
All Saints Parish Vestry Meeting Minutes for January 15, 2019

Call to order

A meeting of All Saints Vestry was held at the Parish Hall on January 15, 2019. Attendees included Ken+ Phelps, Kip At Lee, Patrick Herlihy, Tom Hyde, Deb Shupe, Deb Brower, Lloyd Kinch, Becky McConkey and Wanda Rose. Members not in attendance included Gary Brown and Jen Scalise.

Approval of minutes

The minutes (see attachment) were clarified as follows:

- Under Oxford House, third bullet, the motion was to forgive the \$2500 utilities owed to the Parish and covering that amount by not making the projected payment to ECHO of the same amount.
- Under “Renovation”, it should read: Steve has given invoices for a one-third share of the Parish House renovation costs to-date to Broadway Baptist Church to enable them to pay that amount to All Saints. The bottom-line costs of the 2018 renovations were about \$52,000.

Becky moved to approve the minutes of the January 15th meeting as clarified. Patrick seconded. The minutes were approved as clarified.

Treasurer’s Report

- Current Financial Report
 - Year-end: \$210,000 Income, \$236,000 Expenditures, Net Deficit -\$26,000. Deficit covered by money from other funds. If Church continues with current deficit levels, funding will run out within 1½ - 2 years.
- Pledge Status – Several pledges were increased and there were several new pledges, but the total is not enough to cover expenses for 2019. We still need to hear from a number of anticipated pledgers.
- Draft Budget Review – We need to budget Outreach funding at 10% of total planned income (not more) which would be approximately \$24,000 for Outreach; the Outreach Committee will be asked to propose a revised budget. Parish will need to find creative fundraising to meet spending requirements. The draft budget and financial situation will be discussed at Annual Meeting. Lloyd Kinch noted that most organizations budget five percent of income to cover property upkeep.
- Completion of Pledge Follow- Kip will schedule a meeting time to gather Vestry members to make outbound calls to those who have not yet pledged.
- Motion made by Patrick to pay January salaries prior to approving the budget. Lloyd seconded the motion. Motion approved.
- Motion made by Becky to renew resolution adopted in 2017 regarding household allowance for Ken+. Motion seconded by Deb B. and approved.

- Amount raised at the Christmas market remains unknown to Vestry. Kip will approach the ECW regarding ECW's finances reminding them that their financial circumstances should be reported to the Vestry, and that they have a seat on the Finance Commission and encourage them to fill it.
- All agreed that process for future budgets needs to be reviewed.
- New vestry members and others need training on our financial process and understanding the reports.
- Need to reactivate Finance and Planned Giving Commissions – Patrick
- Need to reactivate Property Commission - Tom

Office/Commission/Committee Reports

- Reports submitted in advance – Rector, Senior Warden, Property Warden and Program Warden
 - See attached reports; all were approved, there being no questions or objections.
- Verbal Reports
 - Property Warden – Minor repairs needed at Oxford House. Deb B. moved to authorize the Property warden to spend up to \$1000 for Oxford House repairs at his discretion. Lloyd seconded the motion and motion approved.
- Draft Report format and procedure distributed for future use to provide reporting consistency and meeting efficiency. Reports will be discussed or voted on only when requested by a Vestry member. Absent that, they will be approved as presented.

Ongoing Business

- Cemetery Policy Update reviewed and approved by Vestry. (See attached report) Among other matters covered by the new regulations is a plot price increase from \$600 to \$1000.
- Clarifications provided by the Cemetery Chair and approved by the Vestry are as follows:
 - Internment of ashes can begin immediately with ashes buried in the Labyrinth and memorialized by plaques on a board in the Sanctuary. The plan is, when feasible, to transition to a wall in the Labyrinth area for memorial plaques.
- Small plots will be developed in the northern end of the campus also for internment of ashes, with placement of markers flush with the ground, and of a size that will allow placement of military service markers. The Vestry discussed whether individuals other than those permitted in the new regulations should be permitted to purchase cemetery plots and decided not to do this. It was understood that individuals authorized to purchase plots under the regulations could make them available for others' use.
- Becky moved to accept the new Policy as clarified, with the understanding that Parishioners will be given a 3-month grace period beginning at the February 3, 2019 Annual Parish Meeting to buy plots at the old price.
- Brian Dowell is the only person on the Cemetery Committee. This committee should have additional members.

- Vestry Nomination process – Still looking for potential vestry members. Kip is talking to several potential members. Vestry encouraged to do the same.
- Strategic Objectives Team has been working diligently and has met for the last time. Team is currently preparing report documentation to present at the Annual meeting.

New Business

- Format being considered for the Annual Meeting (Feb. 3):
 - Church Service in the Sanctuary (without Eucharist) - Rector and Warden and other select reports to be presented during this service (9-10 am)
 - Move to parish hall to continue with light refreshment and coffee – (10:15 am-Noon)
 - Vestry Ballot
 - Treasurer’s 2018 Report and review of the current budget proposal
 - Strategic Objectives Report
 - Informal communion at the Parish Hall at the end of the Parish meeting.
- Housekeeping for Upper Level of Parish Hall – Volunteers needed to finish project, including cleaning out the lounge. Tom will develop a plan to spread the work and get it done.
- Review of contract cleaning standards – Tom will obtain a copy of the current cleaning contract and work with current cleaning service to review expectations in the church building (including balconies) and in the parish hall and develop a process to ensure that requirements are accomplished.
- Broadview Baptist may be prepared to offer additional funds for another phase of the Parish Hall renovation.

Other Matters

- Important Dates
 - Annual Meeting – Feb. 3, 2019
 - Vestry Meeting – Feb. 12, 2019 (revised) – will finalize retreat plans and handle regular business
 - Vestry Retreat – Feb 15-17, 2019
- Deacon Lisa reported that she had just come from the Regional Council meeting where she represented All Saints. She noted that there had been interest in Reading Camp and the potential activities shared by parishes. She also noted that the Council has the ability to make some grants that we may want to consider.

Adjournment

The meeting was adjourned at 8:55 pm.

Respectfully submitted,
Deb Shupe