

Vestry Minutes – Church of Our Redeemer

Wednesday, September 21 – 7:30 p.m.

Handley Library, Church of Our Redeemer

Attendance: The Rev. Kate Ekrem (Priest-in-Charge), George Murnaghan (Jr. Warden), Frank Kern (Treasurer), Paula Antonevich (Clerk), Bob Bettacchi, Emily Charlton, Susan Emanuel, Ian Fox, Anna Kern, Sandy Keshishian, James Surprenant Absent: Connie Parrish (Sr. Warden), Peter Lund.

The meeting was called to order at 7:30 p.m. by Kate Ekrem and began with prayer offerings through the use of the hand labyrinth.

Discernment Committee Membership (George):

After reviewing the process of selecting the Priest-in-Charge Discernment Committee the slate that was previously distributed for review by email (4 non-Vestry, 3 Vestry) was read and included: Bob Bettacchi, George Murnaghan, Paula Antonevich, Randy Bowlby, Peter Koso, Tom Pryce-Digby, and Mary Ucci.

A MOTION was made and seconded to approve the names put forth to serve on the Priest-in-Charge Discernment Committee. The motion was approved unanimously.

Discernment Committee Process (Paula):

An expanded version of the PIC Discernment process that was outlined in early February at the Vestry retreat by Phil Whitbeck was previously distributed for review by email.

Paula will serve as Chair the PIC Discernment committee and share updates about the process throughout the fall.

FIOS Conduit & Endowment Fund (Frank):

Property Committee proposed to upgrade internet and telephone capabilities with the addition of a FIOS conduit by Verizon. The cost of the upgrade is approximately \$3K. Originally the request was to be processed through the Capital Fund, however, Property submitted a request to the Endowment Committee and the Committee approved the use of funds for the project.

The Endowment Committee also considered the request of \$3K from the Music Committee for partial payment of the repair of the Bevington Organ but determined the FIOS Conduit project to be a higher priority.

The amount available to the Endowment Committee is \$3,400 leaving approximately \$400 for additional requests.

A MOTION was made and seconded to accept the recommendation of the endowment committee to use up to \$3,000 of the total 2010 endowment fund income to fund the FIOS conduit project as proposed by the property committee in a letter from Peter Koso to Tom Swithenbank dated 9/11/2011.

There was discussion regarding the Endowment Committee and funding process as it relates to the operating budget and capital fund and it was requested that Executive Committee include an agenda item at next month's Vestry meeting to discuss further.

The motion to accept the recommendation of the Endowment Committee passed with one abstention.

Space Use update (George):

Sabeth organized the committee to continue the discussion on the use of the available space for Christian Formation, short- and long-term use. Because there is not 4th/5th grade class this fall, there is not a crunch on the use of space for Christian Formation, as originally discussed in the spring. The current arrangements work for the needs this year.

Looking to long-term use, the group discussed a few themes to live into the Strategic Plan with the current, available space and suggests: renovation to the Great Hall and consider developing the Handley library into a conference room set-up. The group also concluded that the library should not be considered for future nursery space (an idea previously considered by the group).

Budget Process (Frank):

Frank distributed the *2012 Annual Budget timeline (for Exec and Vestry Consideration)* that was approved by the Finance Committee on September 19, 2012. Budget managers will be asked to present their requests and recommendations to Vestry in early November. The pledge ingathering will take place early November through mid-December. Based on pledges and requests, a “working draft” of the budget will be developed. With guidance from Vestry, final draft budget will be developed by mid-January, with approval expected by mid- to late-January for inclusion in Annual Meeting documents.

The Property/Capital Working Group will convene to discuss Vestry priorities as they relate to the Strategic Plan and potential impact the budget request.

Minutes (for approval) (Bob):

A MOTION was made and seconded to approve the minutes from the Vestry meeting of August 9, 2011, previously distributed for review over email. The motion was approved with two abstentions.

Treasurer’s Report (Frank):

Through August we have collected 71% of pledges and through generous remittance of pledges it is likely we will meet the pledge goal of \$286K. We are showing a net surplus year-to-date of almost \$54K largely due to front loaded pledge receipts with an expense pattern skewed toward the latter half of the year.

We have received notice that Sprint is canceling one contract amendment that adds \$1,200 to their monthly fee. Effective August 16th, the cancellation means we will fall short of revenues from Sprint by about \$5,400. Coupled with the expected \$4,000 overrun of the heating oil budget may present new challenges toward achieving a balanced budget by the end of the year.

Expenses in total are running \$30K behind the YTD budget. Personnel expenses account for 11K of this, as we’ve only been invoiced for six months of health insurance and pension has only been billed through the second quarter. Also there has been a delay in funding the lay staff 403B accounts however this should be resolved and fully funded by the end of the year. Property is

\$12K behind but that's largely snow plowing which could change. Sexton supplies and general repairs and maintenance are also under. In addition programs are almost \$5K under but likely to catch up since the new program year has begun.

A MOTION was made and seconded to accept the Treasurer's Report previously distributed for review over email from the month of August 2011. The motion was approved unanimously.

Vestry Liaison Reports:

Communications (Paula) No report at this time.

Personnel (George) No report at this time.

Priest-in-Charge Report (Kate):

With the start of the new program year, Kate has been especially focused on Christian Formation, Worship and Communication. Kate has been guiding the Worship Committee as they plan for a special service the 3rd Sunday of every month as well as focusing on the Lay Ministry Celebration (Sept. 25) and the retreat worship (Sept. 30/Oct.2). Kate participated in a three-day EfM mentor training and will lead the Redeemer EfM program on Tuesday nights in which there are eight participants. Because Redeemer is a large pastoral-sized parish, there is also significant time spent on coordinating communication, ensuring that everyone knows what they need, who to be in touch with, etc.

Important Dates:

Next Vestry Meeting: October 19

Executive Meeting: October 3

Special Budget Meeting: November 2*

*this date is subject to change. Subsequent date selected: Thursday, November 3, 7:00 PM

Acknowledgements:

Peter Koso, Steeple project; LICA, September 11th ceremony; Sofia Koso, Bell-ringing for September 11th ceremony; Janet Kern and Mary Avayzian for hospitality for Mary Bailey's memorial service on September 18.

Meeting adjourned at 9:00p.m.

Respectfully submitted by Paula Antonevich, Clerk