

Vestry Minutes April 10, 2008

The Rector gave opening prayers and the meeting was called to order at 7:35 pm.

Members present: Bill Beene, Chris Fleet, Tom Varney, Jean Mary Taylor, Fitz Wickham, Don McNeill, Pete Plourd, Martha Ann Romoser, Andrea Pinard, Charlotte Watson, Patti Jones, Seminarian: Cathy Tibbetts. Guests: Pat Weichmann, Randy Bailey

Motion to approve the Vestry Minutes of March 13, 2008 was made by Bill Beene and seconded by Martha Ann Romoser. Motion carried.

Treasurer's Report - Bill Beene: The funds from the sale of the Rectory have been posted as of April 1, 2008 against our line of credit, which is approximately \$480,000.00, which still leaves a balance of approximately \$212,000.00.

Bill reported that in terms of good news we got money! We had about a \$60,000.00 month, which allows us to have positive cash flow for the moment. Most of these monies are from folks that are paying pledges early or in total and regular contributions are up.

Parish operations were positive for a change and, likewise, the rental properties are positive now that we have rent coming in and the debt payment is down. We are positive in parish operations, for a change, of approximately \$13,000.00.

Pete Plourd told us that he had posted a check from Aspen Publishing in the amount of \$2,600.00 for reimbursement for oil.

Pete said that he had not seen any rent from the young woman who is renting the apt. at 128 N. Royal. Fitz said that she was three months in arrears. However, she did send us a nice note saying that she had sold her car and that she would pay us what she owes us by the 7th of April, and today is the 10th of April.

Bill told us that the Red Cross made two payments: one for the rent and the second for the required deposit.

Rector's Report: Debbie reported that Churchill Gibson passed away on April 9th. Discussion on his achievements took place.

Healing Workshop has been rescheduled for Saturday, May 17th due to an emergency in Pati Mary's family.

Debbie spoke briefly on the progress of updating our books and that 118 letters were sent out requesting specific information, i.e.: birth dates, confirmation information, etc.

Debbie pointed out that she would get the directory finished. She did not know what she was getting into since she had said that she would do the activity page. Somehow the whole thing was sent to her. Discussion followed.

Time and Talent Sheets were given to the Vestry for use and seeing who have signed up for what. These sheets are from last year's effort in recruiting new volunteers to help in the various programs/activities at Calvary.

Report from the Trustees of the Memorial Funds - Randy Bailey

Randy gave an in-depth report on the eight trusts as of December 31, 2007. He reminded us that these are market funds and the market was much better December 31st than it is now. The report for the first quarter of this year 2008 has not yet been received. Randy said that the Trustees will meet again the first of May and that report should be in hand.

Two of the trusts have no restrictions: **CEC Memorials Endowment Trust** and the **CEC Adelaide Van Deusen Fund**. The remaining six trusts have specific use clauses and can only be used for those specified areas. A copy of all the trusts, the monies available in each and what the restrictions are, is attached to these minutes.

Fitz asked a question concerning the principal and Randy explained that this is the corpus and cannot be touched. Don asked if the reason we had a negative balance in the Van Deusen Fund was because we borrowed from this fund? Yes, for the memorial garden.

Pete pointed out that a letter was sent to Richmond to normalize that withdrawal. This will happen in the first quarter this year. Debbie asked if the principal was part of the total.... No, the principal stands on its on and cannot be touched.

Pete explained that any monies that come in will be deposited to the Memorial Fund and then quarterly a check is sent to Richmond to be deposited, the same thing will occur again in June. This is like a holding fund.

Fitz asked if the vestry needed funds could these be tapped...yes. However, Randy pointed out that the Trustees recommend that we tap no more than one half (1/2) of the available monies.

Discussion followed on the Scholarship Fund and how we access this fund. Randy pointed out that the Trustees recommend for this year that we give no more than a \$1,200.00 scholarship. We need to increase the principal and Debbie suggested that we look at this in our Long Range Planning. Charlotte made the statement that we can't give less than we did last year. Pete pointed out that we gave \$1,500.00 last year, and that was more than we earned last year, therefore we have a negative this year. Bill asked if we had people who supplemented this effort last year and the reply was yes. Charlotte needs to have some answer by May 1, 2008 as all the applications have been received. Randy said that he would call Richmond as to how to access the fund.

