

St. Martin's Episcopal Church
Vestry Meeting
Thursday October 15, 2009

- I. The meeting was called to order at 6:30 p.m. by Shirley Smith Graham, Rector.
Present: Ginger Ambler, Debbie Coleman, Jean Dickey, Polly Foote, Shirley Smith Graham, Rector, Lois Headden, Register, Dani Jaworski, Sarah Noble, Larry Williams, Junior Warden, Nellie Williams, and Lloyd Woods, Treasurer. Absent: Carolyn Ito, Senior Warden, Gary Osborn, Ed Pease, and Dorsey Smith.
- II. **OPENING PRAYER:** Jean Dickey opened the meeting with prayer.
- III. **REHEARSAL OF THE NORMS:** The norms were reviewed by Larry Williams.
- IV. **NUTURE:** Shirley explained that her comments tonight related to Stewardship. The faith that God gives us is all that we need. Our mission in life is to draw a picture but you must have two of your least favorite colors. Can you still draw the picture you have been thinking about. Discussion followed about what we could do in this situation. A lesson of Stewardship is that when we are focused on a goal and it isn't there, we can share, live in community and ask for help.
- V. **VESTRY MINUTES:** A motion was made and seconded to approve the September 17, 2009 Vestry Minutes as written. This motion passed unanimously.
- VI. **TREASURER'S REPORT:**
 - A. Lloyd Woods reported that revenues for September were not particularly good but expenses have been kept under control. He is relatively optimistic that we will end the year looking good. A copy of the Income and Expense Statement as of September 30, 2009 is attached to these minutes.
 - B. **Cash Flow Analysis:** Lloyd explained that he had done a study of the Cash Flow from December 2002 through August 2009. This was done to provide background information for the vestry's consideration of a balanced budget in 2010. Lloyd feels that a balanced budget is a good idea, and we should always try to do this. He doesn't feel that in 2010 we need a balanced budget because of the financial situation in the country but that the budget should only be unbalanced about 5%. A copy of Lloyd's Cash Analysis is attached to these minutes.
 - C. **Quarterly Financial Report and Balance Sheet:** A detailed Financial Report and Balance Sheet is attached to these minutes. A detailed Financial Report will be provided to the vestry quarterly in addition to the Finance Committee receiving a detailed report every month.
 - D. **Audit Report:** Each member of the vestry was given a copy of a letter from Diane Smith, the one that did our audit for 2008. A copy of this letter is attached to these minutes. Lloyd explained that the Audit Report is on file in the Treasurer's office.

VII. **VESTRY COMMITTEE REPORTS:**

- A. **Bell Tower Memorial Gardens:** Gary Osborn wasn't at this meeting so there was no Memorial Garden report. Larry Williams will follow up with Gary to see when he wants to organize a clean up of the Memorial Garden.
- B. **Nominating Committee's Report:** The Nominating Committee is recommending the following four people as candidates for the vestry: Kerry Armbruster, Jane Core-Yatzeck, Roger L. Hoopengardner, and Richard (Dick) Mericle. Each member of the vestry had a copy of their "Getting to Know You" statements. This document is also attached to these minutes. A motion was made and seconded that the vestry accept the recommendation from the Nominating Committee. Motion passed unanimously.
- C. **Stewardship Committee Report:** Sarah Noble gave this report, and her report is attached to these minutes. Discussion was held on the Growing and Giving cottage meetings.
- D. **Finance Committee Report:** Andy McNeil's report from the Finance Committee is attached to these minutes.
- E. **Sound System:** Andy McNeil reported that most of the work on the sound system has been completed. After talking to Phaedra, Andy recommends that we move the sound board from one side of the sanctuary to the other which would add more seats to where it is now. The cost would be about \$1,000. A motion was made and carried to empower Andy to have the sound board moved.

VIII. **FORWARD IN FAITH – BUSINESS ITEMS:**

- A. **Preliminary Budget for 2010:** The vestry went into closed session for this part of the meeting so that Shirley could explain some of the possibilities if the budget needs to be cut.

Lloyd then presented the Draft 2010 Budget. This budget projects a deficit of \$47,410, about the same deficit as the budget for 2009. He has also developed an Austerity Budget, which is a balanced budget, in the event the vestry wants to adopt a balanced budget.

In order to evaluate the impact of adopting a deficit budget, Lloyd presented a Cash Flow study of the past eight years. During that period we have had a deficit in four years and a surplus in four years with the cash flow position varying around \$500,000 for most of those years.

The Finance Committee recommends to the vestry that our Diocesan pledge should remain the same for 2010. The vestry received the Finance Committee's recommendation.

Lloyd's Draft 2010 Budget and his Cash Flow study are attached to these minutes.

- B. **Annual Meeting Planning:** Shirley explained that for the past two years we have had two different models. One had services at 8:00, 9:15, and 11:15 with the Annual Meeting at 10:00. The second one had services at 8:00 and 10:00 with the Annual Meeting at 11:00 followed by food and fellowship. The vestry decided that this year the services would be at 8:00, 9:00 and 11:15 with the Annual Meeting at 10:00. Dani Jaworski will coordinate the snacks to be served by putting up a sign up sheet for parishioners to bring “goodies”.
- C. **Wardens’ Selection Progress:** Shirley reminded the vestry members that they need to think about who they would like to be the Senior and Junior Wardens and get these names to Ed Pease. The vestry will elect the new wardens at the November Vestry meeting.

IX. **SENIOR WARDEN’S REPORT:** There was no Senior Warden’s Report because Carolyn Ito was in Japan.

- X. **JUNIOR WARDEN’S REPORT:** Larry Williams reported that he has been talking with Andy McNeil and Lloyd Woods about roof repairs to Miles Hall. Larry doesn’t think we need to do anything about the roof right now but we do need to do something about the gutters. Jean Dickey suggested that we do the \$300 gutter repairs now and this work could be done by the group of volunteers. Larry will contact Kent James to talk more about the roof repairs.

Larry explained that the \$9,000 that had been allocated for repairs to the zig-zag building will be used for the cleaning of the box culvert. Larry is getting bids on that now.

Larry’s Junior Warden Report is attached to these minutes.

- XI. **RECTOR’S REPORT:** Shirley asked the vestry how they would feel about having a Transitional Deacon for six months. This woman is mobility impaired and is exceptionally gifted in Pastoral Care. Funding for this position would come from the diocese. Shirley explained that this is all tentative and that she is meeting with Win Lewis next week to talk about it.

XII. **IMPORTANT DATES:**

- Growing and Giving Gatherings (ongoing)
- Dialogue on Race, October 24, 10 a.m. – 12 noon at First Baptist Church, Williamsburg (including First Baptist, Williamsburg Baptist, St. Martin’s and Unitarian Universalist)
- Budget Education meeting for all parishioners (especially vestry and vestry candidates), October 25, 1:30 p.m. in the Choir Room)
- Newcomer Reception, 10 a.m., Sunday, Nov. 1 (All Saints Day)
- Wounded Warrior Benefit Concert (ecumenical, at Stone House Presbyterian, Nov. 1, 4 p.m.
- Nov. 3-4, Fall Clergy Conference, Chanco (for Shirley)
- Nov. 8, Veterans Day commemoration, 11 a.m.
- Nov. 15, St. Martin’s Feast Day and Stewardship Ingathering

- Nov. 19, Vestry Meeting – Election of Wardens
- Nov. 24-26, 28-29 and Dec. 1 – vacation/continuing ed. time for Shirley
- Dec. 6, Annual Meeting

XIII. **NORMS CHECK-IN:** Larry Williams felt that the vestry did great.

XIV. Andy McNeil closed the meeting with a prayer entitled “A Prayer to do Good”.
The meeting adjourned at 9:00 p.m.