

**Christ Church Episcopal
Vestry Meeting Minutes
February 19, 2008**

Approved on March 13, 2008

Members in Attendance

Karen Akens, Sr. Warden, Marc Halbritter, Jr. Warden, Pam Board, Elaine Champion, Mary Ann Cooley, Rick Elliott, Joe Gallagher, Amy Goodman, John Napier, Dave Soule, Ted Susac, Dave Wasik, Shelley Putney

Staff in Attendance

Paul Johnson, Hillary West

Guests in Attendance

Tom Crockett, Wendy Dickinson, David Guin, Tom Balgie

Approval of Minutes

A copy of the January 16, 2008 minutes was distributed prior to the meeting for review and comments. A motion was made to accept the January 16, 2008 minutes. The motion was seconded and carried.

Preschool Business – Shelley Putney

Todd Kuimjian has agreed to be the new Treasurer of Christ Church Episcopal Preschool. Vestry approval is required. **A motion was made to approve Todd as the Treasurer of the Preschool. The motion was seconded and carried.**

The Preschool Board has recommended that seven amendments be made to the Bylaws. The amendments are relating to terms of office of board members, financial aid and admissions. All future terms of Board members will end on the last day of December, rather than on the last day of June. **A motion was made to pass all amendments. The motion was seconded and carried.**

Region XII Update – Tom Crockett, CCE Region XII Representative

Paul welcomed Tom to the meeting. Tom is our representative to Region XII, which extends from the West End to St. Stephens all the way to St. John's church in Columbia, thirty miles to the west of Richmond. There are fifteen Regions in the Diocese. Tom stated that CCE is one of the largest churches in the Diocese. He said that during the most recent Region XII meeting, Carolyn from the Bishop's office spoke on the subject of individual church pledges to the Diocese. Each of the eleven churches in Region XII contributes to the Diocese. Some of the smaller churches are given assistance by the Diocese. Churches such as CCE, which have higher levels of resources, have a great opportunity to help smaller churches by supporting the Diocese. St. Clare's is one church in the Diocese which has been helped. St. Clare's, which meets at Steward School, is still in need of support from other congregations in the form of individuals or families who will join with them to help them grow and become more vital. Richard, Rector of St. Francis, may come speak to Vestry in the future.

Parish Life Center Outreach Opportunities – Wendy Dickinson, Chair

Wendy reported on behalf of the PLC Outreach Committee. Other members of this committee are: Jenni Pandak, Cynthia Oliver, Mary Gravely, Diane Muska, Pam McDonald, BJ Attwood, Grayland Crisp, Laura Stewart and Paul Johnson, Advisor.

The committee has had three meetings. Their purpose is to prayerfully discern how CCE can be a greater presence of service to the Far West End and to the Greater Richmond area. The committee is doing excellent work to identify those who are not served well. The committee has focused on assessing needs and resources. They have worked diligently to develop relationships with the staff of the organizations in our community who have frequent contact with groups in need. Members of the committee have met with Henrico Department of Social Services, school guidance counselors, police officers, managers of construction companies, Wal-Mart community relation officer, CARITAS, St. Michael's Catholic Church, a Mechanicsville Methodist Church, Henrico County School Director of Transportation, Goochland Free Clinic, YMCA and America's Promise Alliance.

Although the committee is not yet prepared to make specific recommendations, they are primarily investigating programs to serve the following three groups: youth, Hispanic community and the elderly. Their general ideas involve wellness programs for children, youth and adults, food, learning assistance for youth, recreation for all ages and transportation assistance. The committee will meet for the fourth time on February 20. They have received a wish list from each group or person in the community with whom they have spoken. They hope to identify specific needs and present that information to CCE and the Vestry in the next two or three months.

Marc Halbritter asked how Vestry could help. Wendy said that it would be helpful to have someone in a paid position to coordinate outreach services. Fluency in Spanish would be a great asset. Pam Board suggested that this could possibly be a grant supported position, or that CCE could partner with an outside group who may be able to help with funding of the position. Ted Susac suggested that graduate students from VCU School of Social Work may be interested in helping with assessments or grant writing.

