

VESTRY MEETING
SATURDAY, JANUARY 19, 2008

The Rector, Debbie Rutter, called the meeting to order at 11:00 am

Members Present: Don McNeill, Sharon Maddox, Andrea Pinard, Patti Jones, Fitz Wickham, Tom Varney, Bill Beene, Chris Fleet, Pete Plourd, Catherine Tibbetts, Seminarian, Jean Mary Taylor, Martha Ann Romoser, Charlotte Watson

Minutes of the December 13th meeting were corrected as requested by the Register. Minutes then approved with corrections.

Treasurer's Report: Sharon Maddox asked for questions, which drew several laughs from those assembled. Debbie asked if this was the end of year report and she stated that it was. She pointed out that we do some creative "end-of the year" accounting. She also stated that Bill had found something that she had not had time to check out yet. Sharon stated that this might not be the final report Bill said that we had lost monies in the rental area and we would be playing catch up with this issue. He went on to say that on the positive side, we closed out the year in the black. Sharon said that there is no way to make this perfectly clean at the end of the year. Pete mentioned that we have not yet received the apartment rent. Also, monies came in dedicated to certain line items and donations from the recent funerals, which have to be squared away.

Fitz brought up the "Funds" and felt that we need to invite the Trustees to a vestry meeting for the purpose of discussing these funds and how the monies can be used. He would like to see some of them unified. Debbie explained that some of these funds are allocated to specific areas and have restrictions and that it is important that this vestry know and understand these funds. She would like to add Pete to this group so that we have a vestry voice present. Debbie asked Pete if he would serve with this group of Memorial Trustees. Pete agreed to do this to get an idea of what these funds are and the history associated with them.

Chris spoke up and told us that he was one of the Trustees and thought that he was to go off this year. He also said that they did not meet as often as they probably should. Discussion continued. Bill and Sharon both pointed out that some funds we do control and we can do something about these. Debbie said there appears to be some confusion over all these funds and perhaps this area should be addressed more closely as it has not really been looked into for several years.

Don will make the call inviting the Trustee's to attend the March Vestry meeting.

Sharon went through many of the funds that we control: music, memorial gifts, choir robes, building fund, continuing education for Richard and Debbie, etc. She said that she and Suzanne Silek have been working on this spreadsheet trying to get these areas up to date. Discussion continued.

Sharon went on to say that she is in the process of cleaning out certain memorials and if she cannot locate the families that set these funds up, she will come before the vestry to decide how these monies should be spent. Some have very little money remaining. She pointed out

that the Scholarship Fund (in Richmond) does not have enough money in that fund for Corpus to build interest enough to maintain the type of scholarships we wish to award.

Sharon said the funds that have small amounts of money in them should be cleaned out, so that we do not continually have to address this issue.

Debbie pointed out that we have a memorial book that has been kept by Libby and once this memorial fund issue is cleaned up the book can be put out for all to view.

Debbie asked for approval to accept the Treasurer's report as presented. All were in favor.

Charlotte asked if the minutes and treasurer's report could be e-mailed out. Debbie responded, sometimes. The treasurer's report depends on Sharon. We will try.

Rector's Report: Debbie thanked all for the tremendous job that was done during the week after Christmas, which was a most stressful time for all. Debbie had heard many good things from members of the community on how responsive our congregation was. She gave a brief update on Bonnie, Linda and Mary and those that are assisting them in various ways.

Bill Beene mentioned that Debbie's article in the Warren Sentinel was excellent and was a wonderful example of "outreach". All were in agreement. Martha Ann praised Jorie Martin for doing such an excellent job in the kitchen and pulling the whole hospitality thing together.

Betty Beene will offer the Grief Course during Lent. She has done this course before and if any of you know of individuals that have lost someone or perhaps lost their jobs, they might be candidates for this class.

Week of Prayer for Christian Unity will be at Calvary on Tuesday January 22nd at 7:00p.m. There will be refreshments served after the program. The speaker is the Rev. Father Jim Clark. He is the co-pastor of the only Roman Catholic/Episcopal Church in the country, which has been in existence for 30 years. He is a wonderful speaker. Charlotte pointed out that there would be a community choir that evening, which should be great fun.

The Diocese of Virginia, 213th Annual Council is the week...January 24-26. Jorie Martin is to attend and if she is unable to do so, Pete Plourd will attend.

