

St. Aidan's Episcopal Church
Vestry Minutes
Thursday, January 22, 2009 – 7 PM

Attendees: Rob Wood, Keith Oglesby, David Freeman, Betsy Jones, Jim Smith, Bob French, Richard Schuetze, Blair Hendrickson, Gregory Smith, Andrea Manos, Joey Sargent, Terry Ledford, Harmony Kiser, Jim Myers (Treasurer), Laurin Lausier (clerk)
Absent: Jim Skinner

1. Opening Prayer/Devotion: Rob
2. Approval of agenda—approved.
3. Approval of December 2008 minutes—approved.
4. Vestry assignments for 2009:
 - Christian Education and Youth—Joey, Sr. Warden and Keith
 - Pastoral Care—Gregory, Sr. Warden and Keith
 - PR and Evangelism—Jim, Jr. Warden and Keith
 - Newcomers and Shepherds—Harmony Kiser, Rob and Keith
 - Worship and Spiritual Life—clergy and staff
 - Stewardship and Finance—with Andrea, Jim Myers and Rog
 - Communications and Administration—Blair and Rob
 - Outreach—Betsy and Sr. Warden
 - Buildings and Grounds—Terry and Jr. Warden
 - Parish Life—Jim, David and Jr. Warden

- Provide updates to Richard for assignments.

- Each vestry member is to contact Rob in the next month in regards to their area of oversight.

- Very important to build a team and raise leaders in the Parish.

- Talk to Rob or Keith about potential team members if you are looking for new team members.
5. 2008 Annual Report—what's still needed; due by Jan. 26
6. Finance Report (see Attachment "D")
 - 2008 Operating Budget Reports:
 - Came close on total contributions and total revenue for church.
 - Total pledgers were slightly down; non-pledgers giving was slightly down.
 - Expenses were down; ended with a net \$3400.00.
 - Rob will ask Donna for an itemized list of contributions from the plate.
 - 3 areas for \$3400.00 reserve expenditure:
 - \$400 pay to Sam Z. for unpaid work
 - \$1000 for Capital Maintenance for differed items from 08
 - \$800 ?? for Loose Plate Reconciliation
 - Remaining will go to Operating Reserve
 - Rob asked if all were in agreement. A motion was made to start a Capital Reserve account and apply remaining to Operating Reserve account. The motion was seconded and passed unanimously.
 - Operating Reserve definition—This would be a "rainy day" cash account in our restricted accounts; we borrow from ourselves and this

is replaced when we have a surplus. For unplanned emergency expenses. Goal of operating reserve is to be a month's operating expenses. Exercise restraint drawing on the reserve. As LHTC giving draws to a close we will not have the additional cash in the bank so this account will allow us to carry through operational times when the ends don't meet.

- Finance has suggested taking \$5000 from the memorial gifts into the operating reserve account.
- Special Gift (\$130,475) distribution:
 - \$55,000 principal reduction as previously agreed upon
 - \$13,000 cottage roof repair as previously agreed upon
 - Other recommendations for additional \$ per Rob, Keith, Richard & Jim:
 - An additional \$25,000 for cottage repairs
 - \$5,000 to improve main breezeway between church and parish center
 - \$6475 for choir staging/riser and, if possible, additional lighting of the pulpit, altar and choir area
 - \$7,000 set aside as we explore the addition of solar and energy efficiency at St. Aidan's
 - \$14,000 for St. Aidan's Preschool
 - \$5,000 for the rector's discretionary account
 - Suggestion that any \$ not spent go to some of the reserves.
 - Part of this gift is a memorial gift to be acknowledged at some point in the future.
 - Rob asked if these suggested allocations were acceptable and everyone agreed. A motion was made to agree with the above proposed recommendations. All were in favor.
- 2009 Budget:
 - Derived by taking the 2008 budget and increasing a few items (revenue categories). There is a decrease in non-pledge giving because we had a decrease in 2008.
 - Expense categories were derived from 2008 with no increase except for specific categories. The pledges came in considerably more than 5% which gave us room to expand some the expense line items. The pledge contributions came in at \$467,000. There is a budget deficit of \$2000-\$3000 which the finance committee suggested come out of the reserve.
 - Reserve for Pledge Shrinkage is a new line item in the budget (\$14,780.52)—suggested to be 4% of total pledges, but has been reduced by 1/3% to balance the budget.
 - Outreach budget increased by \$3000.00 and Rob would like it increased from year to year from this point forward.
 - A motion was made to approve the 2009 proposed budget. Motion was seconded and passed unanimously.
- Finance Committee:
 - Recommended to take the 2008 operating budget surplus and \$5000.00 of memorial gifts and put them in a new account "operating reserve" and \$5000.00 paid to principal. Vestry voted on this Finance Committee recommendation and all were in favor.
 - Recommended to pay addition \$50,000 to principal from the \$100,000 cash reserve from LHTC. This would go towards the

