

May 26, 2022 – 5:00 PM
Holy Faith Vestry
Youth Room, Conkey House
The Church of the Holy Faith

MINUTES

MEMBERS PRESENT: Father Robin Dodge, Van Swift, Vann Bynum, Steven Berkshire, Chris Frenk, Peter Lockyer, Mark Everett, Charles Rountree

MEMBERS ABSENT: Walter Sterling, Ruth Rael

NON-MEMBERS PRESENT: Father Jim Gordon

- **Call to Order**

The meeting was called to order at 5:05 PM by Fr Robin who led the Vestry in an opening prayer. It was noted that, lacking a quorum, the Vestry did not meet in April.

- **Acceptance of the Agenda**

Steven moved, and Van seconded acceptance of the agenda as amended. *Carried unanimously.*

- **Vestry Vacancy**

Fr Robin announced that Charles Chambers resigned from the Vestry and will transfer his membership to follow the Rev. Penni Chambers as she begins her ministry at Holy Family. The by-laws allow the Vestry to appoint a replacement if a vacancy occurs more than two months prior to the Annual Meeting. Charles Rountree has been approached and has agreed to serve the remainder of the vacant term. Fr Robin moved, and Van seconded, the nomination of Charles R. to fill the vacancy effective immediately. *Carried unanimously.*

- **Disposition of the March 26th, 2022 Vestry Retreat Minutes**

Steven moved, and Vann seconded the acceptance of the Minutes for the March 26th, 2022 Vestry Retreat meeting. *Carried unanimously.*

- **Bible Study**

Father Jim led the Vestry in Bible study on John 17: 20-26

- **Ratification of Electronic Vote Authorizing New Carpeting and Painting**

On May 12th, an email was circulated requesting approval to contract with Coronado Paint and Decorating for new carpeting and painting. The motion to approve \$50,434 in expenditures was approved by the Finance Committee by email. Chris moved, and Vann seconded affirmation of the electronic vote. *Carried unanimously.*

- **Ratification of Electronic Vote for Re-Prioritizing Women's Guild Outreach Outlays**

In response to the needs of those impacted by the fires, on May 16th, an email was circulated requesting a change to the Women's Guild allocations previously authorized. The Guild requested that funds that would have been directed to St Vincent's Cancer Center, Many Mothers, and Santa Fe Habitat for Humanity be directed instead to:

- \$4K additional funding to Food Depot
- \$1K to the Santa Fe Humane Society
- \$1K to the Espanola Humane Society

The request was approved by the Vestry by email. Steven moved, and Vann seconded affirmation of the electronic vote. *Carried unanimously.*

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

Steven reported to the Vestry that expenses have risen but this is due mainly to the additional expenses associated with Holy Week. He reported that offerings and other income for March totaled \$92,723 and for April totaled \$66,162. Operating expenses for March totaled \$104,351, resulting in an operating deficit of \$(11,628) which, netted with other income and expenses leaves a deficit of \$(9,672). Operating expenses for April totaled \$106,987, resulting in an operating deficit of \$(40,625) which, netted with other income and expenses leaves a deficit of \$(30,291). The Parish reported surpluses for the first two months of the year and continues to report a surplus through April of \$105,784. Steven pointed out that an IRS refund was received in April of \$14K that has been reported in ‘Other Income & Expenses’ but will be reclassified to Operating. The cash balance remains strong totaling \$752K with the reconciled balances at April month-end reporting:

- Century Bank \$271K
- First Citizens \$240K
- Sunflower \$ 2.5K
- Sunflower Money Market \$237K

The cash balances for all accounts, as reported on May 25th, was \$724,851.

The Vestry accepted the March and April Financial Statements as recommended by the Finance Committee, unanimously.

- **Investment Committee Report – Peter Lockyer**

Peter reported that the Investment Committee revised the investment guidelines. The revisions will be presented at the next Finance Committee meeting for review and approval. Peter noted that market volatility has had a negative impact on investments resulting in a decline in value. Despite the fall in value, investment income and short term fixed income investments are sufficient to generate cash that can be made available for transfers.

Peter also reported a potential trust donation of \$62K the terms of which specify for ‘capital or permanent improvements.’ He will determine whether it will be best to receive the potential gift as a stock transfer or as cash.

