

February 20, 2020 – 5:00 PM

VESTRY MINUTES

MEMBERS PRESENT: Father Robin Dodge, Guy Gronquist, Paul D’Arcy, Dan Green, Leslea McCabe, Heidi Hahn, Van Swift, Charles Chambers, and Charles Rountree.

MEMBERS ABSENT: Walter Sterling

NON-MEMBERS PRESENT Father Jim Gordon, Mother Pam Graham, Steven Berkshire (Treasurer)

- **Call to Order**

The meeting was called to order at 5:03 p.m. with Father Robin welcoming the new Vestry members: Van Swift, Charles Chambers, and Walter Sterling. He then led the Vestry in an opening prayer.

- **Acceptance of the Agenda**

Leslea moved, and Paul seconded the acceptance of the agenda. *Carried unanimously.*

- **Disposition of the January 23, 2020 Meeting Minutes**

Dan moved, and Paul seconded the acceptance of the Minutes. *Carried unanimously.*

- **Bible Study.**

Father Jim led the Vestry in Bible study on Mathew 17: 1-9

- **Treasurer’s Report – Steven Berkshire**

(A) January Financials Steven presented the January 2020 financial statements. The month ended with contributions and other income of \$159,871 and expenses of \$120,251 leaving an operating surplus of \$39,619. Netted with other income and expenses, the overall surplus was \$33,843 for the month. Steven noted that contributions were higher than budgeted due to parishioners fulfilling their annual pledges in January. At the suggestion of the Finance Committee, Steven will present a quarterly review of cash flow and the balance sheet. In discussion, the change from cash accounting to accrual accounting in 2020 was reviewed, and the decision was taken to remain on cash accounting for reporting purposes to the Vestry, although accrual accounting reports can be made available as well. Guy moved, and Heidi seconded acceptance of the January financial statements. *Carried unanimously.*

(B) Parochial Report The 2019 Parochial Report to the Diocese was presented and reviewed. Information provided included attendance and membership statistics as well as financial information. It was noted that Parochial Report financial information differs from Holy Faith’s 2019 financial statements because of reporting requirements. Dan moved, and Leslea seconded, accepting the Parochial Report. *Carried unanimously.* The report was then signed by the Rector, Treasurer, and Clerk.

(C) Corporate Resolutions The Finance Committee approved the individuals who will be signers on the bank and investment accounts. For the bank accounts (Century Bank and First Citizens) the following signers were identified:

Steven Berkshire	Treasurer
Guy Gronquist	Senior Warden
Paul D’Arcy	Junior Warden
Fr. Robin Dodge	Rector

Charles R. moved, and Leslea seconded Vestry approval to authorize signers on the bank accounts. *Carried unanimously.*

For the investment accounts (Northern Trust), the following signers were identified:

Steven Berkshire	Treasurer
Guy Gronquist	Senior Warden
Fr. Robin Dodge	Rector

Guy moved, and Heidi seconded Vestry approval to authorize signers on the investment accounts. *Carried unanimously.*

In addition, Peter Lockyer, as chair of the Investment Committee, was identified to act as administrator on the investment accounts (Northern Trust).

Paul moved, and Dan seconded Vestry approval to authorize Peter Lockyer as administrator on the investment accounts. *Carried unanimously.*

These will be the only authorized individuals for the accounts: previous signers no longer authorized will be removed.

(D) 2020 Library Budget The 2020 Library Budget, using funds available from the Scheffler Endowment, was reviewed. Paul moved, and Leslea seconded, approval of the 2020 Library Budget. *Carried unanimously.*

- **Junior Warden’s Report – Paul D’Arcy**

Paul presented a report on capital expenditures anticipated for 2020. With a budget of \$190K, Paul identified projects totaling \$185K. He pointed out that a parishioner has expressed interest in funding the replacement of the audio system throughout the Parish. The cost of the project is estimated to be approximately \$71K.

Paul also discussed work that will be undertaken in the Chapel sacristy. The plans are to install a piscina and to replace the countertop, cabinets and sink. Improvements will be made to the plumbing and wiring as well. The costs are estimated to be approximately \$5,500.

The installation of the projection system in Palin Hall will require that the existing chandeliers be moved from the center of the room to the side. Three matching fixtures are being crafted and the existing chandeliers, due to wiring no longer up to code, will be re-wired. Upon completion, there will be two rows of chandeliers on either side of Palin Hall.

Lastly, Paul reported that the freezer in the kitchen was no longer operational. He researched both repair and replacement options and recommended the purchase of a 23 cubic foot commercial freezer. Paul mentioned that the Finance Committee believed a commercial license for the use of

the kitchen will eventually be required and the purchase of a commercial-grade freezer was appropriate. Paul moved, and Van seconded, authorizing the purchase a new commercial freezer.
Carried unanimously.

On February 12th, Paul forwarded an email request to the Vestry for authorization to (1) replace the bellows of the organ, (2) proceed with the installation of the audio system in two rooms of Conkey House, and (3) audio improvements in the Sanctuary. Having received approval via email, Guy moved, and Leslea seconded, formal ratification of the electronic authorization.
Carried unanimously.

- **Senior Warden's Report – Guy Gronquist**

Guy began by thanking the new members of the Vestry for their service.

He went on to mention the letter to the Bishop expressing Holy Faith's concern with the Camp Stoney property had been mailed. There hasn't been a response yet and Guy will follow up.

Guy reported that he was following up with Fletcher Catron, the attorney for the estate of Caroline Scheffler, to seek an order from the court of competent jurisdiction to transfer the Scheffler Library Bequest to the new Article VII Endowment Fund in order that the intent of Carol Scheffler to support the Library, including the operating expenses of the Library, would not be frustrated

With the adoption of the Article VII amendment, Holy Faith has been able to accept a \$83K endowment from a charitable remainder bequest to support children's ministries as well as a \$50,000 endowed bequest to support the music program. The funds have been received and will be transferred to the Northern Trust Article VII investment account.

- **Rector's Report – Father Robin Dodge**

At the Annual meeting, Father Robin discussed efforts to control expenses would include a review of the health care coverage provided to the clergy and staff of Holy Faith with the goal of exploring options to reduce costs without reducing coverage. To that end, he appointed a task force comprising Guy Gronquist, Paul; D'Arcy, Steven Berkshire, Heidi Hahn, and Peter Lockyer.

The Vestry is encouraged to lead by example and to participate fully in the services and programs offered during Lent beginning with Ash Wednesday services. Stations of the Cross and the Lenten Soup Supper and Study will be on the following Wednesday evenings.

The Vestry retreat dates have been set for March 27th and 28th. The location will be determined.

- **Associate Rectors Report – Father Jim Gordon**

Membership in the Grief Ministry has fallen leaving only four members involved. The plan is to approach individuals who feel called to this ministry with the goal of having eight active members. Father Jim requested that names be forwarded to him of individuals to approach for this very important ministry.

- **Associate Rectors Report – Mother Pam Graham**

The Women's Quiet Day was a success with 114 participants and with 86 taking Eucharist. It's believed that providing both breakfast and lunch at Holy Faith was an excellent idea helping keep the focus of the group on activities within Holy Faith.

Children's Sunday School has 12 active participants, there are three active youth acolytes, and three more youth acolytes serving occasionally.

The Parents Coffee Hour after the 8:30 service is a success.

'Pretzels and Palms' will be held the last Tuesday before Lent.

- **Other Business**

Van Swift wished to express her deep thanks to Donna Lukas for the extraordinary work she has done in support of Women's Spirituality. Van went on to say that Holy Faith is very fortunate to have Donna and we should extend 'every recognition possible' to express our gratitude. Van moved, and Guy second, a vote of thanks to Donna. ***Carried unanimously and enthusiastically.***

There being no further business, Charles C. moved, and Van seconded, to adjourn. ***Carried unanimously.*** The meeting closed at 6:09 PM following a prayer lead by Father Robin.

The Vestry excused non-members and met in Executive Session from 6:10 PM to 6:40 PM to discuss personnel matters.

Respectfully submitted,

Charles Rountree