

St. Martin's Episcopal Church
Vestry Minutes
December 15, 2011

The meeting was called to order at 6:30 p.m. by Polly Foote, Senior Warden.

Present: Kerry Armbruster, Frank Caruso, Jean Dickey, David Dry, Polly Foote, Senior Warden, Shirley Smith Graham, Rector, Lois Headden, Register, Anne Hearth, Roger Hoopengardner, Bill Hoover, Leigh Houghland, Treasurer, Dick Mericle, Nancy Pierce, Clay Riley, Bob Saunders, Barbette Spaeth, Geoff Wade, Nellie Williams, and Jane Core- Yatzek.
Absent: Debbie Coleman, Rene deJager, and Allan Willey.

- I. **OPENING PRAYER:** Jean Dickey opened the meeting with prayer which was followed by the vestry singing "*O Come All Ye Faithful*". The vestry members then introduced themselves to one another.
- II. **REHEARSALS OF THE NORMS:** A copy of the Norms were given to the new Vestry members and Dick Mericle reviewed them.
- III. **NURTURE:** Shirley thanked the vestry for the wonderful sabbatical. The first half of the sabbatical she spent at Sewanee and the second half was spent working on the wellness of life. She explained that as a parent and as a priest she has learned how to be spiritually grounded in a time of crisis. She has a vision of a spiritual and refreshment group for parents.
- IV. **APPROVAL OF VESTRY MINUTES:** A motion was made and seconded to approve the November 17, 2011 Vestry Minutes as corrected. This motion passed unanimously.
- V. **TREASURER'S REPORT:** Leigh reported that we are \$4,600 in excess of income but that December is a strong giving month. He is hopeful that when the vestry meets in January we will have a surplus. He explained that pledges are about 2 ½% below budget but that 2 ½% is a great place to be. Building Use Donations are a little below budget. We are \$3,800 above in non-pledges which is also a good place to be. A copy of the Income and Expense Summary totals as of November, 2011; Balance Sheet as of November 2011; and the Income and Expense Statement (January to November 2011) are attached to these minutes.

VI. VESTRY COMMITTEE REPORTS:

- A. **Bell Tower Memorial Garden Report:** Shirley reported that Gina Clayton has taken on the responsibility of the landscaping in the Memorial Garden but she is also taken on the general maintenance of the grounds. Thanks to Gina we are in the best shape we have been in in years. Shirley explained that there are about twenty spaces left in the Bell Tower Memorial Garden.
- B. **Nominating Committee Report:** Shirley has not called this committee together.
- C. **Stewardship Committee Report:** Jane reported that pledges are still trickling in. Shirley explained that there are a number of people who usually pledge but haven't done so yet. She pointed out that this is the time we discuss follow up. Shirley asked if there was any one on the vestry who would like to make follow up calls to contact her. She would like to do this in the next thirty days.

Jane explained that there is a Facebook account that hasn't been released to the parish.
- D. **Finance Committee Report:** Roger reviewed the Finance Committee's report with the vestry. A copy of the Finance Committee's report is attached to these minutes.

VII. FORWARD IN FAITH – BUSINESS ITEMS:

- A. **Stewardship Work Update:** Bill explained that Stewardship is Action, Communication and Fellowship. Shirley explained some of the tasks that are in progress. A copy of Stewardship 2011-2012 and a Project Management Tracking Tool are attached to these minutes. Bill stated that his intent is to call the responsible people for the task a week before the vestry meeting so that he can update the chart. Bill was commended for his work on the Tracking Tool. Bill thanked Lora Price for her help on this project.

In response to a question raised, Shirley explained that she had spoken to Vicki Hall, the bookkeeper, about automatic pledge payments. Automatic pledge payments would go through the Finance Committee before coming to the vestry. We are also considering electronic payment of our bills.

