

St. Aidan's Episcopal Church
Vestry Meeting, Tuesday, August 16, 2011

Minutes

Those Attending:

Mary Kate Rejouis+, Rector; Don Burt, Deacon; Grace Pierce. Sr. Warden; Craig Autry; Joe Bowers, Heather Corsentino; Anne Doyle; Kandace Einbeck; Betsy Matteson; Keith Murdock; Stephanie Sokolov; Barb Williams; Amy Paine

Those Absent:

Kay Cook+, Priest Associate; Diane Perry

The Meeting was called together at 7PM with a quorum present. The meeting began with a bible study on 1st Corinthians Chapter 13.

Deacon Don led with an opening prayer.

Senior Warden Report, Grace Pierce. The asbestos removal for 2419 is targeted to finish September 2.

2419 Demolition, Betsy Matteson. Focus now is on taking care of the utilities (gas, electric, and water/sewer) and completing applications for temporary service. Relocating the gas main appears to be the long lead-time item and could take up to six weeks. Once utilities are addressed, we will be ready to move forward with demolition. We then discussed funding for the demolition. Asbestos removal will be \$11,000, funded from the Designated Fund. Demolition cost bids are anywhere from \$18,000 to \$45,000. Gas line estimates are from \$2,000 to \$6,000. Attorney fees are \$2,000+. Additional costs will be incurred for landscaping, parking, lighting, and other potential upgrades that may be required by the City of Boulder as a part of the demolition. The next demolition subcommittee meeting is scheduled for this Thursday at the church. Mother Mary Kate reiterated our need to raise funds via a capital campaign to cover the demolition expenses. We will also need to clarify what the capital campaign funds may be used for.

Joy Care, Betsy Matteson. Our next meeting with the Joy Care Board is scheduled for next Tuesday at 5:30 pm at the church. Key discussion items: 1. Minimum expectation for rental income to yield a profit for St Aidan's. Prior to the meeting we will determine the current market value of such a lease. 2. 2419 demolition support payment timing, and 3. Key elements of long-term lease. The lease will need to be approved by the Standing Committee through an Encumbrance Application. Completion of the demolition by year-end 2011 will be critical to the Joy Care decision process, as they will not proceed with applications to the city until they are assured of our plan going forward.

Key Events, Mother Mary Kate Rejouis.

1. August 21 – **Fall Sunday Worship Schedule** starts (8:30 am and 10:30 am).
2. August 28 – 5pm. **Student Welcome BBQ.**
3. September 17-18 – **Walking in the Light Weekend!** Renewal weekend with guest preacher and leader, Alliee DeArmond. Saturday morning - Retreat (9:30 – 11:30 am). Saturday afternoon – Listening Sessions. Saturday Evening – Potluck and Prayer Service (6 pm), Sunday Morning – Preaching and Teaching. Alliee DeArmond and Heidi Huff are in charge of this exciting weekend!

2nd Quarter Financial Report, Amy Paine.

Treasurer's Report to the Parish of St. Aidan's

Amy Paine and Donna Colville are co-treasurers. Donna oversees the accounting and bookkeeping and has the title of assistant treasurer. Amy is responsible for reporting and financial planning and has the title of treasurer

It is our belief that the overall finances of St. Aidan's are sound.

With the help of Connie Mackin, we have successfully transitioned from Shelby to Quickbooks for our accounting system. Shelby has been retained to track revenue and pledges.

St. Aidan's received a satisfactory rating from its outside auditor.

For the period ending June 30, 2011, St. Aidan's ran a cash surplus of \$14,118. The budget for the same period was a deficit of \$16,268. This is a favorable variance of \$30,386. While this is good news, it is important to understand that this favorable cash position is due to a combination of accelerated revenues and the liquidation of designated funds. It is not due to higher than expected income or lower than expected expenses.

The primary reasons for the favorable variance are:

1. Accelerated Revenues from parking – a timing variance of \$15,167
2. May and June Payments to the Diocese and Front Range for the 2010 pledge were unpaid as of June 30 -\$2,228.92
3. Lower expenses for clergy and staff - \$4,876
4. Stringent expense control and the use of designated funds - \$4,000

\$15,167, or almost half, of the favorable cash variance is due to timing in the collection of parking income. The football parking income was budgeted to come in evenly over 12 months. The actual receipts are front loaded in the Spring.

