



The Chapel of the Cross - 304 East Franklin St. Chapel Hill, NC 27514 919-929-2193

VM-090523

May 23, 2009 - Vestry Minutes

Attachments

SUMMARY

At its May meeting on retreat at Aqueduct, the Vestry

- 1) learned that the annual audit of the parish finances resulted in an excellent report;
- 2) re-elected David Dill as Sr. Warden, Ele Ross as Jr. Warden, and Nancy Kelly as Clerk;
- 3) received an update on the search for a new Director of Stewardship and Development;
- 4) approved the recommendation of the Buildings and Grounds Committee for expenditure of \$665 from the Duerden Fund to purchase an additional face microphone for the clergy; and
- 5) approved the recommendation of the Buildings and Grounds Committee to establish a Special Committee for the Acquisition and Integration of Network Technologies to oversee and implement technology plans for the parish.

FOCUS SESSION

OPENING

The Vestry held its regular monthly business meeting for May on retreat at Aqueduct on Saturday, May 23, 2009. Present were David Dill (Sr. Warden), Ele Ross (Jr. Warden), Tony Hawkins, Harriet Gaillard, Doug Kelly, Bill Stockard, Valerie Bateman, Hodding Carter, Linda Rimer, and Ford Worthy. Also present were Stephen Elkins-Williams (Rector), Bill Joyner (Archdeacon), Mary Anne Handy (Parish Administrator), Gary Monroe (Treasurer), and Nancy Kelly (Clerk).

The Rector presided and called the meeting to order at 1:00 p.m..

PARISH CONCERNS

APPROVAL OF MINUTES

There were no corrections made to the minutes of the Vestry meeting of February 19.

It was moved by Mrs. Gaillard, seconded by Mr. Kelly, and passed unanimously, that the Vestry approve the minutes of the Vestry meeting of February 19.

There were no corrections made to the minutes of the informal luncheon meeting with Bishop Curry on Sunday, April 19.

It was moved by Mrs. Ross, seconded by Mr. Stockard, and passed unanimously that the Vestry approve the minutes of the informal luncheon meeting with Bishop Curry on Sunday, April 19.

There were no corrections made to the minutes of the focus session of April 16 or to the Vestry meeting of April 16.

It was moved by Mr. Dill, seconded by Mrs. Ross, and passed unanimously that the Vestry approve the minutes of the focus session of April 16 and of the Vestry meeting of April 16.

ROLLING ACTIONS

The last item on the list, Mrs. Handy's task of providing copies of the February minutes, has been completed and is to be removed from the list. The other items are to remain on the list, pending completion.

CONSENT AGENDA

The single item on the Consent Agenda (attached, with accompanying tracking form) was removed for discussion.

CLERGY REPORTS

Rector

The report of the Rector is attached.

Also attached is a letter from parishioner Margie Will, about the change in leadership at Iglesia El Buen Pastor. Mr. Elkins-Williams commented on the growth in that parish under the leadership of Vicar Christy Laborda.

Archdeacon

Mr. Joyner, referring to the updated material to be inserted in Vestry handbooks, said that he has a letter of agreement to submit.

Mr. Elkins-Williams asked Mr. Joyner to comment on his diocesan role as archdeacon. Mr. Joyner explained that he works with deacons in the dioceses on their assignments and assists Bishop Curry with the deacons and at the ordination of deacons. Mr. Joyner said that his term expires in October, and he has not yet had a conversation with Bishop Curry about a possible reappointment. He then suggested that he would be willing to lead a focus session on the work of deacons, perhaps with Martha Hart.

VESTRY OFFICERS & PARISH

ADMINISTRATOR REPORTS

Senior Warden

The report of the Sr. Warden is attached.

Mrs. Bateman asked for some amplification of the Sr. Warden's activities. Mr. Kelly said that Mr. Dill presented an excellent orientation session for Vestry members. He recommended that Mr. Dill's five-minute Vestry meeting be made available to those who were not present at the orientation.

Mrs. Bateman also commented on the orientation discussion about the parish's endowments and the role of

future vestries. She said that such discussions need to include the entire parish, that parishioners need to be a part of the process. Mr. Dill commented that unlike the case with donor restricted funds, if the Vestry creates restrictions on funds, a future vestry would have the option of changing the restrictions. He added that there needs to be transparency about parish funds, and he will check with Parish Chancellor Bill Daniell about legal issues associated with this matter.

Mr. Monroe said that he will bring this matter up at the next meeting of the Finance Committee, to which Mrs. Bateman added that, in addition, there should be an attempt to solicit parishioners' views.

Junior Warden

The report of the Jr. Warden is attached.

Parish Administrator

The report of the Parish Administrator is attached.

Mrs. Handy asked Vestry members to update their Vestry handbooks with the packet of updated material provided.