Much discussion followed regarding doing one scholarship or two for this year. Don suggested that we do only one this year for \$1200.00. Charlotte said that the committee could read all the applications and select only one. Debbie asked if we could hold this discussion and come back to it, so that Randy might finish his report. All agreed.

Randy continued with the explanation of the remaining six trusts. Again, he pointed out that you couldn't touch the Corpus on any of these funds. Fitz asked if a memorial gift is given for

someone where does that money go? Chris pointed out that it goes to the local designated fund, not to Richmond. Pete pointed out that a separate account has been set up for these types of gifts; this was done several weeks ago. Fitz was most vocal about gifts that we cannot touch because they have restrictions on them and that perhaps some type of policy could be established suggesting that no restrictions be put on the gifts. Fitz said that he would like to continue this discussion at the next vestry meeting.

Pat Weichmann said that when she gives to a memorial fund she does not want to pay for keeping the lights on in the church, phone bill or other utilities. She wants this to be given in honor of a person.

Bill asked how do we make known that there is money available through the Weber Camp Fund for Arts related Church Camps. Debbie said that she did not think that that has been done. Chris said that candidates could apply to the vestry. We need to post information on this Fund. Charlotte said a small committee could put together an information brochure on several of these Funds that could be applied for.

Thanks to Randy for an excellent report and to Pat and the other Trustees for putting together this chart, making it easy for all to understand each fund and the monies contained in each.

Senior Warden - Don McNeill: The sale of the rectory, brought \$268,000.00 after all taxes and the \$25,000.00 for the parking lot and closing costs were paid. This amount was applied to our line of credit which was approx. \$480,000.00 this left a balance of approximately \$212,000.00.

We have acquired a 25-year mortgage with First Bank at 6 1/2% for 5 years. This would make our payments \$1,400-\$1,500 per month due the 15th of the month. Bill asked if Don had heard anything back from Jim with perhaps a little better rate, thus far no one has heard anything. Jim also said that he would set up a \$20,000.00 to \$30,000.00 line of credit for us to draw on in case of an emergency. There would be no interest unless we draw on it. Weber Hall and the Rectory were collateral on the line of credit. This has now been released on Weber Hall. The only thing that is presently encumbered is Royal Ave.

The work on the parking lot has been started and hopefully it will be completed within a month's time. Pat Weichmann said that several years ago they paid an engineer \$10,000.00 to oversee this job. Don told her that Mr. Stickley was to do this by taking the plans to the town and so forth but in reality had a surveyor do the lot and prepare a plat on the lot, which also included Virginia Ave...this was \$4,000.00. Stickley had nothing to do with any of this; it was actually Daren Foltz that did all the work, which came to another \$4,000.00.

Bill said that we owe a great deal of gratitude to Don and Fitz for getting this job done especially with all the problems that kept cropping up. Don said that it could not have happened without all the efforts that Beth Waller put into this project.

Pete raised the question of the sign in front of the Royal Ave. Property. Fitz said that Aspen and the Red Cross is going through the hoops with the town on that sign now. So the Big Red Sign will be used and the other sign, "for lease" should be removed. Fitz will call Brett Haynes.

Junior Warden - Fitz Wickham: We need to get our revenue out of the apartment. CHTP's Board informed us that they needed to do more fundraising and at least one more grant before they could start on another apt. The town and county would not help with funds. They will not hear about the pending grant until July.

Pete said we could give her a five-day notice; she either pays or would have to vacate. Fitz said that he would try to do something with her, as he felt sorry for her.

Bill asked Charlotte what she thought her chances were on this grant? She explained that it was one that was uncompetitive. It is a State HUD Grant and would provide support and shelter. The grant would provide enough to get one more apt.

Fitz said that he has engaged someone to maintain the grounds at Royal and Weber Hall. This is the same person that did this last year and he was most satisfactory.

Debbie mentioned that she thought that the Memorial Garden Committee had already looked at the area around the parking lot for plantings. Don said that the committee would have to go with what the town wants. Some discussion followed on the plantings and Frank has been notified.

Lay Assistant - Jean Mary Taylor: Jean Mary informed the board of a new four (4) week class titled "From Jesus to Christ" on Wednesday mornings at 10:30. The next three Sundays Fritz Trumbore will teach an education forum for adults and teens on the Sacraments. This will take us through the month of April.