smaller loan. We would then have \$50,000 in the cash reserve from LHTC and \$50,000 line of credit. The credit line is the same interest rate as our current loan. Vestry voted on this Finance Committee recommendation and all were in favor.

7. Warden's Reports:

- Sr. Warden's Report (see Attachment "B")
- Jr. Warden's Report (see Attachment "C" & "2")

8. Assistant Rector Report – Attachment "A"

9. Rector's Report

- Genesis Bible Study coming to conclusion this week.
- Green Team beginning—excited about this.
- A kindly worded email will be in Parish Matters this week that we do not have a janitor here at St. Aidan's. As vestry person of the day, please encourage clean up around the church (Burtenshaw Hall) as well.

10. New Business

- Storage Space—Carolyn Glaza will begin organizing the storage space areas.
- Retreat Topics, needs.

11. Old Business

Dates to Remember

- Next Vestry meeting: Retreat, Feb. 6+7
- Vestry meeting; Feb. 19, 7 PM, Library
- Bishop's Visit: January 25, lunch and meeting afterwards
- Ash Wednesday, February 25

Meeting concluded with a prayer led by Rob
Respectfully submitted by Laurin Lausier

Attachment A

St. Aidan's Vestry Assistant Rector's Report January 22, 2009

Primary Areas of Responsibility

- **Christian Education**

- On January 11th, began a new rotation in JAM focusing on Epiphany called "Visitors from the East"
- Adult Confirmation class was completed on January 21st. Six candidates will be confirmed or received when bishop visits on January 25th.
- Continued changes to 4th and 5th grade classes in JAM so that they follow a set curriculum like the middle school and senior high classes.
- Youth Confirmation class began on January 11th. There are nine participants and nine mentors have been selected.

- **Pastoral Care**

- Four covenant groups continue to meet regularly. A fifth group for fathers with young children held an initial information meeting on January 11th.
- Continued to call and visit parishioners with health or marriage/family issues.

- **PR & Evangelism**

- Continued to call newcomers who complete visitor cards.
- Next Newcomers Dinner is February 15th.

Other Activities & Responsibilities

- Christmas Pageant at the 4:00 service on Christmas Eve was well received. Over 500 people were in the congregation. Considering having pageant every week.
- Led chapel service for MMO/Preschool children on January 7th and 21st.
- Attended Omotoso birthday liturgy and celebration on January 11th.
- Attended clergy support group on January 20th.

Attachment B

Sr. Warden's report

22 January 2009

I need help getting the reports in for the annual report. Please see the list below. We need them all in by next Friday so we will have the annual report for the annual meeting on Feb 1st.

New Year's parish meeting reviewing the annual report and the complete financials for 2008. Scheduled for Feb 1. My preference would be to not change the worship schedule. We haven't gotten good reviews from those kinds of changes.

Newcomer's dinner vestry participation. Need 4 members (spouses optional) to attend on Feb 15. We will have three dinners this year. We as a vestry should plan to attend one of those dinners this year. Clark is also accepting volunteers for cooking / serving if you want to help. Andrea, Terry, Bob and Joey volunteered to attend.

Need representation from the Vestry on the Roots and Wings dinners. Please sign up.

Follow up for annual meeting questions.

We received a nice thank you letter from David Wagner for our contribution to his Seminary journey. I'll place the letter in my box if anyone would like to read it.

Vestry Retreat details. It is coming up fast. What preparation does Rob need us to do?

Vestry areas of ministry / oversight

Executive committee authority. This might be a topic for the retreat but we should articulate when and how we expect to use the executive committee.