Senior Warden: Don McNeill said that we would be having a special congregational meeting on Sunday January 20, 2008 after the 10:30 service. Don informed the vestry that On Sunday December 03, 2006, at the annual meeting, the congregation approved a recommendation from the vestry to sell the rectory. This was approved 63 yeas, 20 nays; four (4) did not cast a vote.

We have finally received a contract on the rectory for \$310,000 the buyer is Blue Ridge Hospice. This contract is contingent on Calvary Episcopal Church providing off street parking as required by town code. The town code requires one (1) space per 300 square feet of office space. This equates to 10 parking spaces. Don presented a drawing of the parking lot, which will contain 11 spaces. Darren Foltz a surveyor provided us with a topographical map of our existing parking lot and the vacant lot next door. This plan is to be presented to town planning.

Fitz asked about the preparation of the lot for parking. Don said that he had one estimate in the amount of \$9,161.00 from Rappawan to do the following work: remove 4 inches of topsoil, apply stone and compact.

Don said that the congregation must vote on the sale price and the easement. Don further stated when we as an Episcopal Church sell or encumbers church property; state law requires that we submit minutes of a congregational meeting to the judge showing approval of the sale or encumbrance, by the congregation, thus the meeting.

Bill Beene asked Don to read the easement. Which is as follows:

“The Grantors do hereby grant and convey unto the Grantees, the following described easement to wit;

A Parking Easement on Lot five (5), Block 135, Front Royal-Riverton Improvement Company, Town of Front Royal, Warren County, Virginia. The Grantee, its heirs, successors and assigns shall be allowed to park automobiles and pick-up trucks during the normal business hours of the Grantee, except that in no case will the Grantee be allowed to park vehicles on Sundays. If the Grantor elects to provide marked spaces, the vehicles will park within the marked spaces.

If the use of the property know as Lot30A, Block 80 of the Front Royal-Riverton Improvement Company changes so that the Town of Front Royal no longer requires parking, and a twelve-month period of non-required parking occurs this easement will expire.

The easement shall be binding on the heirs, successors and assigns of the parties hereto.”

Hubert Marlow, Attorney At Law, drew up this document.

Don pointed out that if Hospice should sell and it reverts to a residence, this easement is void.

Chris Fleet asked if we had discussed having the existing lot paved at the same time?

Don said he had not, but that was a good thought.

Fitz felt that we should keep the meeting simple and not get into other areas at this time.

Don said that the easement on our existing lot does allow for improvements and he will get the exact wording. He went on to say that we might have to put in curbs and so forth.

Sharon asked if the financing of the lot preparation would come from the sale of the house? Bill Beene responded that the lot preparation would come from the sale of the house. Don went on to say that a 5% commission goes to the realtors, which is \$15,500.00. Approximately \$500.00-1000.00 will be in closing costs. This should net us approximately \$293,000.00-\$294,000.00. Bill said that these monies would be applied to paying down the debt on our line of credit, less the lot prep as stated above.

Don neglected to say that back in August of 2006 Scott Stickley was asked to do some work on the existing parking lot and the contract price for that work was \$10,000.00. He did do a topographic drawing for which we paid him \$4,000.00. To Don's knowledge he had not done anything else and actually Darren Foltz did the work. Darren said that he would do the final

drawing for submission to the Town of Front Royal for \$4000.00. Expenses associated with the preparation of the parking lot are approximately \$13,161.00. This brings our net down to approximately \$281,000.00. This figure includes the bid from Rappawan.

Bill asked if we had to have a home inspection? Don said they signed off on that. However, they are going to have the under-ground tank (oil) tested later in the week.

Debbie read the ballot to be used at the congregational meeting and after much discussion it was agreed to condense this to one paragraph dealing with the voting: yes or no on the easement and the sale price, since one is contingent on the other.

A long discussion continued on addressing plantings at the new parking lot, stressing to the congregation that Hospice is a good neighbor, how it frees up space for us in Weber Hall etc.

Don said that he had received a letter from Sherman Williams to the effect that they have a program called "Neighbor to Neighbor". This program is a way for us to give back to our community a 20% discount cards to all the members of our congregation. When this card is use for their personal use the company will give back to the church a check that represents 3% of their purchase. All agreed that it was worth doing. Bill said that we could put in the newsletter that cards are available at the office.

Jr. Warden: Fitz said lets get this property sold. This will really help our finances and as Bill pointed out that if we can get our pledges to support our operations we can really start paying down the debt. Fitz pointed out that we have 600sq feet not leased in the North Royal property and he will contact Brett Haynes to get this area leased if possible.

