

St. David's Episcopal Church

Vestry Meeting November 28, 2007

Members present: Fr. Paul Winton (Rector), Fr. Todd Dill (Rector's Associate) Steve Cunningham (Sr. Warden), Teddi McIntosh (Jr. Warden), Vicki Connelly (Treasurer), Chris Couch, Bill Sleeper, Connie DeSanto, Charlie Gwynn, Gail Greene, Roger Mathis, Rob Hungerford, Jim Landers, ,Becky Sullivan (secretary),

Members absent: Andy Eberhard

Guest: Jan Georges, Lance Patterson, Cathy Cheatwood, Lloyd Bowen, Gary Dunsmore.

Fr. Paul opened the meeting with a prayer at 7:05 pm.

A quorum was not present at the start of the meeting.

Junior Warden's Report

Teddi McIntosh presented overview of the proposed 2008 Building and Grounds Budget and explained why it is such a large part of the overall operating expense. The Budget for Building and Grounds includes expenses for everyday maintenance, utilities, carpet cleaning, ground maintenance, pest control, and emergency repairs. Due to the age of the building there are many things that need attention in addition to keeping up with the everyday operations such as, replacement of rotted window sills and moldings, the roof over the office which is 22 yrs old, carpet the stairwells, construction of a wall between Youth Directors office and Rector's Executive Assistant, painting of interior spaces, renovation of the nursery, re-lighting of the nave and contingency monies for an aging heating and air system.

Senior Warden's Report

Steve Cunningham discussed the following:

- 2008 Vestry Retreat - The tentative date is January 11 and 12 at Simpsonwood Retreat Center in Duluth. Reverend Anne Elizabeth will be the chaplain. The agenda will include a review of the Strategic Plan and a Theological Reflection.
- The names of the newly elected vestry members were read: Sally Goldberg, Bonnie Underwood, Mike Tompros and Thomas Nolf. Fr. Paul will send a letter outlining the responsibilities of the vestry and include copy of the handbook, previous minutes and by-laws
- Mentors have been assigned to the new members –
Teddi McIntosh to Bonnie Underwood;
Chris Couch to Mike Tompros;
Andy Eberhard to Thomas Nolf,
Steve Cunningham to Sally Goldberg.
- Resolution in recognition of Hendree Harrison was read by Roger Mathis

A quorum was now present -

- Fr. Paul made a motion to accept the resolution for Fr. Harrison. It was unanimously accepted (attached as last page of minutes).

Jeffords Fellowship Financing Presentation

Lance Patterson and Jan Georges made presentation

- Closing date on loan, November 28, 2007
- Loan amount \$6 million from American Bank and Trust Loan
- Interest rate 7%

- Repayment is interest only through December 2008
- All St. David's operating accounts will be moved to American Trust at year end
- Total cost of project \$7,763,264
- Total Pledges to date \$2,708,000
- Already collected \$617, 042
- New pledges needed \$292,000 for total pledges of \$3 million
- The parish will be financially stretching so it is important that fundraising continue
- Loan balance at end of construction \$4,804,000
- Current mortgage to Wachovia will be paid off immediately
- Recommend the current monthly mortgage payment continue but be paid to project reducing expenses of project \$77,000 by end of 2008
- Receiving a Diocesan Loan for \$200,000 at 5% interest; repayment based on 15 years amortization
- Critical that this project does not incur additional cost – No change to project unless full approval of vestry

There was a discussion that followed allowing all vestry members to express their thoughts and ask question pertaining to the project prior to final approval of the loan and to start construction.

A motion was made and a roll call vote taken -

Resolved that the vestry hereby authorizes the Senior Warden and the Junior Warden, acting on behalf of St. David's, to execute the loan documents evidencing the Jeffords Hall Construction loan from American Bank and Trust in the principal amount of \$6,000,000 and from the Diocese of Atlanta in the principal amount of \$200,000 on the terms and conditions outlined at the Vestry Meeting this November 27, 2007.

Steve Cunningham	yes	Jill Sutton	yes
Teddi McIntosh	yes	Rob Hungerford	yes
Charlie Gwynn	yes	Roger Mathis	yes
Gail Greene	yes	Bill Sleeper	yes
Connie DeSanto	yes	Andy Eberhard	absent
Chris Couch	yes	Jim Landers	absent

Motion was passed.

The **August Minutes** were presented -,

Fr. Paul entertained a motion to approve the October minutes; Charlie Gwynn moved to approve and Roger Mathis seconded, the minutes were approved unanimously.

Treasurer's Report

Vicki Connelly presented the treasurer's report.

