

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

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

Present: Kerry Armbruster, Debbie Coleman, Jean Dickey, Polly Foote, Senior Warden, Shirley Smith Graham, Rector, Lois Headden, Register, Anne Hearth, Roger Hoopengardner, Bill Hoover, Leigh Houghland, Treasurer, Richard Mericle, Clay Riley, Assistant Rector, Geoff Wade, Allan Willey, Nellie Williams, and Jane Core-Yatzeck.

- I. **OPENING PRAYER:** Shirley opened the meeting with prayer.
- II. **REHEARSALS OF THE NORMS:** Dick Mericle reviewed the norms with the vestry.
- III. **NURTURE:** Shirley's discussion of Chapter 4 of "*The Eight Concepts of Bowen Theory*" were held over until the October Vestry meeting.
- IV. **APPROVAL OF VESTRY MINUTES:** A motion was made and seconded to approve the July 21, 2011 Vestry minutes as written. This motion passed unanimously.
- V. **TREASURER'S REPORT:** Leigh reported that revenues exceeded expenses by \$117 through the end of August. We are \$8,000 behind in pledges but Leigh pointed out that this is fairly normal for summer. The \$10,000 gift from the Rockwells hasn't been moved from the restricted fund yet. The staff compensation that had been budgeted for 2011 was for a part time Administrator. There will be a new category for Administration and Communication (Desktop Publishing). This will be reflected in next month's report. A copy of the Balance Sheet as of August 2011; Summary of Restricted Accounts (January to August 2011); a copy of Income and Expense (January to August 2011) are attached to these minutes.

There is \$40,000 in the Rector's Housing Fund which is a restricted fund. Lee will look into this but he thinks it is money that Pickett paid back on the loan for the house that they bought.

Leigh explained that the Finance Committee is looking at the budget to see if we can fund those things that were cut from the 2011 budget.

Leigh feels that we should have a Capital Reserve Study. He will get some bids from companies that do these studies. He thinks the cost will be \$2,000 to \$3,000 for such a study.

Leigh Houghland presented the Finance Committee's Charter. A copy of this charter is attached to these minutes. Bullet Number 5 was discussed and this bullet will be brought back to the Finance Committee for discussion at their October meeting. A motion was made and seconded to accept the Finance Committee's Charter as presented. This motion passed unanimously.

VI. VESTRY COMMITTEE REPORTS:

- A. **Bell Tower Memorial Garden:** Shirley reported that new mulch had been put down in the Bell Tower Memorial Garden just before the hurricane hit and during the storm this mulch was washed down the hill.
- B. **Nominating Committee Report:** Shirley reported that she had met with Carolyn Ito, Chairman of the Nominating Committee and their task at this time of year is to provide names of candidates for vestry.
- C. **Finance Committee Report:** Leigh reviewed the Finance Committee minutes with the vestry and a copy of these minutes are attached.

VII. FORWARD IN FAITH – BUSINESS ITEMS:

- A. **Nominating Committee's Recommendation:** Shirley submitted the report from the Nominating Committee that is attached to these minutes. The Nominating Committee recommends that the following 6 individuals be presented to the congregation as a slate. The six candidates are: Rene deJager, Bob Saunders, Frank Caruso, Barbette Spaeth, Nancy Pierce (two year term) and David Dry. A motion was made and seconded that the vestry accept this report from the Nominating Committee. This motion passed unanimously. Shirley explained that nominations from the floor must be submitted in writing forty-eight hours before the election at the Annual Meeting.
- B. **Proposed Plan for Stewardship 2011:** Jane Core-Yatzeck reported that there have been focus groups to discuss what Stewardship means at St. Martin's. A copy of the Vestry Proposal Plan for Stewardship 2012 is attached to these minutes.

Discussion followed on the draft letter for pledges for 2012 that was submitted and is scheduled to go out to parishioners in October. A copy of this letter is attached to these minutes. Jane felt that instead of a Stewardship Committee we need to have a Stewardship Swat Team. Shirley explained that we needed to work on a ten year plan to look at different parts of the parish and pulling it all together. We need to rethink what we do before asking others to do the work. Shirley felt that we need to change the thought that stewardship isn't just in the fall but all year long. People are needed for this new approach to stewardship. Shirley has put together a chart and will meet with Bill Hoover to talk about his job as Project Manager and the names assigned to each task.

Roger Hoopengardner explained that we still need to present to the congregation what is needed to meet the budget. Polly felt that it is the vestry's responsibility to own the stewardship vision until Spring. All present felt that the vestry's vision priorities should be included in the letter along with the three items that weren't funded in the 2011 budget. The letter should state that we have had a flat budget for three years plus keeping the first paragraph of the letter submitted intact. Jane Core-Yatzeck and Dick Mericle will modify this letter and then it will be a mass mailing to parishioners on October 10th. Polly asked the vestry if they were comfortable with this Stewardship concept and they all agreed that they

were.

Polly explained that it is time for another update to the parish on our financial status. It was decided that this would be done at announcement time on Sunday, October 16th. Anne Hearth and Bill Hoover will talk at the 8:00 a.m. service; and Polly Foote will speak at the 9:15 a.m. and 11:00 a.m. services.

C. **Potential New Outreach Opportunity:** Shirley explained that St. Martin's is looking at becoming a part of the Historic Triangle Multifaith Outreach Mission. Jim Ramage is one of the directors of this group and has told Shirley there needs to be an umbrella policy for the group. He is willing to take on the responsibility of determining what is needed. Debbie Coleman will look into this issue and get back to the vestry before their October meeting.

D. **Strategic Plan:** Polly and the vestry reviewed the Strategic Plan and updated where needed.

VII. **SENIOR WARDEN'S REPORT:** Polly asked the vestry that if there was anyone who wanted to put their name in for Senior Warden or Junior Warden to email Shirley or Polly. Polly has not heard from anyone on the vestry about the Ministry Fair. Those present shared their experiences at the Fair.

A letter of appreciation will be sent to Jan Woods in thanks for Lloyd Woods dedication to St. Martin's as Treasurer.

IX. **JUNIOR WARDEN'S REPORT:** Dick Mericle reported that we have a water issue that he is researching. A copy of Dick's Junior Warden's Report is attached to these minutes.

X. **RECTOR'S REPORT:** Shirley stated that she was very grateful for her Sabbatical and it was a true break even though it took her weeks to extract herself from the St. Martin's community. A copy of Shirley's Rector's Report is attached to these minutes.

XI. **IMPORTANT DATES:**

- Bishop's Days for Parish Leadership – October 8, 2011 at Good Shepherd, Norfolk (*change in location), and October 15, 2011 at Church of the Redeemer, Midlothian
- Outreach Strategic Planning Retreat, September 23-24
- Stewardship Kick-Off Sunday, October 16
- Parish Fellowship Retreat at Chanco, October 28-30
- Stewardship Ingathering Sunday, November 13
- Shirley's Sabbatical Part II: November 14 – December 5
- Thanksgiving Dinner Outreach, November 24
- 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 felt the vestry did great and deserved an A+.

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