

6/27/2011

# St. Martin's Vestry Meeting

6:00 pm – 8:15 pm

St. Martin's,  
Ellisville

(DRAFT - Pending Approval)

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<b>Meeting called by:</b>	The Rev. Jon Hall	<b>Type of meeting:</b>	June Vestry Monthly Meeting
<b>Facilitator:</b>	The Rev. Jon Hall	<b>Note taker:</b>	Ralph Trieschmann (Clerk)

## Attendees:

The Rev. Jon Hall, Sherrie Algren (Jr. Warden), Larry Cornelius (Treasurer), Ralph Trieschmann (Clerk), Elizabeth "Liz" Arras, Tom Baranowski, Mary Drastal, Steve Gillies, Debbie Marx, Carrie Morrison, Stewart Wiles and Steve Young.

**Absent:** Jane Klieve (Sr. Warden)

## Minutes

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**Agenda item:** Worship / Prayer & Vestry Education

**Presenters:** The Rev. Hall

### Discussion:

Rev. Hall led the group in prayer using "A Daybook of Prayer" for study and reflection. Topic included discussion on how prayer need not be perfect to be effective and how all should feel more comfortable if not confident in their prayer making. In all cases, quality is not the reason God will respond.

Welcome Stewart Wiles to the meeting as nominee to replace Tom Soule. Jon mentioned that while it may be short notice, if the Vestry was willing, consideration of Stewart as a candidate for Vestry could be handled at this meeting versus waiting until August. All were in favor and Stewart was asked to leave the room while discussion and voting occurred.

**SPECIAL ELECTION:** Sherrie moved / Mary seconded nomination of Stewart Wiles to the Vestry, all voted in favor and Stewart was welcomed to the Vestry.

Dinner during the meeting was brought by Steve G. and Steve Y.

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**Agenda item:** Approval of minutes

**Presenter:** Ralph Trieschmann

Minutes from the April Vestry meeting (held April 25) were made available for review prior to the meeting and no comments were provided, so minutes were submitted for approval as drafted.

Minutes from the May Vestry meeting (held May 23) were also made available for review prior to the meeting and no comments were provided, so minutes were submitted for approval as drafted.

### Conclusions:

Larry moved to accept both drafts as written, Sherrie seconded and minutes for both were unanimously accepted.

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**Agenda item:** Information

**Presenter:** Rev. Jon Hall

### Discussion:

Rector's Report – submitted in writing in separate document. Only additional discussion / comments noted below, for complete notes, see the report as submitted by Fr. Jon:

Please know that there have been reports of thieves in the area targeting churches, including during worship hours. They are making their way into offices and taking computers with supposed intent to capture private information such as Social Security Numbers, not to mention the actual computer. While St. Martin's does not store such private information on its computers, we should still be wary and cautious. Office doors will be locked when unattended. Other building doors should be checked and locked prior to the last person leaving. Some doors may need to be repaired as they tend to stick and could accidentally be left ajar.

Sr. Warden's Report submitted in attached document in Jane's absence – nothing significant to report.

Jr. Warden's Report submitted in separate document. Noted specifically were:

Insurance walk-through that included the final comment from the representative that overall St. Martin's may have been the best seen in the Diocese regarding compliance and safety in the facility – kudos given to all those whose hard work made that possible.

Defibrillator (AED) has been selected from Red Cross for purchase and should be delivered within the week. Training for staff and Vestry is a requirement in order to meet the legal compliance obligations that included Carrie and Sherrie as medical professionals sponsoring the placement of the AED on our property. In order to complete training, Sherrie has asked that all try to complete a 4-5 hour course during a 3 day period when she will have reserved / rented a manikin. Proposed dates for training will be August 4, 5 and 6.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Create sign up sheet to coordinate classes for AED training (6 per class)	Sherrie	ASAP
✓ Attend the AED training	All	Aug 6

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**Agenda item:** Children & Youth Formation **Presenter:** Steve Gillies

**Discussion:**

After attending an overall Christian Formation committee meeting, Steve has observed that there is quite a lot going on and being planned. Steve provided in a separate document summarizing his findings around the various youth initiatives (i.e. food sales during garage sale, mission trips, and plans for upcoming school year / youth group meetings)

Having just returned from the youth mini-mission trip to Shannondale, MO., Ralph shared stories of the work the 7 youth participants and 5 adult leaders did. In addition to cleaning and fixing up the Shannondale camp facility (which includes a UCC church and housing), the group enjoyed prayer, fellowship, fun and a float trip in canoes down the Current River. Heidi who organized the trip has already posted pictures on our bulletin board and is considering if another quick mission might be able to be made this summer to help in Joplin, MO following the tornadoes there.