- The report presented this month showed an overview of 2006 financials compared to 2007 financials
- Informed that investments for the month increased 3.9%, Year to date 16.8%
- Revenue (pledge contributions) is slightly down by 7%; total revenue down 14%
- Gap is related to plate and non-pledging contributions
- Monthly expenses slightly higher due to insurance payments due in October
- Estimate a year end deficit of \$162,858.51
- Action to be taken about deficit – Fr. Paul will communicate to the parish also use some of the gain from investments to reduce deficit
- A discussion proceeded about low attendance may be a factor, overall attendance is down only slightly and it was determined that it is not a factor.

Fr. Paul made a motion to approve the Treasure's report. Roger Mathis moved to approve and Steve Cunningham seconded. The motion passed unanimously

Rector's Report

Endowment Board

- Endowment Board requesting a new Board Member and according to its by-law the vestry must approve the member. The name submitted was Pat McBurnette.
- Teddi McIntosh placed Pat McBurnette in nomination to be a member of the Endowment Board. Vote taken all approved, none opposed.
- A letter will be sent to Pat McBurnette notifying him of his appointment and copied to Ron Shaw, chair.

Annual Meeting

- Scheduled for December 9 at 10:00 a.m.
- Reports are due from ministry chairs and vestry **now**.

Budget Assumptions

- Groups Insurance cost will increase 19% for 2008
- Propose all employees contribute to cost of coverage. This would be a gradual contribution resulting in maximum employee contribution of 20% by the end of 2009
- There is no canonical prohibition to ask for employees to contribute
- Appointing a committee of vestry and lay member to investigate alternative health coverage (shop insurance companies), Vestry members to participate will be Steve Cunningham, Gail Greene and Fr. Todd.

2008 Pledge Campaign – Fr. Todd Dill made presentation

- Current pledges received \$972,000; \$180,000 shy of 2007 budget
- Total pledges received to date 300, 2007 pledges 397, need to continue contacting parishioners
- 135 people have increased the pledge over last year
- 27 have decreased their pledge
- 2 letters will be sent
 - Members who have never pledged
 - Members who have pledged last year but not this year

Sabbatical – begins December 9

- Fr. Todd presented a list of topics that he and Fr. Paul have discussed
 - Vestry Retreat
 - Evaluation of Staff – those reporting to Fr. Paul will be done soon
 - Liturgical Changes for Advent, Epiphany, Lent and Easter
 - Sunday Inquirers Class
 - Request for Bishop for Confirmation
 - Check signing authorization given to Fr. Todd up to \$500 anything exceeding this amount will require a dual signature
 - Purchase Order and invoice approvals will be Fr. Todd's responsibility
 - Vestry meetings will be chaired by Senior Warden with Priest in charge attending
 - Senior has authority to call a special vestry meeting relating to budget
 - Evangelism program to be developed
 - Receptions for Christmas Eve and Easter Vigil

Fr. Paul directed Vicki Connelly to get Fr. Todd on the Bank Signature Card as soon as possible.

The Rector, Fr. Paul called to order future Vestry Meetings

- Saturday, December 22, 2007 at 7:30 a.m.
- Weekend of January 11 and 12, the Vestry Retreat
- Saturday, February 23, 2008 at 7:30 a.m.
- Tuesday, March 25, 2008 at 7:00 pm

It is the hope of the Rector that current Senior Warden, Steve Cunningham, and Junior Warden, Teddi McIntosh serve another year. This will be decided when the 2008 Vestry is seated.

Rector then thanked the outgoing Vestry for all the work they have done this year.

Jeffords Hall Requests for changes

Have committee develop a protocol to present to the vestry for dealing with changes relating to soft cost and any expenditure above the contracted cost of the construction of Jeffords Hall. Suggested members Rob Hungerford, Jan Georges, Teddi McIntosh and Rick Wilson.

Liaison Report

Gail Greene presented a ministry assignment list with a reporting schedule illustrating when ministry leaders would report to their vestry representative – monthly, quarterly, annually.

Fr. Paul made a motion to adopt the schedule for a trial period of six (6) months. Gail Greene moved to approve, Steve Cunningham seconded, motion passed.

Outreach – Jill Sutton

- Scott Bast is stepping down as chair and concerned that a replacement has not been named.
- Concern over potential budget cuts since 2007's budget was cut significantly and all reserved funds are now depleted.
- Asked the vestry to consider not cutting submitted budget of \$56,000
- In addition to budgeted monies outreach plans to raise \$12,000

Executive Committee

No meeting.

New Business

No new Business

Bill Sleeper made a motion for a resolution of thanksgiving and prayers for Fr. Paul as he leaves on his sabbatical and that he return rested and fulfilled to continue his work at St. David's. Gail Greene motioned to accept and Steve Cunningham seconded, motion approved unanimously.

Fr. Paul closed the meeting with a Eucharist. The meeting was adjourned at 10:30 p.m.

Respectfully submitted by

Becky Sullivan
Secretary to the Vestry