

## **Vestry Minutes November 13, 2008**

Members present: Don McNeill, Andrea Pinard, Charlotte Watson, Sharon Maddox, Chris Fleet, Bill Beene, Fitz Wickham, Tom Varney, Jean Mary Taylor.  
Absent: Martha Ann Romoser, Pattie Jones, Pete Plourd

The Rector, Debbie Rutter, called the meeting to order at 7:35 P.M. Opening prayers offered, then general updates from the vestry members given.

**Minutes of October 9, 2008:** Minutes approved.

**Treasurers Report: Sharon Maddox:** Sharon reported that for once our report matched that of the bank. This month we paid all interest and principal. In September we had a split in the interest and principal, that being: \$800.00 in interest and \$500.00 in principal. The total payment being \$1442.27. The split will occur each month,

Don pointed out that the rental on 128 Royal was down \$5,000. Reason: we were making a higher payment against the debt, as we had not yet sold the rectory.

Bill pointed out that between parish operations and rental income we are \$1,300.00 positive through October. We have not paid Outreach of \$12,500 not paid \$15,000 in Diocesan Pledge. We have about \$25,000 to \$27,000 in payments that we are suppose to pay, but not sure if we are going to be able to make them. Bill will do another run on the budget before the December meeting. Bill pointed out that the pledge is 8 ½% but we may not be able to do that this year and pointed out that we did not do it last year. One payment was made last year and it appears that the Diocese credited us this year. This will be checked out.

Motion made to approve the Treasurer's report. Approved

**Junior Warden Report: Fitz Wickham** Our renter (apartment) sent a check for \$100.00 however; she is several months in arrears on the rent. We had to pay the power bill so that the Red Cross would have hot water. Leak in upstairs bathroom. A few squares of the ceiling came down. The Sexton may be able to repair.

Fitz said that he had not been able to get S and S out here to look at the roof. (Parish hall) This still needs to be done. Dennis, our Sexton, got up on the roof to look at the downspout that runs on the west side of the parish hall and found that it was plugged up. This may be the cause of the leaks on the wall near the steps going up to the men's room. Will monitor this to see if this solves the problem. Dennis said that if it did he could scrape all the plaster off the wall, patch and paint.

**Rector's Report:** Debbie mentioned that the annual meeting will be on December 7<sup>th</sup> and there will be no 8:00am service. We are having the special Taize Service on December 7<sup>th</sup> at 5:00P.M. Something special is planned for the early Christmas Eve Service.

Thanks to the Nominating Committee for putting together the slate of candidates for the Vestry. They are as follows: Bonnie Landis, Bill Romoser, Richard Swanson and Jorie Martin.

Annual Reports are due and you may use the 2007 Report as a guideline. So please get your report in to Libby by December 1, 2008. Sooner would be better.

Roslyn- The Bishop's Chapel: We discussed this at last month's meeting and the very next day Debbie received a call from Wesley Wright, who is encouraging that every church do something to support this effort. Debbie said they would really like to have all the churches represented. Bishop Lee will celebrate 25 years in the Diocese this May. Debbie suggested, that since we have finished our financial obligation to Santa Marie Iglesia perhaps we could move a donation to the chapel into that Outreach slot. Tom was in favor of that if that is the way we wish to go.

Bill said that this would be a pledge; we could pledge a portion of our Outreach. Sharon is having difficulty with the idea of building a Chapel for the Bishop since we were not able to pay our pledge. Debbie pointed out that this not for the Bishop it is for all of us and it is simply being done in his name. Tom asked if there was a certain amount of money to be given. Debbie pointed out that as little as a thousand dollars could be given.

Much discussion followed on this issue and the Virginia Plan for Proportionate Giving. Bill pointed out that we are supposed to go to 9% in 2009. The goal for a parish of our size is between 10-12%.

Sharon brought up the issue of our past pledge percents and that perhaps we should use a lesser amount for our pledge as we are making promises that we cannot keep. By backing down our percentage perhaps we can find that \$1000.00 for this donation.

Discussion continued regarding Outreach and that budget and those organizations receiving monies. The budget for Outreach is \$13,000. Don will review the Outreach expenditures and allotments and see if we can find the \$1000.00 in that report for the Chapel.

Bill said he did not think this was an Outreach situation, and that we could back down the pledge amounts and find the \$1000.00 in this way. This is a gift.