Steve added that while great work is happening, more volunteer support is needed and all should raise up this ministry for parishioners to consider helping with.

Steve further mentioned that a wonderful ministry (Care Packages for College students, led by Stephanie Wiles) has gained support of 23 sponsors – Mary noted that her son is one of the beneficiaries and thinks receiving care packages from the church community is fantastic while away at school.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Seek more volunteers to help with Formation, especially youth	All	ASAP

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**Agenda item:** Vestry Visioning **Presenter:** Fr. Jon Hall

**Discussion:**

Make time in our schedules and meetings for leadership. As Vestry members it is our obligation to guide and encourage others to lead. Be “intentional” when you visit with people and encourage others to adopt positions of leadership. We are a strength based culture at St. Martin's and the source of our forward momentum is from our own congregation. “Lift up the Ministry of the Baptized” and invite people from all ages and stages in life who are among us and likely very willing or even desirous to be active and involved.

During committee meetings where we are liaisons between the Vestry and the ministries, once the nuts and bolts business is accomplished, reserve time for creative thinking and dreaming of what else might be possible. Bring those ideas up and invite all to use you as a member of the Vestry to bring the ideas to the other leaders for discussion and possible incorporation in the planning of our new directions. Encourage members to “own” their ministry through leadership and use the Vestry as a bridge to other programs and ministries on our common path.

- 1) Share Vision in committees
- 2) Dream
- 3) Make recommendations to the Vestry

Ralph suggested perhaps a way to make invitation to congregation would be for Vestry members to make certain announcements during worship – that way more people would recognize members and know that their suggestions have a vehicle for being heard. Debbie added that a similar Vestry of the Day announcer was used during the period when the church was looking for a new rector – it stopped once the search ended, but perhaps something like it would

be useful again.

Mary mentioned she wished to update the Vestry member photo area in the narthex to also include a note as to the committee they are acting as liaison to.

Jon concluded remarks on topic suggesting Vestry members especially make themselves known to the newer families that are visiting. In this way we can dispel any notion of us vs. them or "old guard" feeling that some may have as they seek to join a church with well established circles.

Action items	Person responsible	Deadline
✓ Spread the word that Vestry members are open to hearing from all members with dreams	All	ASAP

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**Agenda item:** Dismantling Racism Training **Presenter:** Rev. Jon Hall

**Discussion:**

As Jane had discussed in the prior meeting, the Diocesan training course for the prevention of racism is being held on July 8 & 9. All who can attend should, and this may be a requirement for wardens. Another course is being offered in August (20<sup>th</sup> at 9 am – 1 pm) for the "Prevention of Sexual Exploitation in Communities of Faith" – a sign up sheet was provided.

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**Agenda item:** Congregational Life / Garage Sale debrief **Presenter:** Fr. Jon Hall

**Discussion:**

Having been out of town during the garage sale and coming back to preparations for a funeral, Fr. Jon had not had an opportunity to hear how the garage sale went until recently, including a chance to review with the leaders of it, Judi Batch and Chuck. He invited the Vestry members to share thoughts.

Tom said "it was a blast" and that he enjoyed the time spent working together with parishioners, both those he knew and ones he had the opportunity to know better. He passed on comments heard by those making purchases such as "thank you for hosting this, it is a chance I look forward to so that I might find new clothes for my family" and also observed some people shopping for bargains that they could take to Joplin, MO to support tornado victims.

Larry also worked at sale and thought it more organized than in prior years in terms of departments and so forth. Jon shared opinions of staff members who observed both good and bad aspects:

- Good: agreed it was well organized and there was much planning ahead. Concerns some had of possible damage to newly painted rooms and such did not come to pass. It was seen as a good thing that so many different organizations were contacted to take the leftovers and put them to good use or dispose of items not bought.

