

Minutes of a Regular Meeting
of the Vestry
of St. James's Episcopal Church
May 15, 2018

A regular meeting of the Vestry of St. James's Episcopal Church was held on May 15, 2018, pursuant to proper notice of time and place. Vestry members attending were Mrs. Louise Bald, Mr. Arthur Brinkley, Ms. Melinda Davis, Mr. Jim Goggins, Mrs. Kathe Hetzer, Mr. T.A. Hickman, Mr. Scott Hurt, Ms. Erin Jewett, Mr. Dave Johnson, Dr. John Mahoney, Mr. Trey Sibley (by phone), Mrs. Beth Skidmore, Mr. Michael Smith, Ms. Karen Stanley, Mrs. Laura Strickler, and Mr. Michael Whitlow. Mr. Ralph Cummins and Mrs. Annie Witthoefft were absent. Also attending were staff members the Rev. Dr. John McCard, the Rev. Carmen Germino, The Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Dr. Mark Whitmire. Dr. McCard served as chair, with Mrs. Lisk serving as secretary.

The meeting began at 5:00 p.m. with a service of Evening Prayer, with the business of the meeting beginning at 5:25 p.m. Motions to adopt the agenda and approve the Minutes from the April 17, 2018 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Mrs. Skidmore congratulated the McCard family on their oldest daughter, Florrie's, recent college graduation. She commented that some parishioners are inquiring about the annual fall Feast of St. James's, as they had missed the announcement at the Annual Meeting, and recommended more intentionally informing the parish that it has been discontinued. Ms. Davis remarked that doing so could provide an opportunity to share that the Feast has been discontinued due to budget constraints. Mrs. Bald suggested that any information regarding the discontinuation of the Feast include the new "Doers Dining" initiative. "Doers Dining" brings parishioners together in each other's homes for a meal in a smaller group setting. Thus far 25 parishioners have agreed to host the 247 people have signed up.

FINANCE REPORT

Mr. Hickman announced that he and Mrs. Thiel have revised the monthly finance report to indicate when revenues are expected to be received. He reported that buildings and grounds was the biggest driver of expenses in April, primarily due to the timing of invoices. Mr. Hickman expressed some concern about the amount expended during April and cautioned the vestry to be mindful of expenses going forward. Mrs. Thiel has sent quarterly statements and pledge income is expected from those.

Mr. Hickman advised the vestry that there are several "pockets of money" at the Church, including:

- 1) The Children's Center: The Center maintains its own financial records and administration.
- 2) Mardi Gras for Missions: Funds generated by this special event are held in church accounts and Elizabeth Ware is the administrator for these finances.

- 3) Taste of St. James's: This special event generates funds for the church's Food Force, sponsored by the ECW, and is administered by one of the Church's treasurers, Kathie Hoffmann.
- 4) Discretionary Funds: Full-time clergy and the Director of Servant Ministries, Nancy Warman, each have a discretionary fund used for financial assistance, as needed. Funds for these accounts comes from a variety of sources, including gifts from parishioners, grants, weddings, and funerals. The Rector's discretionary funds is also provided by the Horan Fund, which is managed by St. James's Endowment Fund.
- 5) Endowment Fund: St. James's Endowment Fund is a separate entity, created for the maintenance and welfare of the Church, while increasing the value of the Fund. Four percent of the three-year balance is directed for the use of the Church. The Endowment Fund is administered by a Board of Directors and held at Davenport & Company.

Mr. Hickman also said that the Church's auditing firm is Harris Hardy & Johnstone and a full audit of all accounts is made every other year, with a financial review done in the alternate years.

2019 Budget

Mr. Hickman presented the 2019 budget for consideration. The 2018 budget was used as a foundation to create next year's budget, acknowledging the following:

- 1) The Endowment Fund's agreement to provide funds for a salary share expires and is not included;
- 2) Three part-time staff positions in the areas of communications, formation, and buildings & grounds were added. The current sexton service will be changed and one current sexton will shift to employment by the Church;
- 3) A compensation increase is included;
- 4) There is a provision for \$100,000 for the Capital Reserve Fund.

