, which will be facilitated by an outside facilitator.

Nick has not yet heard from Bishop Rob about a date to meet with the Vestry.

Any Other Business

None

Adjourn

It was moved by Scott and seconded by Matt to adjourn at 8:12 p.m. The motion passed unanimously. Terri gave a closing prayer.

Next Meeting

The next meeting of the Vestry will be June 25, 2018 at 6:30 p.m.

Respectfully Submitted



Clerk of the Vestry