

## **Vestry Minutes February 12, 2009**

**Members present for full session:** Bill Beene, Chris Fleet, Bonnie Landis, Sharon Maddox, Jorie Martin, Andrea Pinard, Pete Plourd, Bill Romoser, Richard Swanson.

**Non-Member present to take minutes:** Susan O'Kelly

**Members present for Programs portion:** Martha Ann Romoser and Jean Mary Taylor.

**Absent:** Peg Goodyear, Patricia Jones.

The meeting opened with prayers offered by the Rector, Debbie Rutter. Updates on Vestry members' activities were given.

**Minutes:** Approved without correction. Thanks from all to Peg Goodyear.

**Treasurer's Report:** Report was distributed to members for review. Sharon Maddox reported that the bottom line is not good, with bills and payroll not yet paid. Pete Plourd noted a deficit of \$50K and lower than projected plate offerings. Sharon clarified that although not reflected, rental income from two out of three tenants (Red Cross and Aspen) is current, but that the third single tenant continues to be in significant arrears. An agreement was reached to defer further discussion of the rental issue for the Senior Warden's Report. It was moved (Chris Fleet), seconded (Bonnie Landis) and unanimously agreed that the Treasurer's Report be approved/accepted.

**Appointment of Assistant Treasurer for 2009:** It was unanimously affirmed that Pete Plourd be appointed as Assistant Treasurer for 2009.

**Special Executive Session:** Bill Beene distributed copies of the Proposed 2009 Budget Revisions (copy attached). He pointed out that only about 105 pledging members are supporting the entire congregation, and there is an increasing need for members to understand fully that pledging is imperative for annual budget planning purposes. Andrea confirmed that although several new pledges had been received, we are still below projected levels for 2009, and renewing members have either decreased dollar pledges from 2008, or have not yet pledged this year.

Bill Beene explained that in light of the shortfalls in projected 2009 income (pledges and plate offerings); he recommended a significant reduction in Parish Operations Expenses, as follows:

- **Cancellation of Diocesan and Region Pledges:** Debbie and Sharon explained that Calvary's pledges are voluntary, do not accrue, are not assessed, and are not always paid in full. Debbie noted, and it was agreed by all, that most members of the congregation do not understand the many areas of support provided by the Diocese, and a written explanation of the "Richmond connection" and its Episcopal Diocesan Mission should be provided.
- **Removal of Outreach from Budget:** It is recommended that Outreach be funded by special offerings for selected causes throughout the year, and that we rely on the good track record of members giving for special needs. Bill Romoser suggested special envelopes be available for designated collection plate offerings, as well as other fund raising events.

- **Reduction of Staff Expenses:** Debbie Rutter has generously volunteered to remain at her 2008 salary level; Jean Mary Taylor and Libby Funk have both graciously agreed to a cut in weekly hours (50% and 20% respectively).
- **Removal of Seminarian Expenses**
- **Removal of Capital Reserve**

Debbie Rutter offered to draft a letter to the congregation to emphasize the need for all members to pledge. The letter would include a brief explanation of all the proposed budget cuts and how they would impact the operation of Calvary and its many Outreach programs. Jorie suggested that the letter should include an explanation of the many duties accomplished by the Parish Staff, as well as providing examples of “small scale” pledges, e.g. \$10/week. Debbie again noted the need to explain the “Richmond connection”, and Chris Fleet reiterated the importance to communicate to all the severe circumstances and austerity of these proposed reductions.

Proposed 2009 Budget Revisions were unanimously accepted and approved.

**Rector’s Report:** Debbie Rutter reported on two discernment meetings undertaken with Andrea, with one more scheduled. Debbie noted attendance at Youth meeting and forthcoming involvement for Fall 2009. Debbie reported she will undertake education meetings for Confirmation – the number is not yet known, but possible new member is Chris Rizzo. Be on the look out for an e-mail to raise funds for dental work for Leslie Dunn.

Schedule and program details are underway for Lent and will be confirmed and communicated shortly, including: Ash Wednesday services at 7:00 a.m., 10:00 a.m. and 6:00 p.m.; Thursday programs (3/12, 19, 26 and 4/2), Bishop Confirmation/Reception on Palm Sunday (4/5); Sadar/Maundy Thursday (4/9); Community Good Friday Service at Calvary (4/10).

**Senior Warden’s Report:** Chris Fleet explained the on-going issues with the tenant who continues to be in considerable arrears in rental payments (\$625/month and includes utilities). Tenant paid October 08 rent in January 09, and is now four months behind. Considerable discussion ensued with various suggestions how to resolve this situation, i.e. link to Charlotte Watson and the CTHP connection; contact Graham Taylor (Chairman); find a roommate; meet with renter to review/discuss/resolve, etc. Pete Plourd and Bill Romoser noted that the apartment needs work, and that in this economy it is difficult to assess a realistic rental value. After much discussion, it was noted by Jorie, Chris and Bill, and agreed to by all, that this group has done everything possible to assist this renter, but that enabling her to continue to default is not in the best interests our stewardship to Calvary. Jorie noted that Virginia is a “landlord’s state” and that the tenant should be given the prescribed 25 days’ notice to pay in full, or vacate.