Mrs. Handy reported on the first lunch meeting of the parish administrators of area churches. The discussion at this first meeting was about the increase in requests for assistance during the current recession. The group arrived at consensus that one church will not refer requests to other churches and that it supports the IFC as the main source for requests for assistance.

Mr. Elkins-Williams commended Mrs. Handy for her initiative in this and he added that the local churches do try to work ecumenically, e.g. he convenes the heads of the downtown churches monthly for lunch.

Treasurer

Attached are the Treasurer's Report and the Combined Balance Sheets as of April 30, 2009.

Mr. Monroe reported that the budget is on track for both revenues and expenses. Expenses are still being closely watched, and revenues are slightly ahead. Mr. Elkins-Williams said that he is encouraged by the almost 30% payment of pledges.

Mr. Carter asked why pre-paid pledges are allocated over twelve months, and Mr. Monroe replied that this practice helps with the issue of cash flow. Mr. Elkins-Williams suggested that this practice is something for the Finance Committee to review.

Mr. Monroe reported that the May audit was both extensive and successful, with no material findings. The management letter included minor recommendations having to do with credit cards.

Mr. Carter observed that in the business world, the recommendation is to change auditors every few years. Mrs. Bateman supported this thought.

COMMITTEE REPORTS

Recommendation of the Outreach Ministry Committee

The Consent Agenda item that Mr. Dill had requested be removed for discussion was the Outreach Ministry Committee recommendation that the Vestry appropriate \$1000 from the discretionary outreach line item and \$1000 from the Social Ministries Fund to support Freedom House.

Mr. Dill noted that the Social Ministry Fund is a fund not included in the annual budget and that it is funded by designated gifts and by the customary tithe of undesignated gifts. These funds are available to the Vestry for allocation. Adding that the Outreach Ministry Committee budget has been maintained at current levels, he asked whether this allocation is of immediate importance or if it might be prudent to wait until later in the budget year to see how the budget is faring. Mr. Elkins-Williams added that Freedom House is already a part of the community organizations line item and that this additional funding would be used to fund and name a room at Freedom House.

Mr. Joyner said that the OMC hopes that a donation of \$2500, the two \$1000 requests plus additional funds contributed for that purpose by parishioners, will result in a room at Freedom House being designated the Chapel of the Cross room. He said that he wasn't sure if there is immediate need for the allocation. He added that the OMC chose to request part of the funding of Freedom House from the Social Ministry Fund in order to be certain that the discretionary fund line item will be available for other uses, emergencies in particular, later in the year.

Mr. Elkins-Williams explained the three sources of funding available for outreach. The operating budget's community organizations line item (\$16,000 in the 2009 budget) is used for annual support of organizations that are funded by the parish every year. The budget's discretionary outreach line item (\$19,000 in the 2009 budget) is used for additional outreach requests or needs that arise during the year. Unlike these two budget line items, the Social Ministry Fund is not a line item in the budget. All three sources of funding are under the control of the Vestry, but the OMC makes recommendations to the Vestry.

Mr. Dill emphasized that he is not in opposition to the recommendation of the OMC, but he wished merely to raise a general concern. It was the consensus of the Vestry that, because approval is not urgent, action be deferred to the June meeting.

Finance Committee

The report of the Finance Committee is attached.

Mr. Elkins-Williams reminded the Vestry that the Treasurer serves a three-year term. Mr. Monroe is now concluding his second year, so it is time to solicit nominations to present to the Vestry for someone to train for a year to replace him.

Mrs. Bateman mentioned the need for time sheets for volunteers, and Mrs. Handy replied that time sheets are being completed by all staff members and volunteers for whom they are required.

Personnel Committee

Attached is a memo with an update on the search process for a new Director of Stewardship and Development. Also attached is the revised position description for the Director of Stewardship and Development.

Mr. Stockard said that there were nine applications for the position and that after review of the applications, three of the candidates are unanimously recommended for interviews. The Search Committee will set up interviews, and the matter is on track for having an individual in place by the July 1 recommended deadline or soon thereafter.

Mr. Elkins-Williams said that it is time for personnel evaluations. The chair of the Personnel Committee and the wardens bear the responsibility of evaluation of the Rector.

Buildings and Grounds Committee

The report of the Buildings and Grounds Committee is attached.

Mr. Kelly, referring to the paragraph on the need for another face microphone for the clergy, said that it has been advised by Sr. Associate Treasurer Barney Varner that the Duerden Fund, under Worship and Program Support Endowment, with the Rector's consent be the source of funding for this expense. The Rector did agree.

It was moved by the Buildings and Grounds Committee and passed unanimously that the Vestry approve the expenditure of \$665 from the Duerden Fund to purchase an additional face microphone for the clergy.

