

Vestry Minutes
approved Feb 17, 2011
ST. BONIFACE EPISCOPAL CHURCH

Date: January 20, 2011

Vestry Members Present: Ted Copland (Rector), Jim Palermo (Senior Warden), Gary Buchmeier (Treasurer), Kathie Hayes (Asst. Treasurer), Carl Hye-Knudsen, Carol Marcus-Epperly, Henry Rhodes, Susan Rife, Richard Swastek, Becky Westbrook, Michael Walker, Sandy Wilbur, Bruce Wilson and Bill Wood.

Vestry Members Absent: Reg Irvine (Junior Warden) and Mary Tucker.

Other Attendees: Andi Taylor (Associate Rector), Betsie Danner (Director of Stewardship) and Melba Hye-Knudsen (Clerk).

Call to Order: Ted Copland called the vestry meeting to order at 5:03 pm with a prayer.

In accordance with the By-Laws, the Appointment/Election of Officers:

Senior Warden: The Rector appointed Jim Palermo as Senior Warden.

Junior Warden: The Rector called for nominations for Junior Warden. Reg Irvine was nominated, and a **motion** to unanimously elect him as Junior Warden was made, seconded and adopted.

Treasurer: The Rector called for nominations for Treasurer. Gary Buchmeier was nominated, and a **motion** to unanimously elect him as Treasurer was made, seconded and adopted.

Assistant Treasurer: The Rector called for nominations for Assistant Treasurer. Kathie Hayes was nominated, and a **motion** to unanimously elect her as Assistant Treasurer was made, seconded and adopted.

Chancellor: The Rector called for nominations for Chancellor. Charles Livingston was nominated, and a **motion** to unanimously elect him as Chancellor was made, seconded and adopted.

Clerk: The Rector called for nominations for Clerk. Melba Hye-Knudsen was nominated, and a **motion** to unanimously elect her as Clerk was made, seconded and adopted.

Delegates to Diocesan Convention: A **motion** was made, seconded and adopted to elect the following as delegates to the Diocesan Convention: Jim Palermo, Reg Irvine, Susan Rife and Michael Walker (alternate).

Organizational Actions: After a **motion** was made and seconded, the following organizational motions were adopted:

1. BE IT RESOLVED that this Vestry shall conduct open meetings except when called into executive session for personnel or pastoral concerns, and that our meetings shall be guided by the principles of common sense, the bylaws of this Parish, the Canons of the Diocese and the Episcopal Church, and parliamentary procedure outlined in Robert's Rules of Order.

2. BE IT RESOLVED that the Vestry hereby adopt any in haec verba resolutions that may be required by the bank.
3. BE IT RESOLVED that the Vestry shall affirm that all policies and decisions adopted by previous Vestries remain in effect, with the exception that the employment and benefit policies of the parish shall be determined by the Letter of Appointment between the Rector and staff members. A list of the policies is attached for reference.
4. BE IT RESOLVED that the Policy on Prevention of Sexual Misconduct of the Diocese of SW Florida be the policy of Saint Boniface Parish.
5. BE IT RESOLVED in accordance with IRS regulations, the Vestry, at a regular meeting before salary adjustments, should set the division of salary and housing allowance for the staff clergy as they request. It is the business of the clergy to justify the division to the IRS; the Vestry only records the official division to instruct the Treasurer in preparing salary statements and W-2 forms.

Minutes: A **motion** was made, seconded and adopted that the minutes of the vestry meetings held on November 18, 2010, December 17, 2010 and January 4, 2011, and the minutes of the Annual Meeting held on November 4, 2010, December 5, 2010 and January 16, 2011, be accepted as distributed.

Financial Report for 2010: The Treasurer distributed a summary analysis of revenues and expenses for 2010. He reported that we will go into 2011 with an available balance (net operating total) of approximately \$23,289.55. The 2011 operating budget will be approved at the March meeting. A **motion** was made, seconded and adopted to accept the financial report for the year-to-date through December 31, 2010 for audit. A **motion** was made, seconded and adopted to rollover the 2010 net operating total into the 2011 general fund. The vestry was reminded that the Diocesan tax had already been paid on this money. The Treasurer reported that the preschool attendance had increased to 31 students and the school is now operating in the black. This will be monitored on a monthly basis and Dr. Aubry will provide an update at the February vestry meeting.

Annual Appeal Status: Betsie Danner reported that currently, the amount pledged is \$673,054 which leaves a pledge gap of \$54,946. Betsie thanked the Communications Committee for their work in calculating volunteer hours and for soliciting parishioner quotes to use in the pledge material. Betsie indicated that she will conduct a Mini-Pledge Appeal in Winter/Spring 2011.

Senior Warden's Report: Jim Palermo reported that he had been in contact with The Rev. Canon Michael Durning of the Diocese and he was already receiving inquiries from Priests interesting in serving as Interim Rector of St. Boniface. Additionally, Jim reported that the meetings with Larry Peers on January 14-15, 2011 were very productive and that he, Susan Rife and the Steering Committee are busy planning the upcoming Congregational Meeting to be held on March 18-19, 2011. It is critical that parishioners understand that this is their opportunity to impact the transition process and the future of St. Boniface, as we will not be conducting a survey. Susan is preparing FAQ and announcement material to be included in the February newsletter. Larry Peers will be working with the Steering Committee following the Congregational meeting to prepare the Parish Profile. This document is expected to be about two pages long and will be widely circulated. Both the Senior Warden and Susan reminded the vestry that it is critical they talk with parishioners about the transition and answer questions and

concerns. If a vestry member does not know the answer to a question it is the vestry member's responsibility to get the answer and communicate with the parishioner.

Rector's Report: The Rector reported that Wayne Farrell will be ordained as a Deacon in the Episcopal Church on Sunday, February 27, 2011 in St. Peter's Cathedral in St. Petersburg. He also indicated we will allow people to contribute toward a vestment allowance for Wayne by giving to the Staff Appreciation Fund.

The Rector presented a proposed schedule for vestry meeting. A **motion** was made, seconded and adopted to continue holding vestry meetings on the 3rd Thursday of every month at 5:00pm. The vestry schedule is included at the bottom of this document.

The Vestry received a letter from the Rector and the Business Manager regarding Distribution of Endowment Funds from the Foundation of Outreach. A **motion** was made, seconded and adopted to accept this report as distributed and noted that \$5,500 in the Arcadia Mission Fund (line 261118) be distributed by the Grants Committee in 2011.

The Rector provided a letter from himself and the Stewardship Director which reminds the vestry to review the Gift Acceptance policy and described the importance of this policy.

There being no further business, meeting was adjourned at 6:35pm with a prayer.

Respectfully Submitted,

Melba Hye-Knudsen, Clerk of the Vestry

Attachments:

1. List of Policies
2. Analysis of Revenues and Expenses Year-to-Date through December 31, 2010
3. Letter to Vestry from Business Manager, Distribution of Endowment Funds from Foundation of Outreach

2011 Vestry Meeting Schedule; every 3rd Thursday at 5:00pm in Library

February 17	March 17	April 21	May 19	June 16
July 21	August 18	September 15	October 20	November 17
December 15				

Other Important Dates

March 18-19	Congregational Meeting
May 15	Ted's last Sunday at St. Boniface
June 30	Ted's official retirement