

St. Martin's Episcopal Church
Vestry Minutes
June 16, 2011

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

Present: Kerry Armbruster, Debbie Coleman, Jane Core-Yatzeck, Jean Dickey, Polly Foote, (Senior Warden), Shirley Smith Graham (Rector), Anne Hearth, Roger Hoopengardner, Leigh Houghland (Treasurer), Bill Hoover, Clay Riley (Assistant Rector), Allan Willey, and Nellie Williams

Absent: Dick Mericle (Junior Warden), Lois Headden (Register), Geoff Wade

Note: Nellie Williams recorded the minutes for Lois Headden.

- I. **OPENING PRAYER:** Shirley Smith Graham opened the meeting with prayer.
- II. **REHEARSAL OF THE NORMS:** Jean Dickey reviewed the norms with the vestry.
- III. **NURTURE:** Shirley reviewed specific concepts from Chapter 2 in *The Eight Concepts of Bowen Theory* centered on p. 31, "Scale of Differentiation of Self."
- IV. **APPROVAL OF VESTRY MINUTES:** A motion was made and seconded to approve the May 19th, 2011 Vestry Minutes with the following corrections.
 - A. On page 1 (section III), correct the spelling of "nuture" to "nurture."
 - B. On page 2 (section D), add under Outreach Committee Report that Allan Willey will write a letter of commendation on behalf of the Vestry to Matt Dolci, which will be delivered by Debbie Coleman
 - C. On page 3 (section D), change "John Clay" to "John Clay Riley."
 - D. On page 3 (section D), change the time of the Biscuit Bar on Sunday, June 26 to 9:00 AM.

The motion passed unanimously.

- V. **TREASURER'S REPORT:** Leigh Houghland reported that pledges have not been coming in as expected, but revenues exceeded expenses in May. We are currently ahead of budget by \$24,000 due to prepayment of some pledges at the beginning of the year.

Leigh then shared his **Mid-Year Budget Review Report** with the Vestry. Leigh forecasts a deficit by the summer due to pledges not coming in as expected. It was the hope of the Vestry to add some items to the current budget that were cut from the original budget but due to some unexpected expenses and pledges being down, Leigh does not recommend this. The Vestry agreed that if pledges pick up in the fall, it can revisit this topic.

The Vestry agreed to provide a budget update to the congregation after the 8 AM and 10 AM services on June 26th and its "wish list" of things they hope to accomplish if income increases.

VI. **VESTRY COMMITTEE REPORTS:**

- A. **Bell Tower Memorial Garden:** Shirley reported that Meredith Poole has agreed to be her Memorial Garden apprentice. Shirley is training Meredith regarding documentation and physical space. At the next Vestry retreat, Shirley

requests that the group discuss the expansion of the memorial garden space. There is about a year's worth of space remaining.

Shirley also thanks Gina Clayton for her excellent landscaping skills and masterful eye for detail.

- B. **Nominating Committee Report:** Shirley reported that the Nominating Committee recommended David Feldman as the next chairman of the Finance Committee, as well as new members, Melanie Davis and Dave Douglas. A motion was made and seconded to accept the Finance Committee's recommendation. The motion passed unanimously.

Shirley reported that the Finance Committee requests direction and clarity in their job to help the vestry.

- C. **Stewardship Committee Report:** Jane reported that there is a working group of parishioners from several different committees working together to craft a vision for the Stewardship Committee. She reported that there has been good attendance, especially from the younger family demographic.

- D. **Finance Committee Report:** Roger Hoopengardner reported that Sheila Glennon and Matt Dolci led a discussion about outreach programs at St. Martin's.

He also reported that the Finance Committee recommends that the Vestry wait until a new Parish Administrator is hired before looking for new bids for the outsourcing of the Cloak and the Sunday bulletins.

- E. **Endowment Fund Committee Report:** Shirley reported that this committee is planning on rolling out their informational bookmark in mid to late summer.

