

**Vestry Minutes – Church of Our Redeemer**

Wednesday, October 19 – 7:30 p.m.

Handley Library, Church of Our Redeemer

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

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.

**Endowment Discussion (Frank):**

During the September 2011 Vestry meeting when Endowment Committee recommendations were presented and voted on it was suggested that there be further discussion regarding the Endowment Committee and its funding process, as it relates to the operating budget and capital fund.

Frank outlined the history of the Endowment Committee and how it has administered funds since its inception in 1986. There is currently \$150K in the endowment and approximately \$3400 in annual income is available to use to fund programs or projects presented to the Endowment Committee through an application process. (It was noted that the application process has changed year-to-year, depending on the Committee leadership.) The Endowment Committee makes funding recommendations to Vestry and Vestry has the authority to support the recommendations or not.

There was discussion about whether the current Endowment Committee application process and structure is necessary as well as if the annual income should be placed into the operating budget or if it should be saved and returned to the Endowment Fund. Vestry discussed the steps involved should a change in the way the endowment income is used and distributed. The discussion was tabled for further consideration at a later date.

**LPC Lease Update (George):**

Per previous Vestry meeting discussion and an update “LPC Lease Discussions” [Attachment 1] previously distributed for review over email, George shared the current status of the lease negotiations with the Lexington Playcare Center. There are five key areas in the lease negotiation and they include: the duration of the lease; the amount of rent and its adjustment; desired changes to the agreed space usage; potential cost-sharing for high cost of snow removal; and language concerning lead paint.

There was discussion regarding the track of CPI, utilities and the accounting for any increase, as well as “pre-diocesan assessment” break (savings) of approximately \$3500/year.

George will prepare a “term sheet” to present to Chris Giguere (LPC Director) as well as a letter of intent to provide the lease to LPC so that the Center has assurance in starting the playground

renovation. A Motion for the letter of intent was deemed unnecessary due to the adopted resolution by Vestry to enter in the lease agreement with LPC in June 2011.

**Ad-Hoc Space Use Committee Report (Sabeth):**

Per the “Report of Space Usage Group to the Vestry” [Attachment 2] previously distributed for review over email, Sabeth outlined the current space usage and potential space usage scenarios for Winter 2011/2012 and cost of no greater than \$5K for implementation. The scenarios outlined include: relocating the Nursery from its current location to the Conference Room, allowing for adjustment to accommodate nursery needs; modifying the Handley Library (rename to Handley Room) with meeting table and chairs (conference room set-up) better lighting and removal of books; and transforming the coat closet niche in the lower level to create a “new library” by modifying coat closet space to shelving, furniture, etc., as well as the purchase of rolling coat rack.

The Report recommends to Vestry to: approve expenditures, to a maximum of \$5K to implement the proposed scenarios; and to *consider* modifications of the Meeting Room to be used by more than one Sunday morning Christian Formation group and engage a consultant to assess and design a Great Hall renovation for 2013/2014.

There was discussion regarding who would be responsible for the implementation of the proposed physical plant adjustments. It was concluded that since the Space-Use Committee was “ad-hoc” and therefore not within the scope of responsibilities. It was also concluded that Vestry would not be responsible for the implementation of the proposed adjustments and that a group of volunteers within the Redeemer membership would need to form to implement the adjustments.

A MOTION was made and seconded to accept the Report of the Space Usage Group and authorized the recommendations, including the maximum expenditure of \$5K, to accommodate the Nursery and Christian Formation per outlined in the Report. The motion passed with one opposition and no abstentions.

**Vote on Annual Meeting Date (Paula):**

A MOTION was made and seconded to approve January 29, 2012 as the date of the Annual Meeting.

**Minutes (for approval) (Paula):**

A MOTION was made and seconded to approve the minutes from the Vestry meeting of September 21, 2011, previously distributed for review over email. The motion was approved unanimously.

**Treasurer’s Report (Frank):**

It is likely Redeemer will meet its pledge target however due to cancellation of cell tower lease option rental income will fall short by \$5400. Discussion about the fragility of the lease arrangements ensued and it was suggested that Finance may want to revisit the previously considered opportunity to sell the leases to another company, since the economics of those arrangements may be more compelling now than they were when this opportunity first arose.

Expenses are approximately \$24K behind YTD budget but there expected expenses for the last quarter for programs, personnel benefits, and funds to be paid out (i.e. Ted Gaiser's charity and Room/Cabin deposits to BCH camp) that will close this gap. With fuel overrun there is a possibility that the expenses will exceed budget by year-end.

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

### **Vestry Liaison Reports:**

*Mission (Susan & Connie):* The first meeting of the program year was held at the end of September. Discussion around mission specific leadership is on-going, on November 20 a representative from El Hogar will preach, and Steve Burns has applied for deanery grant for El Hogar.

*Finance (Frank):* Finance is preparing for the November 3 budget meeting with Vestry. They have been supporting George in the lease discussion with LPC and have tabled any revision to the finance policy.