Sharon feels that we need to back down our pledge anyway as we are not making the pledge.

Bill wanted to know over what period of time we could make the payments. Apparently they can be made over a number of years. Bill said that we would just prefer to put a \$500.00 line item in for the next two years and cover this the best way we can.

Jean Mary said that if we cannot come up with the money she would put up the \$1000.00 She also pointed out that there is no Chapel in Roslyn. We benefit so much from the Diocese and should support this effort in anyway we can.

Fitz suggested that the Men's Club, for next year, could perhaps help with this matter. He will bring up at their next meeting. Many other suggestions were brought up as to how we could come up with the monies. Bill felt that Fitz's suggestion was a good one and that they would try to get the Men of Calvary to pledge \$1000.00 over the next two years.

**Finance Report: Bill Beene.** Proposed budget revisions for 2009. Bill reviewed the line item changes showing where there are increases or decreases for the coming year. Bill addressed the increases for staff and gave a 3.8% increase. No numbers for the Health and Insurance yet. Bill used a 10% working number for these areas. Will update when final numbers come in from the Diocese.

Fitz suggested that we increase the rent to the Red Cross. The debt on our mortgage is down since we have a fixed rate loan. Bill pointed out that we could pay off the debt by 20/20 by increasing our payment by \$700.00 month on the principal.

Fitz brought up the fact that we told the congregation that when we sold the property we would pay off the debt. Which we did. Fitz asked if we using any of these monies for operating expenses? Bill pointed out that the proceeds from the sale of the Rectory reduced our debt. Second point: the income from the rental property is helping pay our expenses. Debbie brought up the fact that the group working with Pasty Bjorling on Endowments and others accounts that can, perhaps, be used toward building funds. This effort is a works in progress and hopefully will be completed by January. (Peg Goodyear).

Discussion followed: Tom said that the answer to those who question the use of the monies should be told that when we get the pledges up to equal our expenses, then we can put the rental income into a special building fund. It was suggested that Outreach be based on a % of income. Sharon said the Outreach is now at 4%.

Bill said the issue is: We have to go to the parish on December 7<sup>th</sup> and present a budget and he did not see next year looking any different than this year. Chris Fleet said that he would rather see a budget half full rather than half empty.

Fritz asked where we were on pledges? Which takes us to **Stewardship:** Andrea said that she had received 77 to date for a total of \$205,969. Last year the figure was \$109,289(to date). Andrea went on to say that phone calls would be made, thank you notes will be sent to those that have responded thus far and a board will be posted in the parish hall listing all that have returned the card (doesn't mean that they pledged). This listing will be in alphabetical order. The upside of doing this is if your name is missing, it may encourage you to get your card in. The wording has to be done with caution. "Thank you for returning your card."

Now back to Bill and **Finance:** Bill suggested that we pledge 8 1/2% to the Diocese for this year, Sharon pointed out that this is a positive since it stayed the same and did not go down. Also, Outreach will be at 4%. Bill needs to rework the budget since changes have been made. He will get this done so that an approved budget will be submitted at the Annual Meeting. He will leave copies in the office for the vestry to see and approve.

Debbie said that she would request a freeze on her salary this year if that is an appropriate thing to do, as would Jean Mary. Bill felt that this would be a discussion for the Wardens. Debbie said that the discussion could take place with her present so that a decision could be made. Tom mentioned that perhaps we freeze the salaries and revisit the issue each quarter. Fritz suggested that we go forward with the proposed budget and make adjustments when the majority of our pledges come in. Charlotte said that she is really against freezing salaries as it eventually affects all kinds of things, social security, taxes, etc. Bill pointed out that in the case

of our Rector she is still below the recommended minimum for someone of her years of experience in the Diocese. Bill suggested that we go forward with the increases in the budget and revisit the budget issue, as needed, and if we then need to freeze salaries it can occur at that time. Don suggested that Bill go ahead and make the necessary adjustments for presenting to the congregation. Bill made the motion that we approve this budget with the following changes: Outreach at 4% of the pledge plus plate, which makes that about \$13,000 and the Diocesan Pledge to be held at 8 1/2% which is \$28,050.00. Second by Tom. Motion carried.