Lay Assistant: Jean Mary reminded us of the Super Bowl cake raffle on February 3rd; Daniel Williams has volunteered to make the cakes. As a side note the play that he is in has been cancelled for this weekend and will be done next weekend. He has the starring role in the "Our Town" production at Skyline High School.

The Shrove pancake supper is Tuesday February 5th, sponsored by our youth; the sausage cooker is Tom Varney. Pip Piplani and the Olson's are also helping with this event. Time: 5:00-7:00p.m.

Michelle Williams will be taking over the "My Brother's Table" which will be at Calvary on Tuesday's, once per month. Since the hall is in use, the group must be out by 6:00p.m as AA uses our facility on Tuesday evenings.

Our Lent Program will start at 6:30p.m.on Thursdays evenings with potluck. The highlights this year will be on those organizations in our community that have received our large "Outreach Grants" in 2007. The first program will be February 14th and that will be Blue Ridge Opportunities. The idea is for each group to give us background on the organization, how they got started, what they do, how we can help as individuals and as a congregation. The second week will be Transitional Housing and Charlotte said it would be a show and tell. The movie to be shown is: The Pursuit of Happiness. It is a wonderful film. The third week will be C-Cap. St Luke Clinic and United Way have not yet decided which week they will do.

Betty Beene will do a four (4) week class on Sunday mornings dealing with grief.

There will be a couple of workshops: On February 16th Connie Chintall, from Warrington will do a bead workshop. She did this last year and it was very well received. Catherine Tibbett's, our Seminarian will lead the March 1st workshop on prayer in color, utilizing "doodles", and doing a Lenten Quilt (paper). Time: 10:00 a.m. to 12:00 noon.

Debbie said that there might be another workshop with Pati Mary on Healing.

There will be an Evensong on March 9th at 5:00p.m.

Stewardship: Chris said that he had received 5 more pledges totaling \$12,495.00, since our last meeting in December 2007. There are 9 pledging household that he thinks will pledge for 2008, but have not yet done so. That represents around \$21,000, so we would have about \$303,000.00. We have been doing follow up phone contacts and have gotten 17 pledges, so it appears that this action has worked. We have gotten 14 new pledges, which is really great. The current total is \$281,861 and that amount is from 102 pledges. That represents 55.4% of returned pledges.

Finance: Bill Beene reported based on Sharon's report that we came out ahead on operations and behind on rental as was expected. Bill offered many thanks to Sharon and Pete for the many hours of work they have put in to render their report. Bill pointed out that the budget for 2008 that was approved by the congregation is not going to be valid and will need to be changed due to the decrease in monies coming in from the pledges. Bill will make some adjustments in certain areas and present at our next meeting. Bill would like to see the funds from the sale of the property used to pay down the debt and not for operations.

Debbie mentioned that Jorie Martin came on late last year and one of the changes that she made in Outreach was to focus on only five (5) groups for donations as opposed to many groups. Debbie said that other churches are doing the same thing.

Don gave a report that he had gotten from Sharon on monies paid to Outreach in 2007. Sharon pointed out that due to our financial situation the last several years we were unable to meet an obligation to Iglesia Santa Maria Church for \$600.00/year for the years 2006, 2007. Therefore a check was sent for 2007 in the amount of \$1,200.00 and a check will be sent for \$600.00 in 2008 to complete this obligation.

The list of organizations receiving donations and the amounts in 2007 is listed below.

C-Cap = \$3150.00

Transitional Housing= \$2000.00

Lakota= \$1500.00

St.Luke Clinic =\$1000.00

United Way = \$1000.00

Blue Ridge Opportunities= \$2150

Iglesia Santa Maria Church = \$1200.00

Total of 2007= \$12,000.00. This amount was budgeted for Outreach donations in 2007.

New Business: Planning meeting will meet Ash Wed. Feb 6th after the 10:00 am service. Patti Jones will attend as a volunteer from the vestry.

Peg will do the refreshments for the February 14th Vestry Meeting. The time for this Vestry meeting will be 5:00pm due to the Lenten Program

Don will do a short update for the Newsletter, suggestions: Vestry assignments, get pledges in, sale of property helps, but does not solve all of our financial problems, change of Vestry Meeting time, **from** 7:30p.m. **To** 7:00p.m. Bill will also have a financial update.

There being no further business to come before the Vestry the meeting adjourned at 12:15 p.m.
Thanks Be To God!!!

Respectfully submitted,

Margaret L. Goodyear
Register, Calvary Episcopal Church