### **Assistant Priest Report (Sabeth):**

The Assistant Priest Report was previously distributed for review over email. Sabeth highlighted all Christian Formation programming is underway and that leaders have emerged for Rite 13 and YAC. Additionally, Youth Group has taken primary leadership on the Creche Service. A new Nursery care giver has been hired to assist Kathy, our long time caregiver. It was suggested that Kathy be recognized for her long-term employment at Redeemer. Sabeth is planning for an evaluation of the Soft Space.

### **Important Dates:**

**Next Vestry Meeting:** November 16

**Executive Meeting:** November 7

**Special Budget Meeting:** November 3, 7:00 PM

**Special Vestry Meeting with Priest-in-Charge Discernment Committee and Kate:** December 10, 9:00 AM - noon

**Save the Date for Vestry Retreat 2012:** Saturday, February 4.

### **Acknowledgements:**

Worship Committee and to Music Director Bernadette Colley for the Celtic Service; Donna Moltrou for Giving Garden; and Bob and Mary Etta King for annual retreat planning.

### **Meeting adjourned at 9:10p.m.**

Respectfully submitted by Paula Antonevich, Clerk

[Attachment 1]

## LPC Lease Discussions

### Update for Vestry

October 19, 2011

Chris Giguere and I met on October 5 to begin work to agree a new lease between LPC and COOR. We focused on 5 areas representing the key decision areas in the lease and the areas for discussion and negotiation. These are:

- a) Duration of the Lease and structure of potential renewal options
- b) Amount of Rent and its adjustment
- c) Any changes desired to the agreed space usage
- d) Potential Cost-sharing in years of very high snow removal costs
- e) Language concerning Lead Paint

We had a productive discussion and agreed that the best way forward was to have Redeemer put together a “term sheet” outlining the key provisions we propose to LPC for their reaction. Once we have agreement on the basic parameters, we would draft a lease document to contain all the provisions of the lease.

Finance and Property have been engaged in the discussion of these points, and I have proposed language for the Duration, Renewal structure, Snow Removal and Lead Paint items for Vestry’s input. We are awaiting some data on comparable rents so that we can assess whether the current rent is reasonable. Property and LPC have both confirmed that the *status quo* regarding space usage does not need revision.

**Initial Term:** A five year, eight month lease from 1/1/2012 to 8/31/2017. If parties are not able to agree to lease terms that promptly, an initial term from the agreed start of the lease to 8/31/17, i.e., a lease effective 3/1/2012 would have a term of five years and six months.

**Renewal:** On or before 8/31/2015, the parties may elect to extend the lease for a subsequent five year term to commence on 9/1/2017. The parties must individually elect on or before 8/31/2015 to a) extend the current lease term, b) negotiate new terms for a lease beyond 8/31/2017 or c) terminate the rental arrangement on 8/31/2017.

**Lead Paint:** LPC is responsible for any further abatement required within its Exclusive Use and Exclusive Weekday Use areas and shall comply with all requirements relating to lead paint necessary to maintain its licensure as a group day care center. COOR will regularly monitor the condition of its premises beyond those named exclusive use areas for hazards, including lead paint, and the parties agree to make periodic inspections of the premises to identify any areas of concern and to discuss in good faith the remedies necessary.

**Snow Removal:** COOR will make best efforts to clear parking lot and pathways of snow from 7am – 6pm on days when LPC operates. The cost of snow removal shall be borne fully by COOR up to \$12,500 per calendar year. Starting for calendar year 2012, should COOR exceed this amount in annual snow removal costs, LPC agrees to pay in arrears 50% of the excess cost, COOR will issue a bill to LPC for any excess amounts early in the following calendar year.

Assuming these provisions are acceptable to Vestry as the basis for negotiations with LPC, I will prepare the “term sheet” to present to Chris Giguere.

Additionally, LPC is ready to give the “go-ahead” to the contractor for the playground work, and the LPC Board would like comfort that COOR will offer LPC a lease. Chris has asked that we give them a letter of intent to provide a lease to LPC. Since we resolved at our June meeting to continue our relationship with LPC and to offer them a lease, the Executive Committee is comfortable offering this assurance to LPC.

George Murnaghan

October 19, 2011

**[Attachment 2]**

Report of Space Usage Group to the Vestry

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**Proposed Space Usage Changes**

The Space Usage Group (Sabeth Fitzgibbons, Evelyn Hausslein, Peter Koso, Peter Lund, George Murnaghan, James Surprenant, Nancy Williams) met on 06 Sept 2011 to come up with a space usage plan for immediate use on Sunday mornings this fall, to think creatively about how we might use our space in the future, and to come up with a proposal to the Vestry for next steps in resolving space issues.

Appendix A uses a table to show the two scenarios we finally discussed. The **Fall 2011** scenario is the proposal for immediate space use, which we implemented when Sunday morning Christian Formation programs began on September 18. The **Winter 2011/2012** scenario illustrates the creative thinking of the group for considering all the needs and all the spaces available. Each scenario will be discussed below.

**Fall 2011 scenario**

The first scenario, in the **Fall 2011** column, is essentially the same configuration we have used in the recent past. As the program year gets underway, this scenario seems to be working out pretty well – with the expected tight rooms here and there. This scenario has not cost us any additional money to implement so far.