Let's set Vestry meeting dates for 2009 if we can.

- Feb 19
- March 26
- April 16
- May 21
- June 18
- July 23
- Aug 20
- Sept 17
- Oct 15
- Nov 19
- Dec 17

Define the Operational Reserve before we allocate any resources (cash) to it. What will it be used for? What \$ value is our goal (one month's expenses)? Let's get it defined so we know why and how we will use it.

Annual Report status update:

I have reports from the following (thank you very much)

Assistant Rector – Keith
Communications and Administration – Bob
EYC – Sam
Hikers – Clark
Shepherds - Clark
Greeters – Clark
PR and Evangelism – Jim Smith
Senior Warden – Cathy
Stewardship – Beth
Worship – Elwin

I need reports from the following:

Preschool – Jill Orban
Rector – Rob
Parish Life – Jim Skinner
 Parish Picnic
 St. Aidan's Day
Financial Report – Jim Myers
Buildings and Grounds – David
Music Ministry / Choir – John
Children's Choir – John
Pastoral Care – Gregory
Guild of the Christ Child
Outreach – Betsy
Acolytes - Betsy
Altar Guild - Andrea
Landscape Ministry - Richard
Christian Education – Keith
Adult Christian Education
Children's Christian Education (JAM) – Dawn Bradford
Vacation Bible School
Daughters of the King – Judy Borden and Eva Sansom
Episcopal Church Women – Judy Borden and Eva Sansom
Eucharistic Ministers and Visitors
Honduras Mission – Jim Myers
Flower Guild
Foyers
Lectors and Intercessors
Liturgical Arts
Memorial Garden
Men's Breakfast Ministry – Kevin and Don McPherson (excerpt from
Richard)
Men's Group – Garon Hart
Nursery – Mary Beth Scnell
Coffee – Cathy Biondi
Prayer Chain
Primetimers – Clark
Tweeners - Lauren
Ushers – Dave Hoffsteder
Vergers – Corrine Hoffsteder
Vestry – Cathy Schlecht
Website Ministry – Betty Hood
Women's Book Group

Boy Scouts – Richard Schmidt
Girl Scouts
Hunger Walk – Lee Thompson
Registrar – Camille Johnson
Sexton – Bud Alexander

Attachment C

Junior Warden's report January 2009

1/22/2009

Retreat:

- Scheduled for 2/7/2009 at 8:00 AM
- Dinner at Jim and Martha Smith's on Friday night 2/6/2009 @ 7:00 PM
- We have reserved St. Dunstan's for the facility to conduct the retreat
- Cost estimate:
 - \$40 per person for meals (Saturday, Lunch, Dinner; Sunday Lunch)
 - Facility is \$250
- Any recommendation for Dinner on Saturday night?

Facilities:

- Routine Maintenance. I will work with Bud Alexander to get a revised punch list of repairs needed for both buildings and then present a list to vestry which can prioritize..
- Cottage Plan. Attachment 2 is the list of items needing repair for the cottage.
 - The remaining items on the list we will work by priority using church member's time and talent
 - The Roof is on. Praise God.
 - We need to form a small committee to oversee Cottage and main building repairs end to end .
 -
- Walkway Between Buildings. I will work with Bud Alexander to get bids on various alternative coverings.
- Rental Contract Update - A group needs create / change the contract used for renting Burtenshaw hall and a fee schedule created that includes cleaning based on use. If the kitchen is used then obviously a larger fee needs to be charged. This should be separate from the damage deposit. There needs to be a person(s) besides Donna responsible for administering the rental , unlocking and locking and inspecting the hall and building after it has been used.

Attachment 2 – Cottage Repair Plan

St. Aidan's Cottage - Repair List

Refer to Land America Property Inspection Services Report dated 7/31/2008 (LAPIS)