VII. **FORWARD IN FAITH-BUSINESS ITEMS:**

- A. **Co-Op Rental Agreement Renewal:** Shirley reported that currently the Co-Op pays \$936 in rent annually. It provides free preschool for needy families plus financial scholarships for qualifying families. Shirley consulted with Molly Gareis, the director of the Co-Op, about possibly increasing the rent slightly. Molly indicated the Co-Op is willing and able to pay more. Shirley recommended increasing the annual rent by \$100 to \$1036.11. A motion was made and seconded to increase the annual rent. The motion passed unanimously.
- B. **New Procedure on Establishing Quorum:** Polly recommended that a new procedure be adopted to ensure there is a quorum present at each Vestry meeting. Vestry members are asked to RSVP to Polly by Monday before the meeting to make sure there are enough voting members present to meet quorum (must have 6 voting members + 1 warden).
- C. **Phone System Recommendation:** Shirley reported that St. Martin's current Phone system is antiquated. Shirley looked into upgrading this system. A bid from Colonial Communications was obtained for new voice mail software and

handsets. The bid was \$4000 (with free labor) so a second bid is required. Shirley feels at this time the Vestry should wait until 2012 to revisit this. The Vestry recommended that Shirley go ahead and get a second bid. Roger will go to Finance Committee to discuss the second bid.

Allan Willey suggested including a line item in the capital/major maintenance budget for maintenance and upgrading communication and computing equipment.

- D. **Parish Administrator Search Process**--Shirley reported that a new parish administrator has been hired to begin two weeks prior to Linda's departure for training purposes.
- E. **Electronic Vestry Documents Proposal**: Allan Willey reported on the possibility of using EverNote to share/publish vestry documents in an effort to save paper and extend the life of the current office copier. Allan shared that nonprofits get a 50% discount so each individual account would be \$2.50. Using EverNote would help offset our current office expenses budget. Shirley reported that she is already using EverNote for diocesan work and suggested getting a corporate account. Debbie Coleman suggested starting with a trial period to make sure everyone is comfortable with the software. Also, vestry members would not be required to use EverNote and should feel comfortable bringing paper copies of documents if they so desire.

Allan agreed to provide an EverNote tutorial session at an upcoming Vestry meeting to make sure everyone is comfortable using the software.

A motion was made and seconded to use EverNote in lieu of paper copies for Vestry meetings. The motion passed unanimously.

- F. **Proposal to Cancel August Vestry Meeting**: A motion was made and seconded to cancel the August Vestry meeting due to many members being out of town for summer vacations. The motion passed unanimously.
- G. **Annual Meeting Change of Date Recommendation**: Shirley proposed that the Vestry permanently change the date of the Annual Meeting. She suggested that the Annual Meeting be held the Sunday after the Vestry returns from its annual retreat as a "looking forward" event and an opportunity to share the newly revised strategic plan. The focus would be looking ahead to the future. Voting for new Vestry members would occur in December, prior to the retreat, and all vestry members, new and retiring, would attend.

A motion was made and seconded to move the Annual Meeting to a date after the annual Vestry retreat. The motion passed unanimously.

- H. **Feedback on New Hospitality Concept**: The vestry recognizes the need to have a line item in the budget for fellowship activities
- I. **Strategic Plan Sharing**: The Vestry would like to commend Geoff Wade and David Feldman for 9 Points of Roguery concert. It was well attended and enjoyed

by many.

VIII. **SENIOR WARDEN'S REPORT:** Polly is working on the Mutual Ministry Review letter and will send this out via email soon.

IX. **JUNIOR WARDEN'S REPORT:** Dick Mericle's report is attached.

X. **RECTOR'S REPORT:** Shirley encouraged all vestry member to sign up for Bishop's Days. Members can access the diocesan website to register.

XI. **IMPORTANT DATES:**

- Sunday services at 8 and 10 AM starting June 19 and going through September 4, 2011
- Rickey Meadows' ordination to the transitional diaconate June 18 at 11 AM at Church of the Redeemer, Midlothian, VA.
- Reception and "biscuit bar" for Clay Riley and family June 26 at 9 AM
- June 29 at 6 PM-Parish Picnic to welcome Clay Riley and family at Waller Mill Park
- Bishop's Days for Parish Leadership on October 8, 2011 at Good Shepherd, Norfolk (change in location) and October 15, 2011 at Church of the Redeemer in Midlothian
- Shirley's Sabbatical Part I: June 17-July 9; Vacation August 13-September 3rd; Sabbatical Part II: November 14-December 5.
- Please see parish calendar for other important dates.

XII. **NORMS CHECK-IN:** Polly reported that the Vestry did well following the norms.

XIII. **CLOSING PRAYER:** Shirley closed the meeting with prayer at 9 PM.