- **Junior Warden’s Report – Vann Bynum**

Vann presented an updated list of projects. He noted that work that will begin shortly to create a garden area next to the steps to the church. Vann then reviewed a proposal to place wainscoting in the hallway outside the Sacristy. Parishioners often gather in the hallway during services and conversations can sometimes be disruptive. The thought is to install wainscoting similar to the panels in the choir area in order to create a quiet transition space between the Sacristy, the Church, and the Parish Hall. By consensus, the Vestry approved up to \$14K for new wainscoting. Vann also raised a concern that archival materials and papers need to be placed in an appropriate fire-resistant

cabinet for safe keeping. By consensus, the Vestry approved up to \$5,500 for the purchase of a storage cabinet.

He then reported that the fire system installation should be completed by the end of the month with the exception of carbon monoxide monitoring. The monitoring system will require new plates which, once installed (with July as the expected date of completion), the fire marshal can conduct a final walk-through.

New carpeting has been ordered and will be installed in September.

Vann also mentioned that work on an ice melt system is problematic. The electrical source for a system will need to be upgraded to 240V from the current 208V. Upgrading to 280V may involve an upgrade to the transformer running electricity to the campus. Vann will report back any information as needs are determined.

Lastly, Vann offered to conduct a walk-through of the campus with interested Vestry members to point out potential areas that may require attention in the future.

- **Senior Warden's Report – Van Swift**

Van reported that organizing the next 'Women's Spirituality' continues for July with six sessions planned. She also reported that relief work by members of the deanery in northern New Mexico in response to the fires has been 'extraordinary,' noting that St James in Taos was coordinating efforts for both food service and temporary housing. She concluded by reporting that the Altar Guild was recruiting new members following a period of dormancy during the pandemic.

The Vestry then reviewed the work accomplished during the Vestry Retreat. Using an email circulated by Vann Bynum as a beginning, discussion focused on what is meant by 'outreach', how outreach can be approached in an integrated fashion, and how strategic planning is essential for major capital projects and maintenance issues.

On outreach, the conversation focused on the mission of Holy Faith: '...that we all might help bring more people into a deepening relationship with Jesus Christ'. With that statement as a start, the Vestry discussed that outreach is action that can be broadly viewed as 'putting our face in the community to show our commitments.' There also needs to be a balance between internal and external efforts. By consensus, the Vestry supports the creation of a task force that would define the goals of outreach and propose options that can be presented at a Parish meeting for broader consideration.

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

Fr Robin reported that the ordination of Deacon Lynn to the priesthood will take place June 14th. Since Palen Hall is being set aside for overflow seating, a reception following the service will be held at La Fonda. The Finance Committee recommended an allocation of \$7K for the reception.

The Vestry accepted the allocation of funds for a reception as recommended by the Finance Committee, carried unanimously.

Fr Robin also noted that a Letter of Agreement with Deacon Lynn, as required by the Diocese, has been completed which details the scope of responsibilities, compensation, and benefits once she begins her duties as a priest with Holy Faith. The agreement is effective July 1st and is for an indefinite period with a six-month review followed by annual reviews. The agreement can be

revised as necessary. A housing allowance resolution will be presented to the Vestry in June. Fr. Robin moved, and Vann seconded, Vestry endorsement of the Letter of Agreement with Deacon Lynn. *carried unanimously.*

Following health protocols, the increased risk of infection requires that masking be reinstated. Once the infection rate decreases, the requirement will be lifted.

In discussion of reinstating the common cup at Communion, the consensus of the Vestry was that the clergy is most at risk. The Vestry supports any decision of the clergy. Fr. Robin moved, and Chris seconded, adopting a position to return to the common cup of consecrated wine on the Sunday following a return to the CDC 'Green Level' of risk. *carried unanimously.*

- **Associate Rector's Report– Father Jim Gordon**

Fr Jim reported that rotating displays of artwork continues in Palen Hall. Jackie Walker's pottery will be shown in June. The second 'rebooted' Men's Breakfast will be June 5th and Adult Forums are continuing as well.

- **Other Business**

There being no further business, Van moved, and Vann seconded, adjournment. *carried unanimously. Fr Robin closed the meeting with prayer at 7:00 PM.*

Respectfully submitted,

Charles Rountree