Jean Mary gave a brief report on her recent trip to South Dakota to the Lakota Reservation. The bottom line is that we will not be going back this summer. It appears that some other groups that have gone have not acted properly. It was suggested that groups coming should have some diversity training. It is hoped that we can return in the summer of 2009. It was learned that during her visit the Bishop was in retreat trying to determine which churches will be closed on the Reservation. There are thirteen small mission churches. There are only three clergy to cover such a vast area.

Andrea Pinard discussed Grace House and her trip there in March with Susan Goodman. They met with the program co-coordinator who took them on a tour around the 7-acre tract, which is on top of a mountain. A package of information will be put together and this mission is open to youth and adults. There are 10 slots open, so please call the office and put your name on the list. It is important to know who and how many will be going, so that the co-coordinator can line up the families with whom the volunteers will be working. The dates are August 10-16. Remember that this is not like the Lakota Mission, this is construction work and you will be working with the families in the evenings. Need folks with trucks or large vehicles that can haul tools and supplies. Lodging is in bunkhouses, one for men and one for women.

Cathy pointed out that there is a Community Center and the youth have been teaching the older citizens how to use computers.

Communication - Patricia Jones: Patti said that she would help with the Pictorial Directory.

Stewardship - Andrea Pinard: Andrea informed the group that the committee had met twice and she felt that progress is being made and she is now more comfortable with doing the Stewardship at this point. Hopefully, by the next Vestry meeting, she will have a time/line calendar for review.

Finance - Bill Beene: Bill said that he plans to review the budget, but wanted to get all the figures from the closing on the rectory before proceeding with that. Bill said that we appear to have a \$17,000 -\$18,000 short fall, take the pledges, plate offerings, new monthly payments, the rental income from Royal Avenue and all the pluses and minus we are looking at this type of short fall against our planned budget. Our pledges are \$288,400. Bill said we have to figure out how we are going to do this. Are we going to step out in Faith as we have in the past and see how this works? Bill does not think we will have the kind of Faith Income that we had last year. He will try to go into the system to see what kind of income we had last year that was **not** pledged income and see what kind of income we can come up with.

Outreach - Tom Varney: May 4-11, 2008. the African Team Ministries Jewelry Sale will be here. We have an option to have this for a third Sunday, if we wish. This is one of those outreach ministries that we do that does not go through our budget. The monies collected from the sale of the jewelry goes directly to them. This ministry really allows us to help folks around the world. Tom said Pat Weichmann was going to speak on what was My Brother's Table, as one of the local outreach programs.

Pat said that we no longer use that term and that a new name will be decided upon. Last month's effort was not successful, but the organization was excellent. Michelle Williams did a great job, but the problem was that we did not have the contact with our clients. So, Tom and Pat are going down to hand out flyers directly to our clients informing them of dinner at Calvary. The other thing that Pat would like us to consider is to open up Calvary every Tuesday, not just for our cooks, but also from other churches. Pat said that she would monitor this and would come down to open up the hall, light the ovens, and make sure that the kitchen is cleaned up. This would be from 4-6 pm. Pat asked us to think about this proposal. It's a wonderful cause. Discussion followed.

Tom made the motion that we plan to have our kitchen open every Tuesday involving other churches interested in participating in this program. This motion was seconded by Martha Ann and carried.

Memorials - Charlotte Watson: We need to choose a candidate by May 1, 2008. Charlotte proposed that the committee read them quickly and pointed out that we are looking for a well-rounded person, needing \$1,200 or \$1,500 hundred dollars for school. Two years in a row the committee members have come up with exactly the same candidate. There are only about 45 applicants, which is fewer than what we have had in the past. These candidates are from the two high schools, 20 from Skyline High School and 25 from Warren County High School. Charlotte requests that the committee pick the top three in each packet and make notes to themselves regarding these three. The committee is to meet April 28th or the 29th to decide on the winner. Committee members are: Fitz Wickham, Martha Ann Romoser, Patricia Jones and Charlotte Watson.

Fitz wants to know if we are going to give a scholarship to each high school? Charlotte pointed out that our resources are limited. Charlotte said that if we are going to give two, then we have to raise the money by the first of May. She would like to put it to a vote. Debbie said we would have to increase the corpus in that fund, if we continue to give two scholarships each year. Charlotte said that she would stand up in church on Sunday at the 10:30 service and explain our scholarship situation and would anyone do the same with the 8:00 am service? Pete said that he would.