Several concerns/thoughts go along with this scenario:

- We currently have combined the 4<sup>th</sup> and 5<sup>th</sup> grade class with Atrium II because of a lack of expected attendees. Some Sundays we do have up to three 4<sup>th</sup> graders (no 5<sup>th</sup> graders) in class. If/when the 4<sup>th</sup> and 5<sup>th</sup> population becomes steady in attendance, or it becomes apparent that they need consistent instruction apart from the Atrium II children, we will need to provide a class space for them.
- Atrium I (ages 3-kindergarten) is bursting at the seams. With regular attendance of 8-12 children, they could easily use the entire dedicated Atrium space. Expanding space for Atrium I would, at this point, displace Atrium II (which is not experiencing as high attendance so far this year).

**Winter 2011/2012 scenario**

The **Winter 2011/2012** column illustrates a multi-part solution to the space usage needs with the goal that Christian Formation spaces be well-suited to the needs of the group using them, be inviting to returning and new attendees, and be sized appropriately for the groups using them. The group believes this entire scenario could be accomplished for less than \$5,000, and that it could be accomplished relatively quickly.

**Part 1 – Nursery.** The Nursery would relocate to the room that is currently the Conference Room. In this location, it would be a dedicated space for Nursery care, both on Sunday morning and at other times during the week when Nursery space is needed for COOR functions. It would be available for parents attending weekday meetings with clergy, as that room has a door into the Assistant Priest's office so that parents could be

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nearby a child while also being in a separate meeting space. This room already has built-in storage spaces for Nursery supplies. The lower cabinets could possibly be modified for toy storage.

**Proposed changes to the space:** Paint the room, clean/secure/paint cabinets, install a split door (so the top and bottom open separately), furnish and equip for Nursery use.

**Part 2 – Library.** With the Conference Room becoming the Nursery, the Library would become a conference/classroom space. Having a space with a large table is a needed work and meeting space for church staff and committees. Located on the same level as the offices, the Handley Room (as it could be called, preserving the name) will accommodate a meeting table with chairs around it. Its use as a Sunday morning class space, as well as other meeting uses during the week, would be preserved.

**Proposed changes to the space:** Conference table and chairs (could be same table, recommend new chairs), remove books and most other furniture, paint and window coverings, install white board, improve overhead lighting.

**Part 3 – New Library.** The coat closet niche on the lower landing in the Christian Formation wing (outside the downstairs restrooms) could be transformed into a new, inviting library space. The library would gain shelf space and visibility, which would hopefully re-ignite interest in the resources it offers. A comfortable space to sit and read or visit would be a welcome and inviting addition to the lower level facilities.

**Proposed changes to the space:** Modify coat closet niches for library usage by adding sturdy shelving, carpet, inviting chairs and lamps, purchase rolling coat rack.

Sunday morning groups affected by this proposal

**Nursery** – changes room from lower level to same level as sanctuary.

**Rite-13** – displaced from current space in Conference Room, would move into Meeting Room.

**Adult Formation** – would meet in Great Hall.

In the future, more than one group may need to use the Meeting Room during Christian Formation time on Sunday morning (if, for example, the 4<sup>th</sup>-5<sup>th</sup> group gains members or the Atrium II needs to relocate because Atrium I is too large).

### **Recommendation to the Vestry**

The Space Usage Group recommends that the Vestry approve expenditures, to a maximum of \$5,000, to implement the proposed **Winter 2011/2012** scenario immediately.

The Space Usage Group further recommends that the Vestry, in planning for 2012, consider a) modifications to the Meeting Room so that it can be used by more than one Sunday morning Christian Formation group simultaneously, and b) engaging a consultant to assess and design a Great Hall renovation for 2013/2014.

Respectfully submitted,

The Rev. Sabeth Fitzgibbons, Assistant Priest, on behalf of the Space Usage Group

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## **Appendix A**

**Group Fall 2011 (present)**

**Room**

***Changes/renovations*****Winter 2011/2012 (proposed)****Room*****Changes/renovations*****Nursery** Remain in LPC Conference Room*Paint, clean/secure cabinets, split door, furnish and equip***Atria** Remain in dedicated space Remain in dedicated space**4<sup>th</sup>-6<sup>th</sup> Grade** Combine with Atrium II Combine with Atrium II**Rite-13** Conference Room Meeting Room**J2A** Library Library*Conference table and chairs, remove books and most shelving, paint and window coverings, improve overhead lighting***YAC** Youth Room Youth Room**Adult Formation** Meeting Room Great Hall**Overflow Groups** LPC classrooms/office*Tables/chairs set up as needed, may need add'l lightweight tables/chairs*

LPC classrooms/office

*Tables/chairs set up as needed, may need add'l lightweight tables/chairs***Rooms and Locations:****LPC Nursery** – lower level, classroom below Atria**Atria** – dedicated classrooms on the upper level, across from Youth Room and Choir Room**Conference Room** – upper level, between clergy offices**Youth Room** – upper level, formerly Music Office**Library** – upper level, near side entrance to sanctuary**Meeting Room** – lower level**LPC classrooms** – lower level**LPC office** – upper level, next to Atrium II, seats 4-6