

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
October 20, 2009

A regular meeting of the vestry of St. James's Episcopal Church was held on October 20, 2009, pursuant to proper notice of time and place. Vestry members attending were Mr. Dick Bennett, Mr. Ron Cain, Ms. Jane Dowrick, Ms. Althea Frederick, Mrs. Pam Goggins, Ms. Barbara Guvernator, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mr. Pierce Rucker, Mr. Mark Shuford, Mrs. Bobbie Smith, Mr. Scott Ukrop, Mr. Rich Walker, and Ms. Elizabeth Ware. Mrs. Eleanor Angle, Mr. Bill Gregory, and Mrs. Ann Rawls were absent. Also attending was the Rev. Randolph Hollerith, Mrs. Anita Lisk, Mrs. Betty Molster, and Mrs. Poconna Thiel. Special guests were Mr. Wilson Trice, Ms. Lilo Ukrop, Mr. Jay West, and Mr. Brent Winn. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary.

The meeting opened at 5:00 p.m. with a service of Evening Prayer. The business of the meeting was called to order at 5:25 p.m. On motions made, seconded and unanimously approved, the agenda was adopted and the Minutes of September 15, 2009 Vestry meeting were approved.

SPECIAL BUSINESS

Capital Campaign

Mr. Winn presented the Fan the Flame Capital Campaign financial report and the building project budget report. The Building project budget is \$9.2 million, with \$7.6 in costs to date and \$1.5 remaining to complete the project. A little over \$1 million has been drawn from the SunTrust loan thus far, with over \$2 million in funds available.

Mr. Winn will provide another update at the December Vestry meeting.

Mrs. Ukrop reported that the fundraising campaign continues to close the gap between monies already raised and the actual final costs. At the end of the construction, the committee will evaluate if a quiet campaign is needed to reach the monies needed for the final cost.

Historic Tax Credits

Mrs. Ukrop and Mr. Trice reminded the Vestry that attracting capital investment to qualify for Virginia Historic Rehabilitation Tax Credits, as previously explained at the May Vestry meeting, is one method of raising potential funds. Approximately \$250,000 is anticipated to be invested in the Sunday School building renovation through a limited liability company which will lease the Sunday School Building. None of the sacred space in the church is involved in this matter.

As there are issues regarding the Endowment serving as the managing member of the entity utilizing the tax credits, Mr. Cain and Mr. Rucker have agreed to serve, if necessary, as the managing members of this investment entity, 1205 West Franklin Street Associates, LLC. To alleviate the possibility of exposure to potential tax liability by these individuals who have agreed to manage this entity, a resolution was presented resolving to indemnify Mr. Cain and Mr. Rucker. With Mr. Cain and Mr. Rucker

abstaining, a motion was made, seconded, and unanimously approved to indemnify Mr. Cain and Mr. Rucker from potential tax liability associated with this investment entity (attached).

A second resolution was presented which would re-authorize the resolution regarding historic tax credits previously adopted with a change in language to reflect that representatives of the Church are managing members of this new investment entity, 1205 West Franklin Street Associates, LLC, rather than the Church itself. A motion was made, seconded, and unanimously approved to adopt the revised resolution (attached).

Mr. Trice commented that 1205 West Franklin Street Associates, LLC will enter into a 10 year lease with the church, but that the structure will likely unwind 3-5 years from inception. A small number of investors will be approached regarding investing for 2010 tax credits, with the expectation that an investor or investors would likely come fund its investment in the latter part of the year as they determine their tax needs. Mrs. Ukrop said that the Capital Campaign committee recommended that monies raised through this method be held in escrow until all potential liability has been satisfied.

Mr. Bennett thanked Mr. Cain and Mr. Rucker for agreeing to serve as managing members of this new taxable entity for the church.

Mr. Trice explained that the intention to encumber church property through this lease of the renovated space must be brought before the congregation for a vote and a congregational meeting has been called for this purpose between services on Sunday, November 8, 2009.

Mr. Hollerith thanked Mr. Trice and Mrs. Ukrop for their excellent work on this matter.