- B. **Discussion of Final Budget and Vote:** Leigh explained that we have received 198 pledges but had 11 more pledges last year at this time. He pointed out that we are \$21,592 ahead of last year's pledges but that we need an additional \$40,880 to meet the budget that was proposed for 2012 so the Finance Committee has made some deductions to the proposed budget. Leigh explained that Health Care costs are eating up the budget but that full time staff will receive full health care coverage. Since there is a budget deficit at this point the following are things that are being cut in the new proposed budget. \$15,000 was proposed for a part time handyman; had budgeted for increase for Administrator and Bookkeeper. Leigh felt that we could increase Clay and Lora's salary if funds increase. There is a small increase for Shirley's salary. Will increase the Diocese Pledge by \$1,000. There is \$2,500 in the budget for a Capital Study. Leigh stated that if we chose to do this, it can come out of the Capital Maintenance Budget instead of the

Operating Budget. St. Martin's have received a gift of \$54,000 and part of this will be used for the deficit in the 2011 budget. He said we have the ability to fund the deficit if funds are not received. The vestry thanked Leigh and the Finance Committee for all the hard work they have done with this budget. Leigh asked the vestry members if they had any questions. A copy of the 2012 Budget is attached to these minutes. A motion was made and seconded to pass the budget as presented by the treasurer. This motion passed unanimously.

- C. **Election of New Wardens:** A motion was made and seconded to appoint Roger Hoopengardner as Senior Warden, and Dick Mericle as Junior Warden. This motion passed unanimously.
- D. **Plans for Vestry Retreat:** Shirley reported that the Vestry Retreat will be at Richmond Hill, January 13 – 15, 2012. She will email all members with a schedule of events. She explained that part of the retreat will be spent on a Mutual Ministry Review which is required by the Diocese. The vestry will also update our five year plan. Nellie Williams volunteered to play the role as Cruise Director.
- E. **Plans for Clay's Ordination:** Shirley announced that Clay's ordination will be at St. Martin's on Tuesday, January 10, 2012 at 7:30 p.m. Bishop Holly will officiate at the ordination. Kerry Armbruster, Dana DeJager and Nellie Williams will coordinate the reception that will follow the ceremony.
- F. **Vestry Members Terms:** Shirley asked the new members to caucus among themselves to decide who the two persons are who will take the two year terms available. Nancy Pierce desires a two year term and Shirley felt there might be another person who wished to only serve for two years.

VIII. **SENIOR WARDEN'S REPORT:** Polly felt that the vestry had a good handle on the state of the church. Polly expressed her thanks to the vestry and said what a pleasure it had been to serve on the vestry.

IX. **JUNIOR WARDEN'S REPORT:** Dick Mericle reported that the work on the gutter over the office entrance has been completed. The Sacristy retaining wall work will be done before Christmas and Chuck McGinnis is responsible for this work. Gina Clayton has been responsible for the tree trimming and removal. There is still \$2,000 remaining for tree trimming but this will be used in 2012. The driveway has pot hole problems and Steve Deere is getting together with neighbors of St. Martin's to design a plan to correct this problem. The HVAC flush is awaiting feedback from TECH 24. The mulching of all beds has been completed.

X. **RECTOR'S REPORT:** Shirley reported that the meeting of 20 and 30 year olds has taken off. There have been a number of deaths this year and some of the decline in pledges could be because of these deaths. There are two new people being trained as Stephen Ministers. Shirley said that she has seen wonderful development in the Diocese's health. She is very hopeful about the future of the Diocese. Shirley urged all Vestry members to attend the Annual Parish Meeting on Sunday, January 29, 2012 at 10:00 a.m.

XI. **IMPORTANT DATES:**

- Possible Ordination to the priesthood of J. Clay Riley in December of January
- Vestry Retreat at Richmond Hill, January 13 -15, 2012***
- Pre-Council Meeting, January 24, 2011, 7 p.m. Emmanuel, Hampton
- Parish Annual Meeting, January 29, 2012***
- Diocesan Annual Council, February 10-11, 2012
- Parish Retreat at Richmond Hill: *Knowing Yourself, Knowing God through Prayer*, March 2-4, 2012
- Please see parish calendar for other important dates

XII. **NORMS CHECK IN:** Dick Mericle congratulated everyone on their openness. The meeting was good fun and everyone had a good time.

XIII. **CLOSING PRAYER:** Kerry Armbruster closed the meeting with prayer at 9:00 p.m.