

St. David's Episcopal Church

Vestry Meeting

February 23, 2008

Members present: The Reverend Fr. Todd Dill (Priest-in-Charge, left early), Teddi McIntosh (Junior Warden), Steve Cunningham (Sr. Warden), Gail Greene, Jim Landers, Chris Couch, Connie DeSanto, Andy Eberhard, Sally Goldberg, Thomas Nolf, Mike Tompros, and Bonnie Underwood

Members absent: Roger Mathis, Vicki Connelly (Treasurer), Father Paul Winton, Rector – on Sabbatical

Fr. Todd opened with prayer at 8:02, after which Steve Cunningham called the meeting to order.

1. Priest in Charge Report – Fr. Todd Dill

- a. Fr. Todd indicated he had been in contact with Fr. Paul to discuss his transition back from Sabbatical. The Rector will return the evening of the Easter Vigil.
- b. Fr. Todd has met with Fr. Ogier and indicated to the Vestry that the relationship between St. David's and Fr. Ogier has been mutually and respectfully ended.
- c. The funds raised for the family of Kevin Avelar, the child killed by lightning recently, have a balance of approximately \$6K, to be used for college funds for his siblings. Fr. Todd asked for a group of Vestry representatives to meet to put together an investment plan for these funds. Jim Landers and Steve Cunningham will meet with Bennie King to get started.
- d. Fr. Todd reminded the Vestry that once budgets have been approved, each Vestry representative is responsible for communicating the final budget numbers to their ministry heads.
 - i. In future years, it is recommended that the financial office provide a report for each ministry with current year budget, previous year budget, and budget submitted by the ministry leader.
 - ii. Some ministries, including Caring, Endowment, and Acolytes had their budgets reduced to \$0 when budget cuts were made. Others, including Green Guild and Stewardship, were cut rather dramatically. Teddi will review the budget to ensure that no other ministry was inadvertently left out of the budget altogether.
 - iii. Gail suggested giving each new Vestry member, as well as each ministry head, a simple list of what their responsibilities are, as part of their orientation. She will collect information via email from Vestry members and ministry heads to compile such a list.
- e. Fr. Todd mentioned that Vestry members should emphasize the importance of submitting PO's prior to making a purchase to their ministry leads.
- f. He then indicated that funds raised at St. David's, e.g., for a mission team or committee, will be budgeted and used at the discretion of St. David's, and not at the discretion of the ministry.

2. The February 1, 2008 Retreat and Meeting Minutes were unanimously approved.

3. A written Treasurer's Report was submitted by Vicki Connelly in absentia.

- a. The parish experienced a \$30K drop in revenues in January. Reasons are unknown, other than attendance seems low and we experienced some bad weather last month. Other potential reasons discussed are lack of adult Christian education offerings and several cold and flu bugs that were going around.
- b. The group discussed encouraging parishioners to pay their pledges online, via their bank's online bill-pay system. Those who desire to put something in the collection plate could simply include their pledge envelope, with a note indicating the payment had been sent online.

- c. At the Vestry retreat, it had been agreed to send letters encouraging parishioners to keep their pledges current; however, a similar letter will be going out from the Capital Campaign soon, so mailing of the operating budget pledge letter will be postponed.
- d. Members discussed printing, either in the bulleting or the Illumination, abbreviated current financials each week, budgeted and actual income vs. expenses. Steve will run this idea by the clerics.
- e. Members discussed the need to be proactive with more budget cuts, as early as March, if the current financial shortfall continues.
- f. The treasurer's report was approved by unanimous voice vote.

4. **Junior Warden's Report**

- a. A furnace gas valve was recently replaced due to a gas leak in one of the furnaces that dates to 1975. Madeline Nix is getting estimates to replace the entire unit, as temporary fixes will not work much longer.
- b. The light bulbs in the hallway represent a safety hazard. Sally Goldberg, as the Green Guild Vestry liaison, will ask them to remove the box of bulbs.
- c. The roof is failing, as indicated by leaks in the mailbox and main hallways during recent rains. The courtyard continues to have drainage problems.

5. **Senior Warden's Report**

- a. Steve thanked everyone for their participation in the retreat.
- b. Easter VPOD's were assigned: Sally Goldberg and Jim Landers for Easter Day; Gail Greene and Bonnie Underwood for the Easter Vigil; Andy Eberhard for the children's Holy Saturday service.
- c. The Vestry meeting on Tuesday, March 25, will be a potluck supper to welcome back Fr. Paul from Sabbatical. Teddi will coordinate the meal.
- d. A Jeffords Hall construction update was included in the printed materials.
- e. Steve encouraged liaisons to communicate budgets to ministry heads ASAP, if they haven't already done so.

The **Annual Parochial Report** to Diocese and National Church was approved. Membership is down, but that is due to a concerted effort last year to cleanse the membership rolls of inactive parishioners.

- 6. **Liaison Reports** – Teddi McIntosh reported on Youth, Christian Ed and Children's Readers. All ministries are doing well. The youth ski trip came in over budget. They will continue to fundraise to cover the cost of the trip. Andy Eberhard will present a verbal ministry liaison report at the March meeting.
- 7. The **Ministry Liaison Reporting Form** was approved. Connie will send electronic copies to all Vestry members.
- 8. The **VPOD Duties Checklist** was approved, with minor changes, which Gail will make.
 - a. Gail will also create a generic incident/injury report form for use by VPODs and others in the event of an emergency.
 - b. Connie suggested that at future meetings, all members be responsible for printing off copies of the emailed minutes, financials, etc., to reduce paper.
- 9. There was no report of the **Finance Committee**, although Jim indicated that he has contacted the auditor to schedule the annual audit. Steve requested that a Finance Committee meeting be scheduled soon.
- 10. There was no report of the **Executive Committee**.
- 11. **New Business** – The Vestry discussed whether to continue alternating Tuesday evening and Saturday morning meetings. It was agreed to keep the current meeting schedule through 2008.
- 12. The meeting was **adjourned** at approximately 10:00 a.m., followed by a closing prayer, led by Jim Landers.