

## **Vestry Minutes—Church of Our Redeemer**

Wednesday, August 19, 2009 – 7:30 pm

Handley Library, Church of Our Redeemer

**Attendance:** The Rev. Kate Ekrem (Priest-in-Charge), Connie Parrish (Sr. Warden), Dinesh Dulipsingh (Treasurer), Janet Kern (Clerk), Randy Bowlby, Erica Brotschi, Sandra Keshishian, Katherine Mirani.

Absent: George Murnaghan (Jr. Warden), The Rev. Sabeth Fitzgibbons, Jed Geyerhahn, Peter Lund, Lindsay Koso, Jack Manes.

The meeting was called to order at 7:30 pm by Connie Parrish; Kate then opened the meeting with a prayer.

### **Approval of Minutes:**

A MOTION was made and seconded to approve the minutes from the Vestry meeting of July 15, 2009. The motion was approved unanimously.

A MOTION was made and seconded to approve the minutes from the Vestry meeting of August 5, 2009. The motion was approved unanimously.

### **Financial Motions:**

Motion to approve Rev. Kate Ekrem being added as signatory to clergy discretionary account and Rev. Tricia de Beer removed from same account # 824-447-9601. Approved unanimously.

MOTION: to adopt Policy on Alternate Person to Change Payroll as recommended by 2008 audit committee (see appendix of this document for policy text.) Approved unanimously.

MOTION: to adopt Policy on Handling Cash at Parish Events as recommended by 2008 audit committee (see appendix of this document for policy text.) Approved unanimously.

MOTION: to adopt Housing Allowance Resolution for Rev. Kate Ekrem; Approved unanimously. (see appendix for complete text).

### **Stewardship Committee update (Connie)**

- Committee is heavy on clergy and vestry currently; no chair yet: Connie Parrish, Jed Geyerhahn, Sally Zimmerman, Ted Gaiser, Kate Ekrem
- Goal will be to have coffee/small groups to talk about what our dreams are, what draws us to Redeemer and how we can make that happen

In parallel, there will be conversations about finance – where does money go – what are different models for deciding on stewardship offerings, etc.

Identify what people care about and help everyone understand what it would take to make those things happen and what a “fair share” might be to make it happen. There will be a forum on Nov. 1 for financial Q&A.

Asked vestry to consider facilitating the stewardship sessions and/or hosting: mid-September to Dec. 1; in-gathering on November 22. Also asked for suggestions for who might be willing to serve on the committee; (skills need involve gathering and connecting people).

### **Rectory heating system (Connie)**

The Rectory is currently heated by electricity. Our agreement with Kate is that parish will assume 100% utilities over time and to convert to a more economical heating system. We need to provide a clear charge to the Property Committee that includes our values to the environment and use of scarce resources, parishioners’ standard of living

Discussion included:

- Need energy audit of the home
- Should contact MIP&L
- What financial rebates/loans are available:
  - from utilities
  - church/Stokes Fund
- What are the options, payback period, etc
- What will a consultant cost to be able to do complete analysis and recommendation
- System needs to consider:
  - Energy efficiency
  - maintainability
  - economic
  - payback period
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- Charge to property should include:
  - Identifying a consultant and the cost to hire this person in time for budgeting (approx. November) for the person to develop a recommendation to replace the rectory heating system by August 2012.
  - The recommendation should take into account all of the following and provide estimates that consider:
    - Energy efficiency
    - maintainability
    - economic
    - payback period
- Take advantage of any low cost/free energy audits before a consultant is engaged.
- It was agreed that a complete energy audit with additional recommendations for cost and energy savings needs to be part of the process.

### **Endowment Committee inviting proposals**

Connie reviewed restart of Endowment Committee; Tom, Cathie, Connie, Peter L., Kathleen - committee has not met. RF will have brief article explaining we have a modest fund; expenditures are for outside normal operating expense and people are invited to submit proposals and recommendations either for this year or next, based on We want to get the message out to the parish that if it isn't in the budget, we can't do it. The spirit of Redeemer for use of endowment funds is for parishioner initiatives.

### **Rental Agreement**

We reviewed the current Rental Contract policy.

Recommend Addendum: "this Policy is for non-church sponsored usage that involves rental fees.

Janet, Dinesh, Sandy will update based on recommendations;

### **Recognition for 2008 outgoing vestry**

Outgoing 2008 vestry was never thanked, including Mary Ucci

Ideas were considered for gifts; Kate, Connie and Janet to follow up.

### **Acknowledgements**

Bruce Francis: for fire alarm follow-up in steeple, fixing ghost note on organ, and other recent odd maintenance.

### **Closing**

The Prayer from Night Prayer in the New Zealand Prayer Book was said to complete our meeting.

The meeting adjourned at 9:15 pm

Respectfully submitted,

Janet Kern, Clerk

***Financial Policies adopted:***

**Policy on Alternate Person to Change Payroll**

In the event that the treasurer is unavailable to notify the payroll service of changes to Our Redeemer's payroll, the following person should be empowered to notify the payroll service of the changes:

- (1) If there is an assistant to the treasurer, this person would be the back-up to the treasurer for making payroll changes.
- (2) If there is no assistant to the treasurer, the Chair of the Personnel Committee will serve as the payroll back-up to the treasurer.

Whoever is the back-up would need the following

- 1) Contact information of the person or department at payroll.
- 2) The specifics of what information needs to be given to make a payroll change
- 3) The time frame of when changes can be made.

Likewise, the payroll service must know the name and contact information of the alternate individual assigned to change payroll.

**Policy on Handling Cash at Parish Events**

The purpose of this policy is to insure that all monies donated to the church are accurately accounted for; likewise that all expenses for an event be accurately recognized. It is important that donations and expenses not be netted against each other before being journaled as this will obfuscate actual donations and expenses. Therefore, any parish event, that takes in cash be it a major fundraiser (e.g., the Pancake Breakfast, or a Rummage Sale) or a simple free-will offering at a parish-sponsored meal, should use the following procedures:

Cash In: The treasurer for the event should pick up an event "counter sheet" from the church office. All cash taken in (including checks) should be counted and put in an envelope clearly marked with the source of the funds. Checks should have the name of the event in the memo line. All Checks should be listed on the counter sheet by name and amount. The counter sheet should provide a total that is confirmed as the total cash and checks received. The counter sheet, cash and checks should be submitted to the office for entry onto a master counter sheet and the parish books.

Cash Out: All purchases/expenses should be documented by receipts. There should be a summary sheet with a total of funds spent. The receipts and summary should be turned over to the person who has budget control for the event, so that a reimbursement check can be written.

***Housing allowance resolution:***

Whereas the Rev. Katherine Ekrem is employed as a minister of the Gospel of Church of Our Redeemer, Lexington, MA, which although providing a residence for her does not provide the full cost of maintaining and furnishing such a residence, the vestry resolves that of the total compensation of \$27,723\* to be paid to the Rev. Katherine Ekrem in 2009, that \$10,000 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

\*5/12 of yearly stipend of \$66,536 for Aug-Dec.