

St. Aidan's Episcopal Church
Vestry Meeting Minutes
January 25, 2005
7:00 PM

Attendees:

The Rev. Rob Wood	Chuck Johnson	Bob Sheffield
Scott DeArmey	Joe Moyer	Jim Myers
Theo Manos	Pete Sampson	Lisa Meyer
Elwyn Alexander	Mark Thompson	Becky Sullivan
Mary Kathryn Nix	Patrice Skinner	

1. Senior Warden

- a. Fr. Rob had asked Scott to continue as Senior Warden for another year. He accepted.

2. Junior Warden

- a. Scott made a motion to nominate Joe for another year as Jr. warden and he accepted, Jim seconded it, and the vote was unanimous.

3. Financial Review

- a. Reviewed spreadsheet from Bob Sheffield.
- b. It was noted by Scott that any pre-paid pledges are credited to the person in the year they are given, but they are held in the current year and transferred to cash for the following year.
- c. This years books are closed and year-end statements have been sent.

4. 2005 Budget Review

- a. The proposed budget total was \$493,395 with a projected income of \$336,058. Subtracting \$132,000 for the mortgage payments left us with a negative amount of \$25,337.
- b. Several suggestions were made on how to reduce this deficit. First we reviewed Bob's suggested changes to balance the budget. Several issues were raised:
 - i. Evengelism/marketing – cutting to 1500 from 3000, Scott and Patrice
 - ii. Cleaning Service – contract cost of 12,000, so 10,000 would not be enough – Joe
 - iii. Inreach and Outreach – cut too low, Scott
- c. It was decided to move Evengelism/Marketing back to 3000, Inreach to 1000, Outreach to 10,000, and cleaning service back to 12,000. This reduced the deficit to \$6,000, which is within range.
- d. Scott suggested that the non-pledge amount should be raised by \$20,000 based on past years. Fr. Rob said the finance committee originally set it at \$30,000 and actually raised it to \$45,000. Based on the finance committee calculations that have been accurate in the past, we decided to leave this amount.
- e. Jim motioned that we accept the budget as is with the \$6000 deficit, Lisa seconded the motion, and the vote was unanimous.
- f. Other notes:
 - i. Mortgage (debt service) currently is paid from the BF account, but in the future we want it to be paid from the operating expenses.

- ii. Breakfast ministry money to be used by the men's ministry. They decide what to do with it.
- iii. Comment made that spending by committees can be cut during the year in order to stay in budget. Spending is divided up over the year, so it is not all spent at once.
- iv. Scott motioned that we should direct all loose plate offering from the first Sunday of each month to Fr. Rob's Discretionary fund. This includes any cash and checks made out to the Discretionary fund. Joe seconded it, and the vote was unanimous.
- v. Financials would only be discussed at vestry meetings once a quarter, unless action is required or unless the Finance committee has special recommendations for the vestry to consider. Bob will send us monthly updates to review, but only discuss once a quarter.

5. Staff Salaries and Raises

- a. Rob asked if we want the staff raises to be tied to their reviews this year.
- b. Scott suggested for this year that a small group decide on the raises and do the evaluations. Lisa added to this that we could do a review in 6 months, just for feedback, but no raise.
- c. Lisa motioned to do the combination listed in b. Jim seconded it, and the vote was unanimous.

6. Other budget items

- a. Scott motioned to increase the moving expense amount in the budget to equal that of the actual expense (around \$5,500). Joe seconded it, and the vote was unanimous.
- b. Discussed issue of the broken heating unit in the worship space. It is \$13,000 to replace it and \$2,500 to fix it, with the fix only lasting 2 more years. Rob and Bob propose to replace the furnace and finance the amount by borrowing from our own capitol account. Scott motioned to set up \$14,000 financed from the BF funds and Bob will decide how to finance it. Joe seconded it, and the vote was unanimous.
- c. Fr. Rob motioned to amend the December 2004 meeting minutes to reflect Fr. Rob's salary at \$50,000 and his housing allowance at \$20,000. Jim seconded it, and the vote was unanimous.

7. Vestry Committees and Assignments

- a. Fr. Rob reviewed the vestry committees and assignments.
- b. Senior Warden oversight for the following:
 - i. Pastoral Care Committee – Lisa Meyer
 - ii. Outreach Committee – Patrice Skinner
 - iii. Shepards – Theo Manos
 - iv. Congregational Growth and Development – Sr.Warden
- c. Junior Warden oversight for the following:
 - i. Parish Life Committee – Sue Lawton and Becky Sullivan
 - ii. Worship Committee – Elwyn Alexander
 - iii. Building & Grounds – Pete Sansom
 - iv. Admin and Finance Committee – Jim Myers
- d. Fr. Rob oversight for the following:
 - i. Youth Committee – Mark Thompson
 - ii. Christian Education – Mary Kathryn Nix

- e. We should each meet with Fr. Rob at some point to discuss plans for each committee. Each committee should meet, the vestry-person and chairpersons, to clarify mission statement and discuss goals.

8. Goals for St. Aidan's in 2005

- a. These were the 5 goals from our vestry retreat. Before the next meeting we should think about more details on how to meet these goals – specifically what we want to do. Email Fr. Rob with ideas.

9. Rector's Report

- a. Reviewed important dates coming up. St. Aidan's Day 2/6, shrove Tuesday, 2/8, Ash Wednesday, 2/9, Lenten program on Wednesday nights during lent.
- b. Fr. Rob reported his appointment to the Diocesan Liturgical Commission and the Diocesan Congregational Growth and Development Commission.
- c. Scouts have requested the trailers, they will fix them and maintain them and use them. We would still be able to use them, based on availability. Did we decide anything on this?
- d. Reminder to register for the ministry fair at the cathedral on March 5th.
- e. Suggest naming the conference room after Noel Burtenshaw. Like Burtenshaw Conference Room. We decided we would continue to have the vestry meetings in this room.

10. Next Meeting

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| <ul style="list-style-type: none">a. February 15, 2005b. Prior to next meeting, email to Fr. Rob specific ideas about how to reach our goals. |
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