

St. James' Vestry Meeting Minutes

Thursday, November 8, 2007

In attendance: Janet Fischer, Jan Brandt, Greg Miller, Ralph Locher, Meg Williams, E.J. Hilliard, Tim Spencer, Sylvia Ma, Jim McConnell, Johanne LaRocque, Barbara Dabney, Sylvia Sweeney, Connie Rux, Bob Honeychurch and Elizabeth Hart.

Absent: Scott Whitaker

Bob Honeychurch called the meeting to order and led the opening study on the Thanksgiving gospel lesson, Matthew 6:25-33. Discussion questions:

- I What part of this text for you personally is the most hopeful or brings you great joy?
- I What are two things for which you are thankful?
 - I Thankful for personally?
 - I Thankful for within the life of the St. James' community or grows out of our life at St. James'?

Visioning

- I Sylvia Sweeney had the vestry go through the brainstorming list generated at the October 18, 2007 vestry budget meeting and do the following:
 - I Remove those items that can be accomplished for \$200 or less
 - I Divide the remaining list into three groups: inreach, outreach, and facilities
 - I Keep 3 inreach, 3 outreach and 3 facilities, and discard the rest
 - I Divide into high priority (5 items) and low priority (4 items)
 - I Discard the low priority
 - I Of the 5 high priority items left, keep 2 items
- I Items left and the number of times mentioned:
 - I Renovation of big church – 2
 - I New member welcoming – 4
 - I Remodel education wing – 1
 - I Campus wide sound system – 3
 - I Bathrooms – 10
 - I Lighting issues in the back of the property – 3
 - I Homework program – 1
 - I Campus security – 1
 - I Speaker series – 1
 - I Larger community adult outreach/public outreach – 1
 - I Fix windows in little church – 1
- I Note: some vestry members felt the renovation of the big church included bathrooms

Minutes

- I The minutes of the October 11, 2007 vestry meeting were approved as presented.
- I The minutes of the October 18, 2007 vestry meeting were approved as presented.
- I Note: only the regular vestry meeting minutes are posted on the website.

General Fund Balance

- | There is \$14,316.40 in the operating fund, \$3000 below the number requiring discussion.
- | The lead team suggested that if the operating fund should drop down to \$10,000, Jan Brandt be allowed to borrow from the building fund and the special interest fund equally until the money comes up to \$17,000.
- | Keep in mind that there are many people who catch up on their pledges in December, and others who pre-pay pledges. Historically, December is the biggest month of giving.
- | Do we need to make a plan on how to pay ourselves back? If we cannot pay it back, it will be necessary for the vestry to take bigger steps. The operating fund should not go above \$17,000 until the building and special interest funds have been repaid.

Motion was made that if the operating fund drops below \$10,000, Jan Brandt has the authority to borrow \$5000 each from the building fund and the special interest fund, to be repaid as soon as the operating fund returns to \$17,000. Moved and seconded. Motion passed.

Special interest fund

- | Goal with the financial books is to simplify the special interest funds.
- | Lead team will make recommendations.

Cluster Reports

Communications and Evangelism

- | Janet Fischer has looked into e-commerce and has not been able to find a program we can work with.
- | CafePress.com
 - | We can sell St. James' "stuff" through this website.
 - | There is no set up cost to St. James'. We send the company our logo and choose which products we wish to have available. They charge a base price, which they keep, then we mark-up each item a few dollars. We keep the mark-up money.
 - | If we hurry, would could get the website set up for Christmas shopping.
 - | Their basic shop costs us nothing.

Worship and Christian Formation

- | The new librarian is Penny Trant

Facilities and Parish Life

- | Sponsored coffee hour October 28th.
- | Talked with the contractor about the bathrooms in the big church. We do not have a cost estimate yet. The bathrooms will be handicapped accessible, with a single stall in both the women's and men's bathrooms.

Social Ministries and Congregational Care

- | Scott Whitaker raised \$950 for Episcopal Charities.
- | Cathy Knotts reported that total amount contributed to the Payless shoes gift cards was \$500.

- | Linda LeGere had put out a notice of food pantry needs, and found several days later that the pantry had been filled.
- | Possibility of having a “food pantry” Sunday every four to six weeks.
- | Is there a possibility of asking for donations of gift cards in \$25 increments? No – We do not want to administer this through the church office. However, we could raise the money and then give the money to an agency to administer the funds.
- | The Sunrise Village feeding teams are down to three teams, each team serving once every three months.
- | The Social Ministries team needs to improve communication with the vestry and the community.

Lead Team

- | One of the fund raising projects suggested was a book sale.
- | Chair of the book sale is Pegeen Perry.

Budget

- | Have paid off the mortgage, and the line of credit has been paid off as of Monday.
- | Sewer loan is down to \$11,072.81.
- | Money that was being used to pay mortgages (approximately \$3000) will be used to pay off sewer loan. Sewer could be paid off in a few months.
- | Profit and loss sheet indicates that money spent in most areas is less than budgeted.
- | Preliminary budget 2008 does not include special interest funds.
- | Salaries in preliminary budget reflect a 3.4% change.
- | A lot of outreach in 2007 went through special interest.
- | Need Communications help to develop a campaign to get people on the St. James' list and to use the website with eventually steering people to receiving the Window via e-mail and/or the website. It would be a way to save money, and provide a green alternative.
- | If you have justifiable amendments to the numbers in the 2008 preliminary budget, get that information to Jan Brandt before the next meeting.

Connie Rux has offered to bring dinner and lead the closing prayer at the December meeting. Next meeting is December 13, 2007.

Greg Miller led the closing prayer.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry