

St. Aidan's Episcopal Church

Vestry Minutes

Thursday, September 15, 2011

Present were:

Clergy: Rob Wood

Vestry: Joey Sargent, Jane Simmons, Joe Rich, Andrea Manos, Don Frank, Carolyn Glaza, Harmony Kiser, Terry Ledford, David Ford, & Linda Bowman

Also: Bob Murphy, Jim Meyers

Absent: Rebekah Hatch, Cathy Biondi and Vicki Scott

Opening Prayer and Devotion: Carolyn Glaza opened the meeting with opening prayer and devotion at 7:06 PM.

Approval of Agenda and Minutes: Joey motioned and Carolyn seconded approval of the minutes. They were both passed unanimously.

Parish Life Report –

Rob went through the report and David mentioned that Cathy will need volunteers.

Stewardship – Andrea – The theme this year is "I am the Vine, You are the Branches". She went through the package and the timelines. The vestry was asked to have their pledges done by the October vestry meeting. There will be 90 second presentations about each of the branches in October and November at announcements. Jane asked that the finance committee push the on line pledges and on line giving.

Rob talked about the adult forums which will be about 7 deadly sins and their corresponding virtues. Also Rebekah will have a class on Sundays. Rob will continue to teach his class on Romans and Harmony's class will be coming up around Advent. Rob said he would like more offerings for Wednesday night.

David talked about Sunday school thus far. EYC had 27 on Sunday. They will be splitting up into smaller groups. Rob expressed a concern about Sunday School in that we usually have 60 or so and drop to 30 and this year we are just starting at 30.

Bishop's Visit:

Oct 2. The choir will be offering CDs for a donation and they give one to the bishop. There will be a reception afterwards with light food. There will not be a meeting with the vestry unless he requests one.

Community Care and Community of Hope Report: Harmony

The group couldn't have been more pleased with the training. Alpharetta Presbyterian and Prince of Peace Lutheran and Keith's church are interested in starting a program themselves. Harmony suggested that they join with our group in getting training.

The Newcomers dinner is this Sunday. Carolyn would like to see more people from the vestry attend. Jane stated that about 70% of the people from the February dinner have become involved in the church and are contributing.

Finance Report:

- **Treasurer's Report: August Review:** One thing that is causing some concern is balancing money from different accounts to offset some expenses. Jim wants to amortize the medical allowance of \$1000 for any employee paid over 24 pay periods. David so moved Joey seconded. Approved unanimously. This is to be available only to employees who work at least 30 hours a week. The employee handbook will be revised to reflect this new employee policy.
 - **Lift High the Cross** – The target is \$20k and we are at \$5k. We went down in the process of changing banks as we paid down some principle.
 - **Operating reserve** - We were close to \$50k and now we are close to \$8k. If we get down to \$0 we will have to take money from other places such as Reserved Accounts or LHTC.
 - **Pledges** - The letter went out for awareness and we got some money in. The vestry or Rob may need to do more messaging. The vestry didn't want to go to a new drive. Carolyn mentioned that we have tables at church quite often and it may be too much for some

people. The vestry may have to think about cutting missions/ministries. There was discussion about how we ask for money and why we don't ask for money once and fund all church activities.

- Rob wants a smaller committee to look at where we may be able to cut back. One example may be to cut back on outreach. He also wants to address the people who are significantly behind. By the next vestry meeting there may be some difficult decisions to be made in what the vestry does.
- We can also discuss asking for money at another time. Linda wants to talk about it but it not on the agenda for tonight.
- **2010 Audit Report:** Ron Bowman completed the audit. They sample each of the types of transactions and they write up what they find. They suggested that the filing system be revised. There was also a concern about getting to the safe, but Jane said they need 5 keys before they get to the safe and a 6th key would not make it any safer. Approving the audit will be done next month after the vestry members have a chance to review it further. For 2012 there may be another audit like this before having an outside audit. Jim stated that those doing our internal audits are doing the same quality job as an outside audit. All who did our audit are CPAs.
- **Possible Refinance of Mortgage – Finance Committee recommendation:**
 - We can split the loan because we feel we can pay some of the balance at a lower rate and then see what we can accomplish in the next 5 years. If we can get this done we can pay only \$65k in interest rather than \$165k in interest. Carolyn moved with Joe seconding to accept the following:

Mortgage – Due to possibility of reducing the Interest Rate by 1% or more, the Committee recommends that the Treasurer be Authorized by the Vestry to investigate and negotiate refinancing the Mortgage. The Committee recommends that the vestry consider a Mortgage with a \$1 Million fixed rate and a \$400,000 floating portion that has a favorable rate (below the fixed rate) and that the floating part of the Mortgage have a "Cap" (maximum rate) of 6% to 7%. The five (5) year term with 30 year amortization had the most favorable rates and related payment requirements at this time.