St. Aidan's had a cash crunch in 2010. To cope with the crunch, St. Aidan's suspended the payments on its pledge to the Diocese and Front Range and expected pay this in 2011. The variance is \$4,824. The May and June payments are not reflected in the June 30 statements and account for \$2,448.92 of the variance. There is a favorable budgeting error of \$1,000.

Clergy and Staff expense is under budget by \$4,876, primarily due to lower expenses for the Young Adult Minister and Canterbury Coordinator. Other staff expenses like musicians, nursery, back ground checks, are also under budget. Accounting expenses are over budget by \$1,702 due to the additional hours needed to convert from Shelby to Quickbooks.

For 2011, St. Aidan's budgeted no designated gift income and \$4,000 expense. The assumption was that gifts and expenditures would offset each other. The actual results included \$6,168 in income, \$12,564.21 in expenses and the liquidation of \$10,197.44 designated funds. That netted to a favorable variance of approximately \$4,000.

For the second half of 2011, St. Aidan's is expected to run a deficit. The deficit is budgeted at \$16,268 but is likely to be higher because of the timing variance in the parking income and, more concerning, pledge income has dropped off. Income from the endowment and catch up of one payment for the Canterbury management agreement will mitigate some of the shortfall.

A motion was made to approve Amy Paine's Report and accept the 2nd Quarter Financials. Motion was seconded and approved by all Vestry members.

The Vestry additionally discussed concerns over the last six months:

Revenues – Congregational need to pay up balance of pledges. Amy and Donna will run one more pledge statement for each member of the congregation before the end of the year.

Loan Resolution, Amy Paine. We are pleased to report that the church paid off the 2010 loan in July and this matter has been completed. We are also happy to report that the lender decided to make a generous 2011 contribution to the church and this permitted us to repay the endowment fund in full for its short term loan that allowed the church to pay off that 2010 obligation.

Endowment Request, Amy Paine. Motion was made, seconded, and approved by all Vestry members for Grace Pierce to write a letter requesting disbursement of \$17,000 from the Endowment Fund. Grace and Amy can then provide recommendation on disbursement of those funds. Typical disbursement is ¼ Canterbury, ¼ Building, and ½ Outreach. The Vestry can redirect these funds once received with a ¾ majority vote.

Leadership Memo, Mother Mary Kate Rejouis. Mother Mary Kate reviewed the attached Leadership Memo defining plans and responsibilities for the Vestry and the Church during her maternity leave. Key discussion points in addition to the Memo notes:

>**Sunday Worship** – Vestry is responsible for turning off the lights and securing the building following its use by the congregation. Kandace will make a sign-up calendar to designate a Vestry Host to close up the building following Sunday services.

>**Stewardship** – Start our Stewardship campaign in September beginning with sending out the Stewardship Letter. The Stewardship Committee will drive the campaign and make it exciting. The Finance Committee is responsible for developing the 2012 Budget and reconciling the pledging with the revenues in that Budget. Approve the 2012 Budget in January 2012 and St Aidan's Financials before the Annual Church Meeting.

>**Governance and Leadership Committee** – See Leadership Memo.

>**Finance Committee** – See Leadership Memo.

>**Canterbury Committee** – See Leadership Memo

>**Young Adult Ministry** – See Leadership Memo.

>**Mission, Vision, and Goals Committee** – See Leadership Memo.

If there are any questions regarding the above planning, actions, responsibilities, deliverables, timing, etc. please see the assigned chairpersons or committees designated for each of the above ministries. If there are any additional questions, please contact Grace Pierce, Senior Warden.

Mother Mary Kate will also provide sample Vestry Agendas , a Building and Grounds Memo, and an office/Administrative Memo to provide guidance during her leave

Canterbury Vision and Mission, Mother Mary Kate Rejouis. After participating in several meetings with other churches to discuss Transitional Congregations, we have been working on defining needs, interests, and activities for Canterbury for the 2011/2012 school year. The Vestry reviewed an events schedule from now through the end of the year, still needing Parish and Canterbury sponsors for each Sunday event at 5pm. We are pleased that Harry Burnett, an outside consultant, has offered to help the Canterbury committee to develop a formalized Campus Ministry Mission and Vision. We will invite him to our Canterbury planning meetings.

July Vestry Minutes – A correction was made to the July 19 Vestry Minutes.

The meeting was adjourned at 9pm.

Minutes submitted by Craig Autry, Vestry Member.