

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
May 18, 2010

A regular meeting of the vestry of St. James's Episcopal Church was held on May 18, 2010, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mr. Dick Bennett, Ms. Jane Dowrick, Ms. Althea Frederick, Mrs. Pam Goggins, Mr. Bill Gregory, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Monty McFadden, Mrs. Cary Milley, Mrs. Dena Moore, Ms. Newnie Rogers, Mr. Mark Shuford, Mr. Scott Ukrop, Ms. Elizabeth Ware, and Mr. Stephen Watts. Ms. Barbara Governator and Mr. Rich Walker were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Whitney Zimmerman, Mrs. Anita Lisk, Mrs. Poconna Thiel, Mrs. Virginia Whitmire, and Mr. Chip Woodson. Mr. Brent Winn, Mrs. Lilo Ukrop, and Mr. Wilson Trice were invited guests. 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. A motion to adopt the agenda was made, seconded and unanimously approved.

SPECIAL BUSINESS

Mrs. Ukrop reported that the building project was on track, on budget, and on time. The LLC named 1205 W. Franklin Associates has been established and an investor secured. The annual pro-forma for income and expenses for the LLC was distributed. The last step in the process to apply for Historic Tax Credits is to receive final approval from the Department of Historic Resources. Bill Hardy, accountant, will certify the costs for the renovation of Gibson Hall, including the exterior painting and HVAC improvements. Mrs. Ukrop explained that an entity to manage the LLC and someone to serve as its bookkeeper needs to be determined.

Mr. Winn distributed a summary of possible options once the tax credits have been received. One option is to keep all the money in escrow until the three or so years of the necessary existence of the LLC is over, hedging against the unlikely possibility that the tax credit structure falls through or that the city decides to require payment of real estate taxes. Another option would be to pay down construction debt.

Mr. Winn also distributed a financial overview and budget for the building project, and an analysis for paying down the outstanding construction loan versus holding in escrow the income from the tax credits. Mr. Trice reminded the Vestry that the Endowment Fund board had agreed to contribute \$100,000 to the campaign, which isn't factored into Mr. Winn's figures. Mr. Winn reported that SunTrust Bank has agreed to loan any monies needed if the tax credit income was used to pay down the loan and it turns out that the credit income needs to be returned for any reason.

After discussion, a motion was made and seconded to reserve in escrow for 3 ½ years \$50,000 from the tax credit income, using the remainder to pay down debt associated with the building project. The Vestry unanimously approved.

Mr. Hollerith thanked Mr. Winn, Mrs. Ukrop, and Mr. Trice for their countless hours of work on this aspect of the building project.

COMMENTS AND CONCERNS

Mrs. Goggins extended thanks to Mark and Virginia Whitmire for a wonderful Jazz Eucharist and to Mr. Hollerith for his fabulous sermon, commenting that there was a great spirit in the church for that service.

FINANCE REPORT

Ms. Ware distributed the monthly financial reports, again expressing some concern about the utilities for the Michaux House. Otherwise the budget income and expenses were on track. Hardware expenses for the new video ministry is reflected in the report, but not the software expenses. Ms. Ware anticipates that the church will likely need to draw on cash reserves during the summer, when pledge payment receipts are typically down, and noted that the majority of the church's revenues from pledges is received during the fourth quarter of the year.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Fellowship

Ms. Harris reported that Sunday Brunch following the 10:00 a.m. service will be offered as an experiment on four occasions during the summer. A committee has been established to oversee the brunches and work out logistics involved.

Newcomers/Welcome

Ms. Dowrick reported that a party for newcomers is scheduled for Sunday afternoon, June 30 at the home of Mr. Gregory and invited Vestry members to attend.

Hospitality

Ms. Frederick reported that Bishop Jones would be visiting St. James's on Pentecost this year and the Hospitality committee would be providing a reception for him.

Music

Mrs. Whitmire reminded the Vestry of the June concert which will feature the Children's Choir, the Youth Choir, the West Gallery Choir, the Parish Choir and the Choir that will represent St. James's on the upcoming tour in France.

