

June 24, 2008
Meeting of the Vestry of Saint Gregory of Nyssa Episcopal Church
7:30 PM in the Chapel
Next meeting: July 22, 2008

Vestry members present:

Jessica Anderson, Susan Abernethy, Elizabeth Boileau, Brad Erickson, Paul Fromberg, AnneMarie Hoos, David Kincaid, Rick Storrs, Leesy Taggart

Guests:

Hillie Cousart, for the Profile Team

Invocation

I. APPROVAL OF MAY 27, 2008 MINUTES

May 27, 2008 minutes approved.

II. OLD BUSINESS

Dragon Gates: An appraiser suggested by Paul Mahder will appraise the Dragon Gates. If Jerry Coe, the sculptor, sells the gates the commission for the sale would be 20%.

III. UPDATE ON PROFILE

Hillie distributed the profile to all the members of the vestry via email. As a baseline for the discussion we all agreed that the editing process would catch any grammatical, styling and spelling errors before wider distribution.

Vestry members discussed what seem to be missing from the profile and how to integrate what was missing with what was included into the final profile. Several vestry members mentioned demographics, mission, welcoming and liturgy as subjects that were essential to the profile. Susan suggested that including an executive summary at the beginning and other formatting of the profile would be helpful for a reader.

There will be another draft in 2 weeks, a final profile in 3 weeks, following approval of the final version the profile will be on our website.

The Vestry praise Hillie Cousart and Diana Landau for a spectacular profile of the church.

IV. SELECTION OF DISCERNMENT TEAM

There was a discussion of Discernment Team composition. It is important to find balance among members of the team so that all the aspects of members of the congregation are represented. The timeline over the next 3 weeks is that Discernment Team members will be called and have a preliminary meeting after which the Profile will be available.

Approved, Seconded and Passed: A slate of 14 members of the Discernment Team.

Brad & Jessica will call the 14 members.

Paul Fromberg joined the Vestry meeting at this point.

V. FUNDRAISER IN THE FALL

Suzanne Palmer has been asked if she will serve as chair for the Fall Fundraiser. She would like to check with a few key people before committing. During the conversation she had good suggestions about the fundraiser such as having it on All Saints Day (Nov.1) with everyone in costume as a favorite saint.

VI. CONVENORS REPORT ON VISIT TO BISHOP

During the convenor's visit with Bishop Marc, Will Hocker's responsibility with Sojourn, the chaplaincy program at San Francisco was raised.

Background Information: Sheila Andrus, the Bishop's wife is a member of the Board of Directors of Sojourn. Will is a non-stipend member of the clergy of this church.

The Bishop stated that Will really likes attending and supporting Saint Gregory's. However, the Bishop's vision for Will is that Will goes from church to church on Sundays fundraising for Sojourn. Paul Fromberg in a conversation with Ms. Andrus has stated that Saint Gregory's could not support Sojourn in the amount of \$10,000.

As part of our support of Sojourn, Saint Gregory donated church space to Sojourn for the Hearts Alive fundraiser on July 20th. The sum raised was not known at the time of the Vestry meeting.

It was pointed out that Will has never done outreach for Sojourn specifically in this community, Brad will speak with Will about the SOMA coalition of churches.

Leesy raised the point that Sojourn is on our official list of service ministries. The church has \$572 in undesignated contributed funds that could be given to Sojourn as part of our support. Discussion followed.

Approved, Seconded and Passed: Donate undesignated funds to Sojourn in recognition and gratitude for Will's service to Saint Gregory.

VII. FACILITIES REPORT

Jessica stated a second bid on the roof is needed, we have roofer referrals that can be contacted.

Shane Eagleton despite web mentions is unable to be contacted.

Jessica is obtaining another bid on the sprinklers, it could be cheaper.