This proposed budget will anticipate an approximately 20 percent increase over the 2018 budget, which is a significant challenge. A motion was made to adopt the proposed 2019 budget for use in stewardship efforts, with final approval of the budget made after the Annual Giving campaign concludes.

Ms. Hall distributed stewardship data information for 2013-2018 and the stewardship plan for raising the funds needed to support the proposed budget, focusing on storytelling and fellowship. The Annual Giving campaign will also segment the parish to personally solicit those parishioners who have the capability to increase pledges.

Mr. Whitlow commented that the largest expenses for the Church are personnel and buildings & grounds. The Church needs to catch up to take back operating expenses from the Endowment Fund and to provide resources to move St. James's forward.

A second to the motion was made and all approved the proposed 2019 budget as presented, with final budget approved after the Annual Giving campaign. Dr. McCard thanked all those who worked on preparing the budget.

WORK PLAN TRACKING UPDATE

Mr. Whitlow presented a spreadsheet to capture the action for the work plan utilizing the three areas of Conversion, Discipleship, and Service that was established at the vestry retreat. The spreadsheet is an organizational tool to track initiatives and work towards achieving goals.

Members of the vestry will add to the spreadsheet, which will be shared with all the vestry, rather than using the previous system of certain committees reporting at meetings. Mr. Whitlow expects this approach will be more action-oriented and help build a foundation of knowledge for future vestries.

REPORTS

Stewardship

Statements on Annual and Planned Giving were distributed. They will be used in stewardship efforts and posted on the website. Suggested edits were made and all agreed that amended versions will be emailed to the vestry for approval, with the vote ratified at the August meeting.

Community and the World Committees (Service)

A summary report for the Outreach, Missions, Welcome, and Stewards of the Earth committees and the Children's Center was distributed. Mrs. Bald reported that the Welcome committee had met and determined to focus on actions to improve the welcome experience at St. James's. She encouraged vestry members to send suggestions to either her or committee chair, Annie Witthoefft.

Children's Center

Mrs. Hetzer reported that the Children's Center board had recently approved a three-year strategic plan. She distributed the Center's annual report and reported that the Center would like to make improvements to the playground that are different than previously proposed to and approved by the vestry. Funds have been secured for the improvements. A motion was made, seconded, and unanimously approved.

JUNIOR WARDEN REPORT

Mrs. Strickler reported that the Strategic Buildings & Grounds Committee had met with Huff Morris Architects and will meet with Engineers Plus soon for their report. The Committee is organizing and prioritizing next steps, with several projects underway including work in the Memorial Garden and ceiling plaster in the sanctuary.

SENIOR WARDEN REPORT

Mr. Whitlow thanked the vestry for all their good work. He announced that a letter from the Senior Warden will be sent to the parish as a mid-year report that will reflect on John's vision of Conversion, Discipleship, and Service. Mr. Whitlow also said that he expects the Endowment Fund board to discuss their contribution to the budget at their May meeting and he hopes to have a conversation about their contributing to capital maintenance.

RECTOR'S REPORT

Dr. McCard announced that Bishop Susan Goff is scheduled to visit St. James's on May 20. He reported that the staff has been discussing Wednesday night dinners and programming for the 2018-19 program year and encouraged members of the vestry to participate in the Wednesday night dinners and encourage others to come, as well.

OTHER

Mrs. Streever announced that registration for the October parish retreat at Shrine Mont was now open. She reported that the Endowment Fund board had agreed to contribute \$3,000 to help reduce the cost for participants. A fundraiser to help offset costs is scheduled on May 23.

Ms. Germino encouraged the vestry to read the Outreach and Missions Committee reports. She reminded the vestry that several missions were scheduled during the summer months. Dr. McCard said that there's no new developments regarding the concerns about Haiti that were reported last month.

Dr. Whitmire distributed a flyer for the upcoming Welcome Summer Recital series.

The attendance report for April 2018 was distributed.

Dr. McCard asked the Vestry note the upcoming events listed on the reverse of the Agenda.

There being no further business, the meeting adjourned with a benediction by Dr. McCard at 7:15 p.m.

Anita Lisk
Secretary

Approved:

Rev. Dr. John McCard
Rector

Michael Whitlow
Senior Warden