

July 17, 2007
Meeting of the Vestry of Saint Gregory of Nyssa Episcopal Church
7:30 PM in the Chapel
Next meeting: August 21, 2007

Attachments:

- Cash Flow Summary – Second Quarter, 2007

Vestry members present:

Jessica Anderson, Brad Erickson, Paul Fromberg, Anna Marie Hoos, Barb Nicol, Felipe Paris, Alissa Worthing

Guests:

Leesy Taggart
Suzanne Fowler-Palmer

I. APPROVAL OF JUNE 19, 2007 MINUTES

June 19, 2007 minutes approved.

II. FINANCE REPORT

Leesy reported that between now and September, she must either hold bills or run the Operating Fund balance into the negative. She clarified that this accords with the historical levels of our operating fund at this time of year. In the past, the situation has been rectified by the “Christmas miracle” of year-end generosity.

Barb noted that we have already reached \$22,000 of Supplies and Incidentals spending. The budget amount for all of 2007 is \$28,000. Supplies and Incidentals includes hospitality supplies: table rentals, for example, as well as liturgical and office supplies. We discussed how to efficiently track and characterize spending in this category without having to analyze each Visa charge. Often, supplies are bought in bulk for a variety of purposes and detailed classification of the charges is not a worthwhile investment of time. It was suggested that perhaps each party responsible for Supplies and Incidentals purchases be given a fixed spending cap so as to insure staying within budget. Paul then stated that it was his responsibility to determine the Supplies and Incidentals spending and then ask the vestry to approve his budgeted amounts.

To date we have received \$166,000 in unrestricted gifts. We had budgeted having received \$162,000 at this time. The average pledge renewal is still approximately 15% higher than the previous year’s pledge. Jessica asked whether that information was being communicated effectively. Leesy replied that she had published the information in her last finance update in the Nyssa News. Leesy also reported good attendance at her recent finance-related question and answer session.

Jessica asked that the Finance Committee (Interim Rector, Co-Convenors, Finance Commissioner and Treasurer) meet monthly during this transitional period. All agreed. Jessica and Paul to suggest possible meeting dates and times.

Leesy asked for approval for her to “overdraw” the Operating Fund up to \$20,000 to cover planned expenses on the strength of funds held in the Designated for Capital Projects by Vestry. Approval granted.

Felipe asked about the status of the Memorandum of Understanding between Saint Gregory’s and The Food Pantry. Leesy reported that it was not yet drafted. Paul stated that The Food Pantry was having a Board meeting in September, 2007. Leesy stated that she would try to work with Sara to create a draft to present at that Board meeting.

III. STEWARDSHIP STARTUP PLANS

Suzanne discussed startup plans for a new Stewardship Team comprised of 18 to 30 specialists working in teams on all aspects of stewardship.

There was a brief discussion about the process for thanking people for specific gifts or participation in specific fundraising activities, Glory to Glory, for example. Leesy stated that she sends out letters in the third and fourth quarters acknowledging pledging and special gifts, along with a year end tax letter. Suzanne stated that the Glory to Glory thank you letters would be going out soon.

Suzanne stated that the next steps were to draw the new team together and then coordinate efforts with the Evangelism team. Paul stated that the focus for the next Lenten season was recommitting to the Members Agreement.

Suzanne stated that the membership team should be set by late August. Paul volunteered his home for the first gathering of the vestry, the new stewardship team and the evangelism team, planned for September, 2007.

Suzanne mentioned that she and Dave Hurlbert had begun discussing ideas for a re-envisioning of stewardship at Saint Gregory’s.

Jessica stated that there are now only twelve “lost sheep:” people who have not been living up to their pledges for an extended period of time. We discussed how best to approach and follow up on those conversations: letters? e-mails? Leesy stated that it was important to communicate the results of those conversations to Addie to update the database.

Leesy pointed out that the rebuilt database should be able to track Members’ group affiliations, i.e. how they invested their time at Saint Gregory’s. This could be a helpful tool in helping “lost sheep” reconnect.

Leesy asked about the year-end campaign planned for 2007. Previous years campaigns for gifts to our outreach programs have been successful. Suzanne stated that we should decide that at the September meeting at Paul’s house.

IV. COMMITTEE REPORTS

A. Membership

Felipe announced that there are five people who may soon become members. Felipe asked about Sunday service attendance and whether that has been a good indicator of people who are starting to fall away from the community. Paul clarified that Sunday attendance is not down, but some of that is due to Summer tourist attendance.

Felipe reported on discussions among 8:30 a.m. Sunday service attendees, many of whom feel less involved because so much of our community life takes place after the 10:30 a.m. service. He cited the example of the announcements being geared toward 10:30 a.m. service attendees, along with the abbreviated post-8:30 a.m. service coffee hour to make room for choir practice before the 10:30 a.m. service.

B. Communications

AnnaMarie reported that the new website was set to go live any day now. She asked that vestry members, in particular, read through the new site carefully and communicate any bugs to her. She will pass the information on to Susan Sutton.

C. Evangelism

Paul talked briefly about plans he is developing for “Sundays at Saint Gregory’s:” special events on Sundays that can draw in our Potrero Hill neighbors. Plans discussed include special celebrations for the Feast of Saint Mary Magdalene, a Blessing of the Backpacks, an Ice Cream Social, and a Pet Blessing around the feast of Saint Francis.

V. CLERGY REPORT

Paul reported that La Scuola Piccola would like to start using the Sunday School space as of August 1, 2007. There are several repairs to complete before we will be ready to receive them: broken windows, gate at the top of the stairs, etc. Paul believes these repairs will fit within the \$500 monthly allocation for Building Repairs.