Building & Grounds Sewer Project Report & Funding Request; Cell Tower Inquiry - Tom Balgie

Parking Lot & Sewer

Tom updated Vestry on recent work by B&G. The parking lot is complete and came in \$40,407 under budget. B&G is now able to close out the 'parking lot/ sewer project'. The original budget was \$349,000 and \$309,000 was spent. The remaining \$40,000 will be applied to the 'new sewer project'.

The 'new sewer project' will include a standard 'gravity feed' sewer system, which will connect CCE to the County sewer. Design work has been performed by Todd Borden and approved by Henrico County. Existing septic tanks will be closed and filled with sand. The 'new sewer project' will cost \$66,000, which includes \$6,000 for contingencies. After applying the \$40,000 left over from the first project, \$26,000 will be needed for completion of this new system. McLane Construction was the low bidder. It is necessary to complete this project before we move forward with any future expansion of the facilities. Joe Gallagher asked about timing of the project. Tom said that it will take a month to complete. Although the main entrance to CCE will be affected by the project, Tom said that both lanes will be open on Easter. Vestry offered hearty thanks to the B&G Committee for their fine work.

There was a motion to close out the parking lot account and to approve up to \$69,000 from the PIF Campaign to fund the 'new sewer project'. The motion was seconded and carried.

Cell Phone Tower

Discussion only: Tom was contacted by AT&T about the possibility of constructing a cell phone tower on CCE property. There was discussion about other churches in Richmond with cell phone towers in steeples (out of view). In some instances, these churches are able to earn up to \$100,000 annually from the towers. Vestry asked the Treasurer to ask the Finance Team to look into the feasibility of such a tower on CCE campus. Paul recommended that we proceed cautiously and with input from the congregation.

Annual Council Report – Paul Johnson, Mary Ann Cooley

Paul reported that the Annual Council was a very positive experience. The spirit of the attendees was good and hopeful! There was a sense that congregations can work together in many different ways. Individual churches were recognized for significant levels of giving to the Diocese. The challenge clearly exists for CCE to support the Diocese of Virginia at a higher level than we have previously offered. It is important that we have a long term plan to ‘step up to the plate’ in a variety of ways. We are one of the largest congregations in our Diocese and in the country. In order to increase our giving, we must have a long term plan. One uplifting story from Council related to budget cuts which would have eliminated scholarships to Shrine Mont Summer Camp. Just prior to the close of Council, a young priest spoke passionately about a wonderful experience as a youth at Shrine Mont and made a plea for support. Attendees were given the opportunity to reinstate the scholarship by making an offering of \$100 each right then. Support was unanimous. A box was passed and \$19K was raised in twenty minutes, which surpassed the original need by \$13K. This was a great end to Council and an affirmation to Shrine Mont.

Dave Soule asked how CCE measures up in terms of our giving to the Diocese. Paul suggested that we need to get to \$120,000 in annual giving based on the size of our congregation.

Another high point at Council: Jennifer Ernst was chosen as the recipient of the Harriett “Happy” Pullman Humanitarian Award for her great work with Resurrection School in Sudan!

Building Steering Committee – David Guin

Recommendation to engage Century Construction for pre-construction services.

Both the Interview Committee and the BSC were unanimous in their support of Century Construction. Century comes highly recommended. As a side note, they did the work on Charles Piper, our architect’s, church. The BSC recommended that we engage Century for Pre-Construction Service (contract amount of approximately \$4,000) with the intention to eventually engage them as our General Contractor for the full project (following a show of support of the project by the congregation). The Interview Committee consisted of six architecture, engineering and construction professionals, including two architects from BCWH. Century Construction was chosen for the following reasons:

- Lower cost than KBS;
- Significantly more experience with churches and wood frame construction;
- BCWH has a track record and preference for working with Century;
- Responsiveness - high level management present for meeting with CCE;
- Sub-contractors – Century routinely engages subs appropriate to our scale of project.

