



Vestry Minutes 4 March 2017

Attendees:

<input checked="" type="checkbox"/> Kienbaum, Karen	<input checked="" type="checkbox"/> Creedon, Betsy	<input type="checkbox"/> Hix, Mike (Secretary)*
<input checked="" type="checkbox"/> Van Culin, Andrew	<input checked="" type="checkbox"/> Ash, Eric	<input checked="" type="checkbox"/> Baruah, Lisa
<input checked="" type="checkbox"/> Boeckler, Lori	<input checked="" type="checkbox"/> Bowe, Sarah	<input checked="" type="checkbox"/> Fitzgerald, Colleen
<input type="checkbox"/> Gaskin, David	<input checked="" type="checkbox"/> Iannace, Lynette	<input checked="" type="checkbox"/> Nealssohn, Thom
<input checked="" type="checkbox"/> Osborn, Blair	<input type="checkbox"/> Redfield, David	<input checked="" type="checkbox"/> Sutton, George
<input checked="" type="checkbox"/> Walsh, Brendan	<input checked="" type="checkbox"/> Skedel, Dan (Treasurer)*	<input type="checkbox"/> Bridgemohan, Areeta
<input checked="" type="checkbox"/> Hanoian, Scott	<input checked="" type="checkbox"/> Hesse, Vicki	<input checked="" type="checkbox"/> Ward, Diane

Summary of action taken:

- Approved Parochial Report for submission
- Approved Request to Conservation Trust of 2017 Building and Grounds Projects

Call to Order and Opening Prayer

Call to order: 1:14 p.m. by Father Drew. Opening Prayer by Karen Kienbaum.

Celebrate the Wins

- Not part of meeting

Decisions

Conservation Trust Request for Funding Building and Grounds Projects

Father Drew explained that Conservation Trust is a separate Trust established by Christ Church to fund capital repairs, improvements, including landscaping and equipment. The authority process is that Vestry has delegated authority to the Building and Grounds committee to evaluate and make recommendations of repairs needed on an annual basis. Vestry receives that report and if it agrees then makes the request to Conservation Trust. Trustees of Conservation Trust make the final decision on whether the request meets the trust guidelines and funding available.

Diane Ward indicated that Vestry receives a report and request from the Building and Grounds committee of a list of projects they have reviewed and prioritized. The Vestry must then review and approve making



a request to Conservation Trust of the projects if they agree or to modify the request as they deem appropriate. Diane walked through the list of the projects highlighting the scope and discernment around the project by the team. The request is 55% of the total dollars available for Conservation Trust projects and that includes a contingency of 15% on projects for potential overruns. We build in the overrun so we do not need to go through the administrative process of coming back through should there be unforeseen issues. The good news is that in recent years it has been rare that any project has exceeded the 15% overrun.

The motion was moved by Brendan Walsh and seconded by Eric Ash, the resolution was passed.

Parochial Report:

Father Drew provided a high level executive summary of the Parochial Report. The Parochial Report established by our Constitution and Canons is a tool for the collection of data that is intended to assist the Church in planning for mission. The form is also used for allocation of our apportionment to the Diocese – which canonically is supposed to be 10% or a [tithe on our income]. Currently our budget is not supporting a tithe to the Diocese we are actually at approximately 7%.

Father Drew indicated that the report needs to be approved by the Vestry and then signed by the Treasurer, Secretary and Rector. Father Drew indicated that the requirement is to present the numbers to the Vestry for the current years' submission for approval, but it is our practice to share a decade of data to show trends and movement. Father Drew highlighted for the group that line 5 [others that are active] is zero. This number should reflect those active in our community but who are not members. We know that we have some, but the challenge is that our database has not been structured/maintained to enable us to track this effectively. It is also noted, that in most years, the number of members who are communicants in good standing is the same as our membership number. Again, we know we have members who are not communicants in good standing but we have not been tracking this in our database. Evaluating and cleaning up our ACS database is a 2017 project.

Father Drew also highlighted that a change in how we are reporting our numbers is noted. In earlier years, some expenses/income were not reported on the parochial report. Examples of such items would be Antique Show revenue and expenses were not included or reported until 2014. Choir Trip/Mission Trip is another example. Therefore, when you see expenses increasing from 2008 to 2016 there are two primary reasons, the inclusion of expenses that were not reported previously and inflation increases. Otherwise expenses are basically flat.

The motion was moved by Brendan Walsh, and seconded by Thom Nealsohnn, resolution was passed.

Discussion Items

There was a brief dialogue that new members may need or desire more Financial education. Father Drew indicated he would take that under advisement with the Wardens. It was noted that we provide a review



as part of the orientation at the first meeting on February 6th and again in the Fall before Budget is fully reviewed and evaluated.

Father Drew explained that a consent agenda contains items that normally do not require discussion or debate. This allows for items to be approved together and potentially saving time. Consent Agenda items normally include things like minutes, reports and other routine items. At the start of any meeting a member can ask that an item be removed from the consent agenda. Items removed will be open for discussion. Absent a removal it is assume a consent agenda is approved.

One member asked that the consent agenda for March 5th be delayed for review till April since the committee did not have the materials ahead of time to review. The consent agenda items for March 5th will be moved and included in the April meeting.

Closing Prayer by Father Drew @ 2:30 p.m.

Submitted by:

Diane E. Ward
Associate for Finance and Administration

Approved by:

Michael Hix

Michael Hix
Vestry Secretary

Signature: Michael Hix
Michael Hix (Apr 11, 2017)

Email: mike.a.hix@gmail.com