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Also moved was for Jim to speak on behalf of the church. The motion was passed unanimously. Bob will write something up in the next day or so for Rob and Terry to sign and give to Jim as authorization.

Reallocating "Solar Funds" as "Capital Repair Fund": There was a motion to approve the motion that was sent this afternoon.

1. Restricted Account 1-008055 (Solar Energy and Conservation) to be renamed as "Capital Repairs Fund"
2. Monies from John Deere mower sale (\$500) to be deposited in #8055.
3. Transfer/Journal Entry \$2,000 from #8055 into the maintenance line of the budget 1-005550 to help cover the cost of AC unit and freezer over the summer.
4. Result: we restore \$2,000 maintenance funds for the rest of 2011.
5. Any unused funds in 5550 at year-end (provided we end the year in the black) are returned to the 'capital repairs fund' #8055.

Linda so moved and Jane seconded. The motion was approved unanimously.

- **2012 Budget process/timeline and narrative budget:** Jim says it is time to think about the budgets in each respective area.

Jr. Warden's Report: Joey

- **Vestry Candidates for the November selection – procedures and timeline** – The timeline was passed out. The vestry was asked not to talk to these people directly about this. If someone on the list approaches a vestry member it is OK. The vestry will look at all the nominations on Oct 13. By Oct 10 every vestry person should give Rob their top 10. The vestry should think about age, tenure with church, etc. The vestry will then see how many votes each person will have. They will look at the top 8 on October 13. They will be double vetted. The vestry will need to meet on Oct 30 to finalize the final list. Carolyn and Jane asked for a list of prior vestry people that can be considered to serve.

Senior Warden's Report: Terry said how much he appreciated all the support and he is glad to be back.

Assistant to the Rector's Report: Rebekah was not present – no report.

Rector's Report: Rob

- **Children's Ministry Position** - Rob hopes to make the decision by October 6. Has a number of candidates and has been given a gift so that the person might be able to get health insurance.
- **Non-members to members' membership push** – Rob has talked to Camille about this and wants to speed up the process.
- **Clergy conference, Sept. 26 – 28** – Rob and Rebekah will attend at Camp Mikell
- Rob asked that all vestry members meet with their teams before the next vestry meeting to be sure that nothing is forgotten or sneaks up on them.

New Business:

- **Stewardship Update: Andrea**
- **Beautification Report:** If there is anything you would like to see get with Rebekah. There is no time line but the money is there
- **AED (defibrillators)** – Rob said that the cost for battery replacement for one is \$257 but it is important so Don can go get two at any time.
- **Possible piano sale:** Rob wants to sell the piano in Burtenshaw Hall and move the one from downstairs to upstairs. Carolyn so moved, then David seconded. The motion was approved.
- **Vestry retreat 2012 – theme, place, date discussion** – The vestry is looking at January 13,14,& 15.

Old Business:

- **Hopewell Mission plans:** Vicki sent a note to all vestry members. Joe said he wants to get more people in the parish involved. Carolyn asked why the parish works with Hopewell. Rob said because it is close and Vicki had a connection. We started this a year ago last May.

- **Burglar alarm problems:** The system has rectified itself per Don. A lot of people have had problems with the double doors. Also problematic is the door to the playground. Terry suggests that VPODs keep the crash bar unlocked so it will be easier to relock it. Also always test the locks after you lock it.
- **Newcomers dinner:** Carolyn and Harmony
- **Meetings for 2011:** 10/13, 11/17, 12/15

Action Steps Review: Bob will get Jim the approval to talk to the bank on behalf of the church by getting Rob and Terry a copy of the approved motion for signature.

Closing: Rob closed the meeting with a prayer at 9:10 pm.

Respectfully submitted by

Bob Murphy

Vestry Clerk