

## St. James' Vestry Meeting Minutes Thursday, June 11, 2009

In attendance: Penny Trant, Jan Brandt, Janet Fischer, Jan Scrutton, Charlie Paratore, Dean Valentine, Mary Casas, Jim McConnell, Greg Scheuffele, Molly Lubwama, Kathy Crary, David Abernethy-Deppe, and Elizabeth Hart. Special guest: Dave Nelsen

Absent: Sylvia Ma, Scott Kennedy, and Tim Young

Janet Fischer called the meeting to order, and Kathy Crary led the opening Bible study, based on a passage from Hebrews.

The May 14, 2009 vestry meeting minutes were approved as presented.

Endowment Board Quarterly Report – presented by Dave Nelsen

- Endowment Board minutes attached.
- Bylaws amendment – The proposed Article VI of the bylaws pertaining to the Endowment Board is invalid and not in effect. It was never ratified. This is to be addressed at the next vestry meeting.
- The Endowment Board is seeking to clarify the policy on distributions. They therefore request the vestry approve the following policy:
  1. Define RESTRICTED AMOUNT as the total amount donated to the Endowment Fund. Also known as the principal.
  2. Define UNRESTRICTED AMOUNT as being comprised of dividends and interest plus realized or unrealized gains and losses.
  3. If the Total Fund declines below the RESTRICTED AMOUNT due to a decline in the market, no distribution will be made until the RESTRICTED AMOUNT is restored.
  4. After the RESTRICTED AMOUNT is restored the Endowment Board will transfer at least 5% of the UNRESTRICTED AMOUNT back into the Fund.
  5. Create a position of Endowment Board Treasurer who reports to the Parish Treasurer and Vestry.
- The Board is trying to grow the principal (restricted fund) with this policy. Right now the Fund has only grown by donated and unrealized gains (or losses)
- Discussion and suggestions
  - Based on January 1-December 31 cycle.
  - Has this been run by Richard Schaper? No. This should be discussed with him.
  - On part 4, change to "... back into the restricted fund."

- Switch point 3 and point 4.
- Change Endowment Board Treasurer to Bookkeeper.
- Right now we are under our restricted amount.
- Asset allocation: Equities 40-60% (stock market); Fixed income 60-40% (CD's, bonds)
- Next Endowment Board meeting is July 14<sup>th</sup>. Hope to have quarterly statement by then.
- Dave Nelson will come back in August to continue discussion.

## Old Business

### Cluster Ministries

- For the next vestry meeting, please prepare a short report on the contact you have had with the leaders of the ministries under your cluster.
- Remind clusters that they need approval to spend money. A request greater than \$200 requires entire vestry authorization.
- It was brought to Janet Fischer's attention that there have been concerns that groups like the Altar Guild and Memorial Garden have to ask permission to spend their own money.
  - Oversight is the vestry's job. It is also good stewardship
  - In the past money has been spent without authorization, and this has caused problems.
  - The vestry has the "big picture" - things may need to be done in a certain order.
  - This allows for transparency and accountability

## New Business

Janet Fischer attended the Transition Team meeting. Minutes are attached.

### Memorial Garden Expenditure

Motion was made to approve the expenditure of \$580.00 for gravel and wood chips for the Memorial Garden from Special Interest Memorial Garden funds. Moved and seconded. Motion passed.

### Donation

Motion was made to spend the donation of \$460.00 for new padded chairs. Moved and seconded. Motion passed.

### Endowment Board Documents

The Endowment Board documents need to be brought to the St. James' campus to be stored. The documents include minutes and bank statements. Previous board members also need to be contacted to make sure everything is

transferred. The documents are expected to be delivered to the campus by August 1<sup>st</sup>.

#### "Summer Relief" program for Episcopal Relief and Development

- Kathy Crary found some Episcopal Relief and Development boxes from a past distribution. She has come up with the idea of a "Summer Relief" program at St. James' – a global effort (versus the local effort during the Winter Relief program)
- Program would start on Father's Day, June 21<sup>st</sup>, and end September 20<sup>th</sup>.
- People can drop coins in the boxes for three months, then bring them for the ingathering on September 20<sup>th</sup>.
- The 6 o'clock Sunday service people have offered to roll up the coins and count the money.
- This will allow us as a congregation to give money for a global effort.
- Motion was made to do the "Summer Relief" project to benefit Episcopal Relief and Development. Moved and seconded. Motion passed.

#### Personnel Handbook

- Items in red are additions to the boilerplate.
- Changes
  - Page 3, "Reporting a Complaint", paragraph that begins "Your complaint should include...": investigative committee will include the church's Senior or Junior Warden, and at least 2 members of the vestry.
  - Page 7, "Vacation": Clergy vacation accrual and use shall be recorded by the Senior Warden.
  - Need 2 copies of "Acknowledgement of Receipt of Handbook." One copy is kept by the employee, the other copy is filed.
  - Lay Employee Evaluation Form – change "form" to "guidelines." Employee will need a chance to respond to evaluation.
- Motion was made to approve the Personnel Handbook for St. James' as amended. Moved and seconded. Motion passed.

#### Personnel Discussion – closed session

#### Treasurer's Report

- As part of the EB1 remodeling project, an overhead digital projector was purchased for \$389.99. This was authorized by Sylvia Ma. Bud Pearson donated a cabinet and computer. St. James' already owned a screen.
- We are behind in pledges, bu have had higher unpledged contributions.
- The \$137.88 in Special Interest is the interest that has accrued.

#### Cluster Reports

## Communication and Evangelism

- The big signs have a giant "post-it" to cover over the old service times. These are attached with velcro.
- The Episcopal sign – the metal will be sandblasted and repainted. The sign should be moved back to the street.

Facilities – as submitted

Lead Team – as submitted

## Parish Life

- Has been asked to help with the luncheon with Dr. Pepper on June 21<sup>st</sup>. Parish Life is not paying for the luncheon.
- Need to set a date for the visit to Grace Cathedral.

Social Ministries and Congregational Care – as submitted

Worship and Christian Formation – as submitted

## Calendar

July 15: Window deadline

July 23-26: Men's camping trip

July 25: Work party

July 26: St. James' Patron Saint celebration. The Philippine Independent Church will be celebrating with us, and Father Aurelio Piccard will preach. We could have up to six Baptisms that day, one adult, one infant and four children.

July 30-August 3: Parish camping trip

Thanks to all who worked on EB1.

Jan Scrutton led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry