

St. David's Episcopal Church
Vestry Meeting 2/22/2011

Attendees: Lisa Puckett, Dave Wallace, Del Reichardt, Jim Wilson, Chris Burpo, Amy Evins, Kurt Wilson, Marilyn Hedrick, Edith Cobourn, Bill Irwin, Jim Berry, Gary Dunsmore

Absent: Rev. Anne Elizabeth, Fr. Ken Swanson, Kathy Holman, Charles McMillen

Opening Prayer: The opening prayer was led by Chris Burpo.

Acceptance of Minutes: Jim Wilson proposed the acceptance of minutes from January, Bill seconded the motion. During discussion-of minutes Edith noted that the dates for the NCD surveys needed to be changed to Feb. 13 and Feb. 20th. In addition, there was a typo in the paragraph that needed to be corrected to diocese from dioceses. Jim again moved to accept amended minutes as proposed. Marilyn seconded the motion and the motion passed.

Search Committee Update: Jim Berry thanked Vestry for their support to date. He discussed the fact that the search committee is in the 4th quarter of this process and the following actions will occur quickly:

- Visitations by the committee will be completed by next week
- References being called now and to be complete by 3/6/2011
- Packets will be made on each candidate to include dossier and interview questions for each Vestry member. It was suggest that the Vestry would like to have individual packets per person per member.
- Search committee to have final meeting with Fr. Rob Wood within the next two weeks
- Both the search committee and the Vestry are to meet for the presentation of the final candidates on 3/6/2011.

Treasurer's Report: given by Gary Dunsmore in the absence of Jim Landers. The monthly financial summary was not complete due to Jim Landers' travel schedule. Gary provided an updated number of pledges for 2011. We now have 333 pledges, which includes 35 new pledges, six of these since the beginning of this year. Gary provided vestry with hard copy of Jan. financials and with his financial overview of the last 2 months (see attachment Treasurer's Overview) that included the following bullet points

- Cash position
- Long term investments
- Obligations
- Cash operations activity

In addition, Gary presented a Vestry Resolution that outlined the transfer of \$53,700 from designated "restricted accounts" into the operating budget to cover

certain operating expenses. A Vestry vote was necessary to move forward with the transfer of the funds. Chris moved that the funds be transferred as directed: Del seconded the motion. Discussion followed regarding the release of some of the vestment funds. The motion passed (see Vestry Resolution attachment for details).

Senior Warden Update:

- Rector Search Timeline- a document provided to the vestry by Lisa to help with the planning of the new rector selection with the goal of mid-late April set for the announcement. A discussion followed to detail the remaining actions to select the new rector
- Rector Search Questions- Lisa collated the questions that had been submitted by the vestry members. Further refinement will be necessary before the meetings with the candidates. The final format of questions to be worked on by Lisa, Jim, Kurt, Dave and Cathy
- Committees were formed for the following actions:
 - Farewell to be managed by Amy and Marilyn
 - Welcome to the new rector to be managed by Cathy, Jim and Del.
 - Shepherding for the new rector to be managed by Edith and Chris.
- Leslie Andrews has agreed to take the minutes at the vestry meetings and was appointed scribe.
- Lisa offered a reminder of the upcoming Mardi Gras Party-3/5/11 and urged all to attend that were able.
- There is a Diocesan Ministry Fair at the cathedral on March 12 with registration due by 3/7/11. It will be a great opportunity for training and education and will be from 9:30-4:30 on Saturday the 12th. Those interested can go to website and register.
- Housing resolution for Fr. Ken and Fr. Brito was presented. Discussion followed that required further information on the amount for Fr. Brito. Jim moved for acceptance of the amount for Ken, Del seconded. The motion passed. Lisa will get further clarification on the housing allowance for Fr. Brito and it will be discussed at the March meeting.
- Antonio Brito seems to be integrating very well into the Hispanic community.
- Ministry reports-
 - St. Aidan's guild update- NCD surveys were completed on time; data to be sent for analysis. It has been decided that the 16 members will meet with ministry chairs and committees when appropriate.

Charles McMillan was unable to attend the meeting and submitted the following Jr. Warden report by email earlier this afternoon:

To: The Vestry and Clerics
From: Charles McMillan, Jr. Warden
RE: St. David's Facilities

Date: February 21, 2011

This month Madeline Nix and her cohorts worked on:

1. Repairing a portion of the flat roof next to the Church
 2. Repairs to the tandem furnace that services the hallways in the church school
- Woodwork is complete for a new plaque naming the stained glass windows. By April 15 we will have the new plaque in place.

Our creation keepers have worked with the City of Roswell to “adapt” a portion Old Roswell Road between Holcomb Bridge and Mansell Road. There will be a pick up trash day this Saturday (February 25, 2011 at 830 a.m.).