Mr. Kelly then turned discussion to the recommendation of the Buildings and Grounds Committee that a Special Committee for the Acquisition and Integration of Network Technologies (SAINT) be established to oversee and implement technology plans for the parish. He commented that ultimately this committee should be a committee of the Vestry but that the Buildings and Grounds Committee has recognized the need for such a committee and accepts the responsibility for establishing this committee. He said that Alan Rimer and Peter DeSaix have indicated willingness to do the work necessary to launch this committee. There is much expertise in the parish, and this committee might also secure the additional expertise of consultants. Mr. Carter commented that it would be good to have a committee with the expertise to understand the concerns and recommendations of consultants.

Mr. Elkins-Williams acknowledged that technology is very complex and that a committee to view the long-range picture would be of immense help both to the Rector and to the Parish Administrator.

Mrs. Handy cautioned that a technology committee would need to understand budget constraints, and Mr. Kelly replied that ideally the committee should have representation from both the Finance Committee and the staff.

Mr. Worthy suggested that this committee should be evaluated in a year and perhaps at that time become a committee of the Vestry.

It was moved by the Buildings and Grounds Committee and passed unanimously that the Vestry approve the recommendation to establish a Special Committee for the Acquisition and Integration of Network Technologies (SAINT) to oversee and implement technology plans for the parish.

Mr. Kelly raised the possibility of paperless Vestry meetings. Acknowledging the problem of pagination issues, he suggested that the minutes and the combined balance sheets be printed for distribution at the meeting. An alternative to this would be to have all files converted to PDF, in which case pagination would not be an issue. He said that Vestry members could either bring a laptop to meetings or print out reports themselves to bring to the meeting. Mr. Elkins-Williams confirmed that the parish library has wireless access. Mr. Kelly and Mrs. Handy will work on a proposal to bring to the June meeting. Mr. Dill suggested that volunteers for an electronic version of Vestry documents make their wishes known.

OTHER REPORTS

Election of Wardens and Officers of the Vestry

The next order of business was the election of wardens and officers of the Vestry.

Mr. Elkins-Williams nominated David Dill as Sr. Warden, and he was unanimously approved.

Mr. Dill nominated, and Mr. Kelly seconded the nomination of Ele Ross as Jr. Warden, and she was unanimously approved.

Mr. Hawkins nominated, and Mr. Dill seconded the nomination of Nancy Kelly as Clerk of the Vestry, and she was unanimously approved.

Mr. Monroe continues with his term of Treasurer.

Evaluation of Retreat Site

Mr. Elkins-Williams asked Vestry members to comment on this year's and past years' retreat sites. Everyone agreed that Aqueduct is conveniently located and the food and facilities excellent. The date for the 2010 retreat was set for May 21-22 at Aqueduct.

CONCLUSION

Announcements

Mr. Dill said that he will be out of the country on the date of the regular January meeting. He said that since it is the budget meeting, he would very much like to attend and asked if the meeting might be moved to January 28. Mr. Elkins-Williams commented that this would give the Finance Committee an extra week to finalize its budget recommendations, so this change in date for the January Vestry meeting was placed on the calendar.

Mr. Joyner agreed to lead the focus session in June on the work of deacons, perhaps with the assistance of Martha Hart.

Mr. Elkins-Williams expressed thanks to Mrs. Handy for having organized the retreat.

The meeting was adjourned at 2:20 p.m., and a Eucharist followed.

Respectfully submitted,

Nancy F. Kelly
Clerk of the Vestry

LIST OF ATTACHMENTS

- - - Consent Agenda with Tracking Form
- - - Treasurer's Report
- - - Combined Balance Sheets as of April 30, 2009
- - - Finance Committee Report
- - - Sr. Warden's Report
- - - Jr. Warden's Report
- - - Rector's Report
- - - Letter from Margie Will RE: Change in Leadership at Iglesia El Buen Pastor
- - - Memo RE: Update on Stewardship and Development Director Search Process
- - - Revised Position Description for Director of Stewardship and Development
- - - Buildings and Grounds Committee Report
- - - Proposal for the Establishment of a Special Committee for the Acquisition and Integration of Network Technologies (SAINT)
- - - Parish Administrator's Report

ADDENDUM

Buildings and Grounds Committee – Follow up on the issue of having available at each service someone trained to troubleshoot problems with sound system.

Mr. Elkins-Williams - Refer Social Ministry Committee request for 1.4% of Capital Campaign budget for outreach to Capital Campaign Committee.

Mr. Stockard - Convene discussion on issue of overstaffing.

Mr. Joyner - Work with Social Ministry Committee and Treasurer to clarify where tithes from bequests are to be placed prior to the decision to expend the money for work outside the parish.

Finance Committee - Review practice of allocation of pre-paid pledges over twelve months.

Mr. Dill - Send document of five-minute Vestry meeting to all Vestry members.

Mr. Dill - Check with Bill Daniell about legal issues relating to Vestry restricted funds.

Mr. Kelly and Mrs. Handy - Prepare proposal for paperless Vestry meetings.