- Room for improvement: Sextons were left with cleaning task. Larry mentioned that it was the goal of the cleanup committee to remove all the sale items and to put the church back in order, but perhaps fell short of planning to actually vacuum, mop and clean, which should be considered if sale is held again. Sherrie noted she had to get involved in advance of the funeral held on the Saturday after the sale to remove a few large pieces of furniture that were left in the circle, which while considered the side of the church by parishioners, is the front of the church facing the main street.

Profits from the sale after expenses appear to be in the range of \$13,000 (\$14k revenue less \$1k expenses). Final determination of how the funds shall be dispersed shall be a topic for discussion and vote at the August Vestry meeting. Fr. Jon asked to review the Vestry minutes from last year to see how the money was intended to be spent, from the Oct 25, 2010 meeting minutes, the following motion was recorded and is provided here in the minutes but was not available during the June 2011 meeting:

- **Discussion about the Garage Sale brought about questions as to the allocation of the proceeds and other details such as how will it effect other ministry work: Hannah's Socks, Mother Day Toy Drive and the youth's winter coat collection. The outcome of the discussion was: Heidi Gioia made a motion *that all proceeds from the Garage Sale will go for service and community outreach purposes and to cover any repair costs to the building as a result of the garage sale.* Larry seconded the motion. The motion carried.**

As many interpretations of "service and community outreach" have been discussed since this motion was passed, it will fall to the current Vestry to specify the amounts of the proceeds to allocate to which projects. Some

thoughts have already been mentioned (Joplin relief, % back to church facilities, % to repay some of loan from Packwood Fund, support of missions.) Steve Y. again made the request that when the designations for spending are made that they be very specific and in the future be made part of the planning of fundraisers so that as expenses are incurred and claimed against revenues, there will be no doubt as to their accuracy.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Gather inputs for options to use the Garage Sale proceeds	All	Aug meeting

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**Agenda item:** Monthly Financials **Presenter:** Larry Cornelius

**Discussion:**

Larry submitted the financial report and commented that the obvious variances exist but that all was accounted for. As anticipated, cash flows for this (a "J" month) are low and as such we are expecting to have income less than expenses during the summer.

Larry submitted a proposal from Leanne Lott of the Hospitality Committee as to how to allocate proceeds from the February Trivia Night event which raised \$5,455.42 – discussion and voting to be had before meeting is adjourned.

Sherrie made known that Earl came to her and reported that the organ is in need of repairs that are estimated at \$4,000. While this may be an unexpected and large amount, Fr. Jon asked us to keep in mind a new one would cost between \$50k-\$160k. It was mentioned that the organ is in fact considered part of the building and as such perhaps a source of funding its repairs could be the Packwood Fund. More discussion and review is needed before any actions are taken, and Earl suggested it is not an urgent repair as he can continue to play it for the time being.

Tom inquired about quarterly statements of giving and Larry noted reports were being planned for 1<sup>st</sup> and 2<sup>nd</sup> quarter following the June close of the accounts. It is known the 1<sup>st</sup> quarter reports were not sent and that is in part due to changes in staff as well as some manual steps required to complete them. Steve Y and Larry are considering an update to Quickbooks to provide more automation to the process. Ralph mentioned that certain church software such as he used in Tulsa (known as ACS Technologies) might be worth investigating for its various abilities to manage finances as well as membership data.

Audit is scheduled and should be completed prior to August vestry meeting.

Legacy Committee is suggesting to create a true legacy fund that would be funded and once done would be set up so that no principal ever be spent.

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**Agenda item:** Voting Issues

- Proposal to allocate \$5,455.42 from Trivia Night

Sherrie moved that the funds be split as follows / seconded by Carrie / unanimously approved:

- Up to \$1,500 towards funding the trip by Susan Naylor to the Sudan with the Diocese. Should that trip which has been postponed several times already be finally cancelled, the \$1,500 shall revert to the Vestry for re-allocation.
- \$3,838 as requested by Hospitality Committee for new tables and such as proposed in Leann's proposal
- Any remaining funds after tables and such are purchased shall be given to the Hospitality Committee to use at their discretion.

- Financial Report. Received from Larry, seconded by Debbie and accepted as written by the Vestry.

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Meeting closed at 8:15 p.m. with Compline led by Father Jon Hall.

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