Two donors have offered to fund new campus enhancements:

1. A memorial garden plaque
2. A bench in our central courtyard

Design and budgeting for these projects is underway.

New Business: Dave presented the concerns from a parishioner regarding Article IV Section 2, “Authority of the rector.” Last year during the amendment of the Constitution the concern over Section 2 was discussed. No action was taken at that time to amend that section. Lisa will do some additional research on the issue and discuss at the next meeting.

Chris offered closing prayers

Bill offered a motion to adjourn, Del seconded. Motion passed.

Meeting was adjourned.

Respectfully submitted,

Cathy Jones

St. David's Episcopal Church

Treasurer's Overview January 2011

	2010 <u>December</u>	January	Increase / (Decrease)
<u>Cash Position</u>			
Renasant Balance	\$344,692	\$331,207	(\$13,485)
Designated Gift Account	\$110,002	\$110,727	\$725
Short Term Investments @ Market	<u>\$98,106</u>	<u>\$97,776</u>	(\$330)
Total Funds Available	<u>\$ 552,800</u>	<u>\$ 539,710</u>	<u>\$ (13,090)</u>
 <u>Long Term Investments</u>			
Long Term Investments @ Market	\$414,093	\$415,259	\$1,166
Endowment Fund @ Market	<u>\$60,449</u>	<u>\$60,729</u>	\$280
Total Long Term Funds	<u>\$ 474,542</u>	<u>\$ 475,988</u>	<u>\$ 1,446</u>
 <u>Obligations</u>			
Jeffords Hall Mortgage	\$6,000,000	\$6,000,000	\$0
Diocese Foundation Loan	\$171,868	\$171,003	(\$865)
Sinclair House Parisioner	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$0</u>
Total Obligations	<u>\$6,321,868</u>	<u>\$6,321,003</u>	<u>\$ (865)</u>
 Total Restricted Funds	 <u>\$278,789</u>	 <u>\$306,225</u>	 <u>\$ (27,436)</u>
	<u>January</u>	<u>January</u>	<u>Favorable</u>
	<u>Actual</u>	<u>Budget</u>	<u>(unfavorable)</u>
<u>Cash Operating Activity Excluding Preschool</u>			
Parish Giving	\$125,758	\$129,002	(\$3,244)
Restricted Funds Transferred	\$0	\$2,619	(\$2,619)
Other Receipts	<u>\$20,576</u>	<u>\$7,068</u>	<u>\$13,508</u>
Total Operating In-Flow	\$146,334	\$138,689	\$7,645
 Jeffords Hall Capital Campaign	 <u>\$1,913</u>	 <u>\$14,420</u>	 <u>(\$12,507)</u>
Total In-Flow	<u>\$ 148,247</u>	<u>\$ 153,109</u>	<u>\$ (4,862)</u>
 Personnel Expenses	 \$55,946	 \$56,441	 \$495
Program Expenses	\$34,669	\$22,818	(\$11,851)
Building & Grounds	\$15,253	\$31,573	\$16,320
Other Expenses	\$4,748	\$9,849	\$5,101
Debt Service	<u>\$29,133</u>	<u>\$28,696</u>	<u>(\$437)</u>
Cash Operating Expenses	\$139,749	\$149,377	\$9,628
 Surplus / (Deficit)	 <u>\$ 8,498</u>	 <u>\$ 3,732</u>	 <u>\$ 4,766</u>

Exhibit A

Resolution for Housing Allowance:

The Vestry on the 22nd day of February, 2011 after discussing the amount to be paid to the clergy of St. David's Episcopal Church as a parsonage allowance, on motion duly made and seconded, adopted the following resolutions:

Whereas the Rev'd Ken Swanson is employed as a minister of the Gospel of Saint David's Episcopal Church, Roswell, Georgia, which does not provide a residence for him, the vestry resolves that of the total compensation of \$50,143 to be paid to the Rev'd Ken Swanson from Jan 1 thru June 30th 2011, that \$6,255.00 be designated as parsonage allowance within the meaning of that term as used in section 107 of the IRS Code of 1986.

Vestry Resolution 2/22/2011:

The 2011 Budget, approved by the Vestry, authorized transferring \$53,700 from "Restricted Accounts" to the operating budget to cover certain operating expenses. Some of the source accounts and amounts were not identified at the time of the budget. The attached schedule shows the detailed budgeted expenses and proposed sources of funding.

The following actions require Vestry approval:

- Release the unspent balances in the Thurible Mount account \$500; and The Great 60 Days account \$1,627 to support the salary and expenses of Fr. Brito.
- Release \$1,100 from the Eucharistic Vestments account for Vestments and Prayer Book expense.
- Release \$1,400 from the "3-80401 - Altar Guild Linens & Vessels" account for Special Service Supplies.
- Release \$5,000 from the "3-80402 - Nave, Chancel & Sanctuary Lighting" account for re-lamping the Nave.