VIII. FINANCE REPORT

David Kincaid has reviewed all of the financial transactions since the beginning of the year, and is beginning a review of 2007 for comparative purposes. He is exploring the use of Quicken software as a supplement to the current tools used to track and analyze income and

expense. Quicken might also prove useful in streamlining some of the data-entry and reporting currently done using Excel. David distributed a one-page sample report of year-to-date results, by budget line item and month. Leesy Taggart compared giving this year with last year. Last year there was a special gift of \$30,000, unrestricted giving is about even with last year, pledges are holding about even with last year, plate is holding even when compared with last year but additional or 'extra mile' giving is nonexistent.

Leesy expressed her concerns about the treasury going into the summer because during the summer giving traditionally takes a downturn turn. We need to build a bigger giving base to change the downturn. She hopes that the Fall Fundraiser goes well, this year the Vestry did pass a budget that recognizes that fundraising has to take place. In 2000-2001 the church hit a wall and continued to spend at a deficit. At this time we have already tightened down spending, recognizing the absence of large special gifts. Paul said that in these times people give into excitement and into a growing church.

Leesy Taggart and David Kincaid reiterated if there were any questions concerning church financial matters that they were happy to discuss them.

Two motions were passed after discussion.

Approved, Seconded and Passed: The treasurer is authorized to allow the General Operating Fund to run a deficit balance not to exceed \$20,000 from this date until later than Oct. 31, 2008. During this period, the unrestricted balance in the Vestry Designated Fund is maintained at no less than \$20,000, to ensure that this potential is covered.

Approved, Seconded and Passed: To amend the budget by moving \$1100/month from the Personnel to the Occupancy category.

Leesy had an appointment this morning with the auditor as part of the Diocesan Annual Audit. The records at Saint Gregory were praised as excellent, and simple with the best minutes the Auditor had seen in a church.

IX. PROPOSAL FOR CAPITAL EVALUATION COMMITTEE

There comes a time in a church's life that maintenance becomes capital maintenance and that needs to be reflected in the budget. Proposed is: Annually a committee of inspectors would convene before the budget process and gather ideas and estimates. Then they would make a report to the Vestry about the priorities. Vestry would set up a restricted fund for step by step funding for capital maintenance projects. The Junior Warden would report at the September meeting for a vote at the October meeting for capital maintenance projects.

Further discussion is necessary for this proposal

X. CLERGY REPORT

Prior to this time there has been no manual or handbook for employees of the church (non-clergy). Paul downloaded from the diocesan website an employee manual that at first glance seems to be a workable document for church employees. He will forward the document to members of the vestry for a vote on its adoption as policy.

Approved Seconded and Passed by Email Vote on 6/28/08: That Saint Gregory's Church adopts the employee manual for use as corrected and clarified.

Sherri Wood was offered and accepted the job of Office Administrator. Sara checked her references. Sherri will start on July 1st.

Amber Stancliffe Evans will be on staff as a non-stipend clergy. She has left her position in San Carlos and is free to be here on Sundays.

OTHER COMMISSIONER'S REPORTS

Community and Service

Rick suggested that using the list-serve presently in place on Yahoo was not as efficacious as individuals using a personal list to stay in touch. His suggestion was to abandon the list-serve in favor of using targeted personal addresses for emails.

Rick is following up on a suggestion by Sara about making a flyer about learning and service groups as well as building use by the groups.

Communications

AnneMarie, Paul Fromberg, Debbie Styer and Dave Cowen are doing a remake of Nyssa News. Changes include in-house printing, graphic redesign and shorter interviews. The emphasis of the newsletter will be more on what has happened rather than announcements (announcements are distributed at church). The Nyssa News will still be an online publication, in-house printing is for 6 copies that get mailed and copies for the church information tower.

Membership

Susan distributed a thought provoking three-page report to the Vestry about membership matters. Her report contained 11 questions that needed to be addressed regarding membership at Saint Gregory's. In the report Susan outlined many steps that needed to be smoothed in order that becoming a member was a process that had more transparency and clarity for all. She will take action over the course of several months to accomplish her goals.

XI. CLOSING PRAYER

With a recognition of jobs well done the

**** meeting adjourned ****
Next meeting July 22, 2008