We need \$300.00 to give one scholarship at \$1,500.00. Tom felt that we should limit ourselves to one scholarship this year and work toward two next year.

Fitz said that he would go out on a limb and raise the \$1,500.00 for the second scholarship. Pete felt we should still make the appeal on Sunday and anything over the \$300.00 will go into the fund. It is agreed that we will give two scholarships.

Fellowship - Martha Ann Romoser: No report

Long Range/Strategic Planning - Chris Fleet: Chris opened with, "as you know we are in bad shape and it is not going to go away." Chris plotted the pledged income beginning in 2000 vs. operating expenses vs operating income and you can see that our income for 2008 is less than our operating expenses. Moving along, Chris discussed the charts provided showing communicants in good standing and attendance pointing out that Calvary has been growing, but at a declining rate. A Capital Campaign and a Recession impacted 2002. Since 2002, pledge amounts have grown annually, but at a declining rate. We had good growth in pledges through 2006. but he pointed out that it would take until 2011, at the same rate, to recover from the drop in pledges in 2007. In 2007, the average pledge was up, but the number of pledgers was down. He suggests that this drop was due to mostly lower income households. Based on these trends our future does not look bright.

What will or will not help? **#1** A fundraiser will not help; **#2** Still working against the last recession; **#3** New members is where the action is, and the needed growth in pledgers will come from this group; **#4** We should not expect to match that 4.9% in pledges that we have seen in the past, perhaps 3% is more realistic; **#5** Need to provide financial planning, which will show people how little of an increase in their proportionate giving that they would have to make in order to have a big effect on the out years. If people would increase their proportionate giving to the church by ¼% per year, in five years we would have a budget of \$400,000. Remember this is using averaging. The message needs to get out to the congregation; **#6** Need to engage the bystanders, those that are not committed, don't take part in events.

An idea that he shared is a two-pronged effort; the stewardship committee is working on pledges and on increasing the number and amounts. The vestry provides input. We are the core; the committed are those that are active. We want to bring people in the community into the church and we need to bring those that are bystanders and members that only come to church several times per year. We need to increase the commitment of those folks. It is said; "that people give to vision not need". We need to create a vision and our vision is what we should be in 10-12 years. What should Calvary look like? How big will we be? We need input from all in our parish. We have to reach out to those bystanders, those that only come several

times per year, and those that are not active in any of our programs. The use of the Time and Talent Sheets can help us reach out to these folks. The committee is asking members of the vestry, that are responsible for the various ministries, to take the lead and go out and talk with these folks. Gain input.

Put together some idea in a report that can be used and have a status report by the next vestry meeting. This is a yearlong effort. "Vision 20/20" might be a good title.

Bill suggested that when we work on drawing in some new people we take others, not your buddies on the vestry, to discuss these issues with others.

Chris gave out additional papers for review and felt that these lists will help us with our new task. The information on these sheets is from Jim Eastham, Charlotte Watson and Tom Varney. The sheets are attached to these minutes.

Region 14/Diocese of Virginia - Pete Plourd: Pete reported that Frank Baxter is the Region 14 President and held his first meeting last week.

We need to respond to the pledge commitment for this year and get that money off to the Region. Audits are up to date and preparation for the 2007 audit is underway and due in August. RF Commission on dealing with same sex relationships has been renamed: Windsor Dialogue Commission. Frank has been asked to serve on this again this year, but has not yet committed to do this.

Old Business: Charlotte Watson made a plea for beds that are needed for Community Transitional Housing Program.

New Business: Bill Beene will attend the Planning session on May 1, 2008. Patricia Jones will provide refreshments for the May Vestry meeting. Patricia said that she would do the article (Vestry report) for the newsletter each month. Charlotte will give the Vestry update at the 10:30 a.m. service and Pete will do the 8:00a.m.

Topics: Rental of space to the Red Cross at 128 N. Royal Ave., sale of the rectory, restructuring of the budget and request for donations to the scholarship fund.

There being no further business to come before this board, the meeting adjourned at 9:45 pm.

Respectfully submitted,

Margaret Goodyear
Register: Calvary Episcopal Church