

Minutes of a Special Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
February 8, 2011

A specially called meeting of the vestry of St. James's Episcopal Church to discuss and approve the 2011 budget was held on February 8, 2011, pursuant to proper notice of time and place. Vestry members attending were Mr. Dick Bennett, Mrs. Pam Goggins, Mr. Bill Gregory, Dr. Jan Harris, Mr. Scott Hetzer, Mrs. Cary Milley, Mrs. Dena Moore, Ms. Newnie Rogers, Mr. Mark Shuford, Mr. Scott Ukrop, Mr. Rich Walker, and Ms. Elizabeth Ware. Mrs. Eleanor Angle, Ms. Jane Dowrick, Ms. Althea Frederick, Ms. Barbara Guvernator, Mr. Monty McFadden, and Mr. Stephen Watts were absent.

Also attending were the Rev. Randolph Hollerith, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Mr. Chip Woodson. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary.

Mr. Hollerith called the meeting to order at 5:30 p.m. with a prayer.

The 2011 budget, as prepared by the Finance and Executive committee, was distributed. In answer to the question of how the budget was prepared, Ms. Ware explained that the first step is for staff members and others who are responsible for budgeted line items are asked to submit their request for the budget. The committee then reviews the requests and determines the gap between what revenue is expected and the amounts requested. The work of the committee is to prepare a balanced budget.

Ms. Ware reviewed the budget with the Vestry, noting that several line items are educated guesses. Revenue anticipates 3% shrinkage instead of the usual 3½ %, which is more on target given past actual shrinkage. Recent actual figures also indicated the potential to increase the loose plate offerings line. Ms. Ware reported that the Endowment Fund has agreed to contribute \$80,000 for operational expenses in 2011, which is a temporary arrangement until the church's stewardship can grow to meet the maintenance needs of the increased facilities. Total revenues are projected to be \$2,009,911.52.

Ms. Ware explained that actual expenses from last year were considered when determining expenses for 2011. The Finance and Executive committee allocated additional monies to change the position of Director of Communications from part to full time, but was disappointed that the budget could not include raises for the staff. In response to inquiries from the Vestry as to whether or not the budget could be amended to include salary increases if additional pledges were received, members of the committee said that the budget was amendable at any time during the year.

Ms. Ware noted that some expense line items were reallocated to Communications, which resulted in what may seem to be a large increase to that expense area, and decreases to other expense areas. The Music Program and Children's Ministries both

were given their requested amounts, which are both increases to accommodate new expenses in programming resulting from the Strategic Plan. Mission and Outreach also received an increase, while Special Programs expenses were reduced. Buildings and Grounds did not get the amount requested, but the amount budgeted is still an increase over 2010. Expenses are budgeted at \$2,009,911.52, creating a balanced budget.

Mr. Hetzer expressed his hope to have the opportunity to give staff salary increases if additional revenues are realized. Mr. Ukrop agreed, noting that the staff received raises last year, after having not received salary increases since 2007, with a bonus given one year when raises could not be budgeted. In response to a question about pensions, Mrs. Thiel explained that pension contributions were based on salary.

Ms. Rogers inquired about the 10% pledge to the Diocese. Mr. Hollerith explained that the Diocese of Virginia, unlike most Dioceses, does not assess a particular fee for parishes but instead allows parishes to determine its contribution to the Diocese. St. James's contributes 10% of anticipated pledge income which, as a resource size parish, is significant.

Mrs. Moore, noting that monies were budgeted for an audit in 2011, inquired about the number of years between audits. Ms. Ware said that five years between audits has been standard, but the Finance and Executive committee has determined to try to have a full audit every three years, with reviews on the years in-between.

Mrs. Goggins recommended that the Vestry consider changing the fiscal year to end mid-calendar year to help with stewardship efforts and budget decisions.

With the conclusion of the discussion, on a motion made and seconded the budget was unanimously approved.

The staff was dismissed at 6:30 p.m. and the Vestry went into Executive Session, adjourning at 6:40 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

R. Scott Ukrop
Senior Warden