COMMITTEE REPORTS

STEWARDSHIP

Mr. West, co-chair of the 2010 Annual Giving Campaign with Mrs. Goggins, distributed a status report. Mr. West was pleased to report that there has been an excellent return thus far, with an approximate 21.5% increase over last year from those who have pledged thus far. The next step in the campaign is to contact those who haven't yet pledged. The approach will be to recruit six captains who will, in turn, work with a team to make calls to all those who haven't yet pledged. A letter from Mr. Hollerith to these parishioners will be mailed in early November and the calls will be made before Thanksgiving. A final push for the campaign will be made in January.

Both Mr. West and Mrs. Goggins thanked Mrs. Thiel and Mrs. Molster for all their work on this year's campaign.

FINANCE

Mrs. Thiel distributed the regular monthly financial reports. Mr. Cain reported that there is a concern about income continuing to be under budget and expenses – particularly utilities – exceed budget. The Finance committee believes that pledge payments are being held until parishioners are confident they are getting the best stock prices before they pay their pledges and hopes this will turn around in the coming months.

WORSHIP, EDUCATION AND OUTREACH

Written reports for Children's Ministries, Youth and Young Adults Ministries, and Outreach were submitted by Kent Duffey, Chris Edwards, and Nancy Warman, respectively and Mr. Hollerith encouraged the Vestry to take the time to read them.

FELLOWSHIP

Hospitality

The Hospitality chairs reported that a wonderful reception was held for the Blessing of the Animals service.

Welcome

Mrs. Goggins reported that Mr. and Mrs. Cain will host the next newcomers' party on November 22. She reminded the Vestry of their responsibility to reach out to newcomers and visitors, offering welcome and capturing their contact information so that they receive an invitation to the party.

FACILITIES

Strategic Plan

Mr. Hollerith reported that the Strategic Planning committee is currently discerning the information gathered through the recent survey and focus groups and will meet for a retreat in early November.

Church

Mrs. Smith reported that crosswalks across Birch Street have been approved by the City and should be painted soon, and caution/pedestrian signage will be installed.

COMMENTS AND CONCERNS

Mr. Ukrop commented that Mrs. Duffey is leading a shoe drive for Ugandans, which is enjoying tremendous success.

RECTOR'S REPORT

Mr. Hollerith reported that the Rev. Dana Corsello's recent installation as the rector of St. Luke's, San Francisco went very well and she and her family are all doing well. Bishop Lee, who recently moved to San Francisco to serve as the interim Dean of the Cathedral there, attended the installation. Mr. Hollerith also said that he heard from a number of people that Mrs. Corsello got the job because she was the best prepared of all the candidates, thanks to her years of work at St. James's.

Prayer Requests

Mr. Gregory recently had a successful lung transplant and his sister-in-law, who happens to be a transplant nurse, is caring for him as he recuperates. Mr. Gregory is now home from the hospital but not yet able to receive visitors but appreciates prayers.

Mark and Virginia Whitmire's daughter, Brie, was recently hospitalized in Northern Virginia following an asthmatic reaction to medications to treat the flu but she is better now. Mr. Hollerith asked for prayers for the Whitmires.

Mrs. Milley requested prayers for Morgan Harrigan and her family. Ms. Harrigan, the daughter of an old friend of Mrs. Milley, is a Virginia Tech student who has been missing since she was last seen recently at a concert in Charlottesville.

Announcements

The Madison Singers from James Madison University will present a concert in the sanctuary on Friday, October 23.

Mr. Pim Jager, who is currently serving on the Strategic Planning committee, will take the oath of citizenship tomorrow, October 21. Mr. Jager is a Dutch citizen but has lived in the United States off and on since childhood.

Mr. Hollerith and Mr. Bob Hetherington, interim Associate Rector, will join Mrs. Duffey, Mr. Edwards and Mrs. Lisk in leading the annual parish retreat at Shrine Mont the weekend of October 23-25.

Mr. Hollerith called attention to the dates of upcoming events on the reverse of the agenda.

There being no further business the meeting was adjourned at 7:05 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Ronald A. Cain, Jr.
Senior Warden