Paul reported that he is discussing various new class offerings at Saint Gregory’s with Will Hocker. Some ideas include “Basics of Saint Gregory’s” that would cover community life and liturgy; a bible study led by Jamie Lunt, and possible parenting classes. The hope is that the new classes will help forge new communities within Saint Gregory’s.

The Food Pantry received a gift of \$5,000 that it will be using to purchase a new washer and dryer and a new 40-gallon water heater. Our current water heater is 30 years old and not powerful enough to run the new 90-second dishwasher efficiently. The washer and dryer will be the most energy efficient possible and will be located in the boiler room.

Paul gave us the heads up that both Will Hocker, as the leader of Sojourn Chaplaincy, and Sheila Andrus, as a Sojourn board member, are likely to be asking Saint Gregory’s support of that ministry in

months to come. That support may be providing space, organization and manpower for a Sojourn Chaplaincy fundraiser or in direct financial support.

Paul suggested that we consider adding a Building and Grounds Commissioner to the vestry. The age of our building demands someone carefully monitoring needed upgrades and repairs. There was a brief discussion about the pros and cons of adding new vestry positions. Jessica opined that the Learning and Service Commissioner's job was far too broad in scope for one person. Barb voiced concern about a larger vestry losing its intimacy and decision-making ability. That discussion will continue.

Paul reported joyfully that the installation of last phase of the Icon will begin this Monday, July 23rd and the initial installation is expected to be completed by Thursday, July 26th.

Finally, Paul reported that Sara Miles is working many times over the amount of hours for which she is paid, despite his efforts urging her otherwise. Paul asked for vestry support in the tough decisions he is facing in balancing the budget and the needs of the church.

VI. CHURCH CARE

We discussed recent complaints about people's failures to clean up after themselves. Each group using the church space, including Sunday service attendees, is responsible for cleaning up after themselves to enable the next planned use. Jessica stated that she would be drawing up a "vestry punchlist" of action items culled from the last six months or so of vestry minutes.

VII. ENVIRONMENTAL COMMITTEE

Marc Lodico responded positively to Brad's inquiry regarding an Environmental Committee. The vestry nominated Marc to be the Diocesan Representative for the Environment. Paul to include an item in the August Nyssa News.

Next meeting August 21, 2007

**** meeting adjourned ****

CASH FLOW SUMMARY -- 2nd Quarter 2007

	Gen'l operating funds	Writers & Artists Retreat	Chapter Retreat	Outreach Passthrus	Vestry Designated Capital Fund	Building Fund	Icon Fund	Y&FM/ Events Fund	Pastoral Care Fund	Music Fund	Food Pantry Fund	Presb Discr. Fund (Fabian)	Presb Discr. Fund (Schell)	Presb Discr. Fund (Fromberg)	=Total Cash on account
Balance at 12/31/06	30,591	(100)	1,958	(755)	106,913	(2,544)	5,394	573	870	3,282	82,065	4,433	0	0	232,681
+Money coming in:															
ASC Grant	79,000														79,000
Bequests															0
Cash from the Plate	6,647														6,647
E-scrip, Class Fees, etc.	574														574
Fundraising -- in	1,131						67,466								68,597
Interfund transfers 2,3,4				1,833		57,825	3,000								62,658
Outreach Passthrus - In				3,012											3,012
Restricted Gifts						60	22,237	1,650	575	79	18,777	2,000	3,000	1,000	49,378
Retreats - In		3,575	1,320												4,895
Space Rental	8,808														8,808
Unrestricted Gifts	166,249														166,249
Other Grants															0
Total Money coming in=	262,408	3,575	1,320	4,845	0	57,885	92,703	1,650	575	79	18,777	2,000	3,000	1,000	449,817
-Money going out:															
Accounting & Finance	(1,205)										(13)				(1,218)
Assessment	(34,870)														(34,870)
Communications	(5,063)														(5,063)
Fundraising -- cost							(18,654)								(18,654)
Insurance	(6,900)														(6,900)
Interest on Loan 1	(11,394)														(11,394)
Interfund transfers 2,3,4	(1,833)				(57,825)								(3,000)		(62,658)
Occupancy	(22,590)														(22,590)
Outreach Passthrus - Out				(1,464)											(1,464)
Personnel	(194,070)														(194,070)
Loan Principal Payments 1						(3,606)									(3,606)
Restricted Funds 5						(28,415)	(34,301)	(3,075)	(368)	(835)	(97,681)	(3,600)			(168,275)
Retreats - Out		(2,596)	(2,435)												(5,031)
Supplies & Incidentals	(23,526)														(23,526)
Total Money going out=	(301,452)	(2,596)	(2,435)	(1,464)	(57,825)	(32,021)	(52,955)	(3,075)	(368)	(835)	(97,694)	(3,600)	(3,000)	0	(559,321)
Net Increase/(Decrease)	(39,044)	979	(1,115)	3,381	(57,825)	25,864	39,748	(1,425)	207	(756)	(78,918)	(1,600)	0	1,000	(109,504)
=Balance at 6/30/07	(8,453)	879	843	2,626	49,088	23,320	45,141	(852)	1,077	2,526	3,147	2,833	0	1,000	123,177

1. Loan balance on 12/31/06= \$ 278,471
 -Principal payments \$ (3,606)
 =Loan balance on 6/30/07 \$ 274,865

4. DS directed funds from his discretionary acct to the Icon Project

5. Vestry authorized payment of Pantry fund to The Food Pantry, which obtained 501c(3) 501c(3)status in 12/06. Fund to be closed in 7/07

2 Vestry approved transferring \$1833 from Ops to Outreach to cover 2006 overpayment of Good Friday offering for Diocese of Jerusalem

3 Vestry approved transferring funds from the Vestry Designated fund to the Building Fund to cover the cost of painting the building.