STUDY COMMISSION

Adult Education

The Rev. Bob Hetherington, with Ms. Guvernator and the Adult Education committee, is working on scheduling speakers for the fall semester of the Sunday morning Adult Forum and Wednesday night Christian Journey.

Children's and Youth Ministries

Kent Duffey, Director of Children's Ministries, and Chris Edwards, Director of Youth and Young Adults, submitted written reports.

Mrs. Duffey will obtain feedback from those who volunteered to help with the new *Growing in Faith* in preparation for next year.

Mr. Shuford reported that a committee is being established to investigate youth programs at other churches and their respective successes or failures.

Young Adults

Mrs. Angle reported that Todd Anderson is organizing a joint effort with St. Paul's for a men's softball team and several young adult parishioners will participate in a triathlon together. Young Adults continue to offer social event to reach out to parishioners and newcomers.

SERVICE COMMISSION

Outreach

Mrs. Moore reported that the Outreach committee met recently and decided to implement term limits of three years for committee members and determined how to establish the terms for current committee members. The committee is evaluating the distribution of funds, using the new strategic plan as a guide.

Lay Ministries

The Commission recommends a Lenten discipline program in which parishioners identify the ministry in which they wish to be involved for the coming year, offering their "pledge" to do so at the altar on Easter.

Missions

Mr. Hetzer reported that the Mission committee will meet to discuss how the committee will re-organize itself and training to raise up more lay leadership in missions.

Ms. Zimmerman reported that both the Haiti and Appalachia mission trips went well. The Sudan mission trip, led by Jody and Angie Wilcox, will depart in late May.

Ms. Warman, Director of Servant Ministries, submitted a written report.

FOUNDATION COMMISSION

Communication

Mr. Watts distributed a written report, highlighting that the new website will be operating soon.

Buildings and Grounds

Mr. Bennett reported that this committee has been re-established and members include Sara Cann, Jim Goggins, Peggy Crowley. Mr. Bennett also offered praise for the work of the new Facilities Manager, David Barnett.

Stewardship

Mr. Woodson distributed a written report, noting that Helen Kemp and David Johnson have agreed to serve on the Planned Giving committee. Mr. Woodson announced that the annual Feast of St. James's has been scheduled for Wednesday, October 20, at the Science Museum and the Feast and Annual Giving committees are already hard at work.

LIAISONS

Episcopal Church Women

Ms. Ware reported that the ECW leadership will meet to determine the distribution of funds raised by the Bazaar.

Children's Center

Mr. Watts reported that approximately 200 people attended the Children's Center's annual Spring Fling fundraiser, including many non-parishioners. Approximately \$24,000 was raised from individuals, with another \$65,000 from a grant from the Beirne Carter Foundation, which will be split into two payments of \$35,000 in 2010 and \$30,000 in 2011.

SENIOR WARDEN'S REPORT

Mr. Ukrop commented that he was glad the work with the Historic Tax Credits was moving forward.

RECTOR'S REPORT

Mr. Hollerith reported that the installation of cameras for the Internet webcasting of the service is scheduled to begin soon, with the expectation that live streaming and archiving can begin this summer. The contract with the radio station requires two weeks' notice to discontinue. Mr. Shuford will contact the radio station at the appropriate time. Access to the webcast will also be hardwired into the Parkinson Room for sanctuary overflow needs. Volunteers are needed to be trained how to run the cameras.

The search committee continues to interview candidates for the Associate/Assistant Rector position. The candidate that is called must meet with the bishop before being hired. The Rev. Bob Hetherington will work through June and has agreed to help with the transition when the new clergy arrives.

Mr. Hollerith reminded the Vestry to review the upcoming events on the reverse of the agenda, noting that the Vestry doesn't meet during June and July, unless specially called, and the next meeting will be in August.

OTHER

Mrs. Milley recommended Vestry members consider volunteering to drive the van for Westminster Canterbury residents on Sunday mornings.

Ms. Zimmerman announced that St. James's and Beth Ahabah were co-sponsoring an event on Women's Spirituality next week entitled "Under the Tent" and encouraged women members of the Vestry to attend.

There being no further business the meeting was adjourned at 7:10 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

R. Scott Ukrop
Senior Warden