Bill spoke with Jim Eastham about our line of credit. We have a \$20,000.00 line of credit with First Bank at prime interest rate, as published in the Wall St. Journal. Jim needs the minutes of the Vestry or a statement stating that the Vestry at their meeting approved this action. Bill recommends that we establish a line of credit with First Bank in the afore mentioned figure. A statement was prepared by Bill and will be signed by Bill Beene, Finance Chair, Don McNeill, Sr. Warden and Peg Goodyear Register. Chris second. Motion carried.

Men of Calvary did make a pledge to Samuels Library in Calvary Episcopal's name and will be listed among those who donated

Bill suggested that we have an ongoing "Wish List" and this can be put in the newsletter. Things on the list can be: labor that we need to get some things done, it can be items we need or do something in memory of someone like buying new prayer books or a Pascal candle.

**Sr. Warden: Don McNeill:** Windows are in at 128 N. Royal.

**Lay Assistant: Jean Mary Taylor:** Calendars for planning given out. Additions can be made as needed.

**Communication: Pattie Jones not present.** Peg reported that she had contacted Barbara and Paul Savidge. Paul is willing to help us with the website and will contact Libby to work out a plan by which to proceed with this issue. He will go on line and look at what we presently have, make some suggestions and then meet with those involved.

**Stewardship: Andrea Pinard.** A meeting was held with Pasty Bjorling at which time a "Marketing Plan" was discussed. The Stewardship Comm. will get together to do the calendar for planned giving, quasi endowments and a "society" or a group of people that leave monies to Calvary in their wills. Suggested was a special dinner or something to acknowledge their gift to the church. Very low key event.

Tom feels that we need to publicize our Mini Events on Sundays. Put in the newsletter as well as the bulletin to encourage folks to stop by the table to speak with the person from that ministry.

**Outreach: Tom Varney:** Jorie Martin has agreed to take over the Thanksgiving Dinner much to Tom's great delight. She has a list to sign up for Volunteers.

Christmas shopping: St. Nicolas Party Dec 6<sup>th</sup> where all the names will be given out. Barbara Savidge is handling this. Connie Ordower will get the names from the schools.

Checks for shopping can be made out to Calvary with memo "shopping".

Advent gifts: listed in the bulletin. Blue Ridge Opportunities has had \$60,000 cut from their budget (6 weeks). Senior Center funds cut by the state.

**Memorials: Charlotte Watson:** Letter from Amber Grant came in: VCU

**Fellowship: Martha Ann Romoser:** Tom made a suggestion that there be a way of contacting people who are missing for long periods of time from the congregation. To call or drop them a note to show that they are missed and there are concerns. Perhaps a small group could be formed to deal with this. There is a group (Pastoral Care) but they only meet once a month. Discussion on how best to carry this out took place.

**Long Range/Strategic Planning: Chris Fleet:** Chris passed out the Vision 20/20 draft. Which will be given out to those attending the Discussion Forums. Martha Plourd will be the facilitator. Chris encourages as many of the Vestry to attend as possible as this affects the future of Calvary. We hope to get from the parish, in these discussions, information that feeds into the visions, objectives and goals that have been provided in this current draft. We hope to hit them with some difficult questions and get answers to that question. The report is extremely well done and hats off to Chris.

**Region 14/Diocese of Virginia: Debbie** gave the dates of forthcoming meeting of Diocesan Leadership Meeting. This information is listed in the Agenda, which is attached. Frank Baxter President, Jean Mary: Exec Board, Andrea will be taking Pete's place. Calvary will have 5 votes at the Diocese of Virginia 214<sup>th</sup> Annual Council Meeting: January 23-24, 2009 in Reston, Va., which also includes Debbie and Fritz.

**Old Business: CTHP: Charlotte Watson:** Charlotte has resigned her position with this group but hopes that she will find someone from Calvary to go on the board. Suggests that CTHP be removed from our agenda.

**New Year Business:** Tom will attend the Executive Planning on Wednesday, December 3, 2008 at 10:30am. Chris will report to the congregation at the 8:00am service on: Diocesan Pledge, Christmas shopping, 20/20, annual meeting, the slate of candidates for the Vestry, return pledge cards, pay this years pledge. Bill will do same for the 10:30 service.

The next meeting: December 11, 2008 at 7:30 Organization of the New Vestry.  
Prayers offered.

There being no further business the meeting adjourned at 9:30 P.M.

Respectfully submitted,

Margaret Goodyear  
Register: Calvary Episcopal Church.