Chris commented that there may be a lease but that, so far, no copies have been forthcoming and no record found of a rental deposit being transferred to Calvary. Bonnie and Bill Beene commented that the group should consider providing the tenant with one last opportunity to pay up.

**ACTION:** It was proposed and agreed that Junior Warden, Bill Romoser, should inspect the apartment as soon as possible. Thereafter, tenant must be required to sign a lease/contract accompanied by a letter (drafted by Bill and Chris) requiring tenant to pay in full the amount owed by March 15, and stating that if no payment is received by that date, then tenant must vacate premises by March 31, 2009.

**Senior Warden Report/Continued:** Chris Fleet distributed copies and discussed proposed agenda for the Vestry Mini Retreat scheduled for Saturday, February 28 (10 a.m. – 2 p.m.)

**ACTION:** All members to prepare for the retreat by reviewing and complying with the five action items listed. Chris explained that the objective of the retreat is to solidify the do-ability of Calvary's Vision 2020.

**Junior Warden Report:** Bill Romoser reported that he is in the process of familiarizing himself with his duties. His current priorities include working with Chris on the rental documents discussed earlier, and also on the various building issues and other leases due on 4/1/09.

**Lay Assistant Report:** Jean Mary Taylor reported theme for Lenten Program that centers on ethics, "Why bother (*when no one is looking?*)" – brochure and details to follow. She reported that the two Youth "Souper" events took in \$452, and that the group had agreed to donate and divide all the monies between four charities: CCAP, St. Luke's, Animal Shelter, and the purchase of a Library "brick". This year's Bible School will be held at Calvary and co-hosted with the Presbyterian Church (6/28-7/2). Randy Bailey will be the director. Jean Mary, Debbie, Libby and Peg met with Paul Savidge concerning our website (cec.org). The intent is for it to be user friendly. Input and suggestions are invited. Jean Mary reported that a "Vestry Education Day" is offered on March 14 at St. James-the-Less in Ashland. Fee is \$20-25.  
**ACTION:** Members to register with Jean Mary.

**Stewardship Report:** Andrea Pinard reported that current number of pledges is 108 or 109, for a total of \$255,969. (See earlier reports given during Financial Reports). Rev. Fritz has been invited to join the Stewardship Committee, and the plan is for the group to meet prior to the Endowment Policy meeting (now scheduled for 2/24) with Patsy Bjorling, leaving the Diocese. Libby will send out a confirming e-mail. Andrea expressed her appreciation for being able to attend Region 14/Diocese of Virginia Council as an alternate, and was impressed that all were given the opportunity to be heard.

**Memorials Report:** Bonnie Landis reported that the estimated cost for a plaque at the back of the church (5' high and engraved) is \$8K. She recommended that the group approve a smaller/etched version for \$3500 – monies to be taken from Calvary's Memorial Fund. Permission was unanimously granted and Bonnie agreed to proceed with the project.

**Fellowship Report:** Jorie Martin noted that she is working on the cooking logistics for Lenten meals, retreats, Easter Choir breakfast, etc. Debbie added that hosts for Sunday coffee hours are signing up, and that the Choir has also volunteered to host. Jorie reported she is exploring interest in Foyer Group participation from the 30-45 age brackets.

Martha Ann Romoser presented her "mission" to have members of the Calvary family experience the joy of a weekend retreat at Shrine Mont for relaxation, fun and fellowship. Maryland House has all 20 rooms available on 8/21-23. Cost is \$66 per night, double occupancy and includes six meals. Deposit per person is \$10 and must be submitted 60 days in advance.  
**ACTION:** Martha Ann to make initial announcements at church on 2/15 and continue to work details/logistics with congregation and Shrine Mont.

**New Business:**

- **ACTION CONCERNING BUDGET CUTS:** Proposed communication to the congregation concerning budget cuts will be drafted by Debbie and sent via email to Vestry members

for approval. Communication will be verbally delivered on Sunday, 2/15, as follows: Chris Fleet at 8:00 a.m. service; Jorie Martin at 10:30 a.m.

- Items for the next newsletter: Budget Cuts – Vestry Mini Retreat – Shrine Mont Retreat– Lenten Programs.
- Debbie will not attend pilot education class – Windsor Commission – paired with Leeds.

**Next Vestry Meeting is scheduled for Thursday, March 12 - 7:30 p.m.**

The Executive Committee will meet prior to the regular Vestry meeting on March 12. All members are invited to attend.

Refreshments for the March 12 meeting will be provided by Jorie Martin.

Debbie expressed thanks to Bonnie for refreshments and Susan for taking minutes, and offered peace and dismissal. There being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Susan O'Kelly on behalf of Peg Goodyear,  
Register, Calvary Episcopal Church