1. Replace roof, including lean-to and porch roof, remove chimneys down to ceiling, repair fascia where required (page 7, LAPIS). To be performed by contract when authorized by vestry by Deacon Chip Faucette's roofing company for a quoted price of \$12,700 +/-.
2. Repair bathroom. The building foundation under the bathroom requires removal and replacement; a length of 11' x 6', substructure needs removal and replacement; 2" x 6" joists and stringers, new plywood flooring, floor covering, baseboard replacement, remount toilet to floor and sink to wall, new wallboard, ceiling, and paint. The water heater needs replacement with a smaller unit (6 gallon). This work could be done by self-help with experienced carpenters/plumbers. Cost estimate is \$600 for materials.
3. Repair Kitchen. Leak in the plumbing under the sink needs repair. Floor covering needs replacement (linoleum). Electrical switch, receptacle and overhead fixture needs replacement. This work can be done in house with experienced carpenters/plumbers/electrician. This is not a high cost item, probably \$100 or less depending on the cost of the floor covering.
4. Foundation Walls (page 5, 6 LAPIS) in addition to the repairs under the bathroom mentioned above there are a few locations under the kitchen and other areas that need replacement and a few places where animal screens need to be placed. This work can be done by self-help. Cost estimate, \$40.
5. Porch (page 6, LAPIS) Replace all rotted wood posts. This can be done by self-help by experienced carpenters. Cost estimate: 5 posts (PVC) @ \$66 each or \$310 with tax.
6. Exterior Paint (page 6, LAPIS). Entire cottage needs to have old paint removed by waterblasting/scraping, primed and painted. This can be done by self help but will require extensive man hour effort and support equipment, ladders, platforms and spray equipment. Any fascia and/or siding deficiencies not repaired by the roofing contractor will need to be repaired and painted. The men's club painted the cottage in the past. The cost is related to the paint selected. I estimate the area to be painted as 2000sf, primer coverage at 400 sf/gal @ \$75, high quality exterior latex at 400 sf/gal @ \$96 plus tools, say total of \$250. Allow \$200 for rental of scaffolding.
7. Doors (page 6, LAPIS) The door referred to in LAPIS is the door facing Cogburn Road not the door on the porch. This door is not currently being used for egress since it is blocked by a desk which is not good from a fire protection standpoint therefore it should be repaired or replaced. Replacement/repair can be done by self-help by and experienced carpenter. Cost is probably in the range of \$200 - \$300.
8. Waste Piping (page 8, LAPIS). The waste line and vent are not built to code as explained in LAPIS, however they serve their purpose adequately. Recommend no action. The small septic tank needs to be investigated by digging it up to determine its nature and to determine if any repair is necessary. Cost is low depending on what condition is found, mainly labor.
9. Water heater in bathroom, (page 8, LAPIS) is discussed in item 2 above. Six gallon electric water costs \$219.
10. Electrical panel (page 9, LAPIS). Panel needs labeled. Can be done in-house at no cost by someone experienced with electrical work.
11. Air Conditioning. Capital City Mechanical Services Inc. has looked at this unit under a service call and reported that the condensing unit has a bad compressor. Their estimate to replace the unit is \$5430 or to replace the bad compressor is \$2400. It may be that air conditioning is not worth the cost when the hours of usage and time of day of usage are considered. A 12000 BTU heater/AC window unit can be purchased for \$535.
12. GFCI device (page 9, LAPIS) failed to trip when tested. This device costs less than \$20 and can be replaced in-house by someone experienced with electrical work.
13. Three prong ungrounded receptacle in kitchen (page 9, LAPIS). Repair under item 2 & 3 above. Cost, \$30.
14. Exposed light bulb in kitchen (page 10, LAPIS) repair under item 3 above.
15. Air conditioner (page 10 & 11, LAPIS). Refer to item 11 above. If it is desired to reestablish air conditioning get another evaluation and estimate from an alternate HVAC service firm and ask them to deal with the issues such as damaged insulation, condensate line termination, etc listed in LAPIS if they are chosen to do the work.
16. Heating system (page 11, LAPIS). Flame rollout condition was inspected by Capital City under the service call and found to not be a problem. The issue of filter changing and insulation damage repair is supposed to be taken care of by the maintenance contractor.
17. Interior cleaning/fix up. The cottage interior needs to be cleaned and repainted. This is a self-help project that should be undertaken by the users.

As can be seen by the above line item evaluation, after the new roof, etc. are accomplished by the contract, self-help (plus about \$1850+\$535 for a window AC unit) is all that is required to rehabilitate the cottage in order for it to be returned to service for the youth program. The work can be broken into finite projects and accomplished by volunteers with adequate skills and leadership.

Attachment D