David reiterated that our engagement of Century for pre-construction services does not contractually obligate CCE for anything beyond these services other than a Pre-Construction Services Fee. This fee is fully refundable, should Century be awarded the final construction contract.

Questions and Discussion

Dave showed the floor plan and site plan. Hillary asked that BSC verify handicap access to PLC. Paul noted the importance of controlling light in the Parish Hall. Since the PLC will be an alternative worship space, ambience is important. Dave Guin said that schematic portion of design is very near an end. Overall plan, roof design, floor plan will be essentially set as soon as we officially end this phase. Windows, doors and other items can be changed, but there can be no more changes in major design components once BSC and Vestry have agreed to shift from Schematic Design to Design Development.

On February 27, when BSC meets with the architect, Vestry is invited. This meeting will allow for a presentation by the architect with feedback from BSC and Vestry. Presentation to the congregation will be on March 16th at 6:30 in the evening. Pictures will be on the CCE website in advance of the meeting.

Funding Request Missions – John Napier

John reported that the Peace & Reconciliation Conference in Africa, which cost \$37,000, was \$15,000 short of funds. There has been request for churches in the Virginia Diocese to help meet the shortfall. John believes that the Bishop's Assistant for Overseas Missions is asking us to pitch in. John recommends that we do so. Hillary added that war has been going on for over forty years in Southern Sudan and that the Sudanese believe that the only hope for ending war is through the Church.

Dave Wasik, Treasurer, stated that if we choose to contribute, the funds would come out of normal operating expenses or out of 'Mission – Restricted' funds. However, other uses for the 'Mission Restricted' fund are already planned. Joe Gallagher asked if we could wait one month to determine a source of funds. Paul asked for the privilege of finding funds with which to help. We will discuss further at the March meeting.

Financial Report – Dave Wasik

Net Contribution (revenues minus expenses) was roughly on target for January. We had an actual deficit of \$18K versus a budgeted deficit of \$14k. January 2008 revenues were slightly below forecast, as we collected \$73.5K versus budget of \$76.2K. Pledge income was slightly ahead of forecast, loose plate was ahead and non-pledge income was below forecast.

January, 2008 expenses were slightly higher than forecast. We spent \$92K versus a budgeted \$90K. We replaced the heat pump during January at an expense of \$4,600. As agreed during the budget process, we paid \$3,500 from operating expenses to the building fund.

Our cash position is strong. Building Fund balance was \$1,022K at the end of January. We have changed our cash handling procedure in several important ways in order to tighten security. -. All tellers have been trained on new procedures, which are working well thus far.

There was a motion to accept the Treasurer's report. The motion was seconded and carried.

Warden's Update – Karen Akens

- The Feasibility Study is being handed out after services on February 24th and 25th. Feasibility Studies will be mailed (February 26) to anyone who doesn't pick up their packet that weekend. Those who requested their survey by e-mail should receive the

- study on Monday or Tuesday. The thirty-two household units that are being interviewed in person will not receive a packet.
- Marc is reviewing the second contract, which would cover the Capital Campaign, if the congregation indicates readiness to move ahead with the project.
 - Vestry Retreat – April 4-6. The Halbritters are hosting Friday night. Cary Kelly will be our facilitator and will speak to us on ‘How to be a Vestry for a Big Church’. We will meet at 8:00 on Saturday morning at the Benedictine Abbey on River Road and we will spend the night there on Saturday. The retreat will end before lunch on Sunday. Cost will be \$75-80, including lodging. Each Vestry member will cover his or her own cost.
 - Agenda items for Vestry meetings should be to Wardens on Thursday, two weeks before Vestry meeting.
 - All Ministry Team Reports should be to Registrar by 5:00 on the Wednesday prior to Vestry meeting.
 - Vestry Reports will go out to Vestry on Friday before the meeting. Please read all materials prior to the meeting.

The next Vestry meeting will be on March 13. Pam Board will provide the meal. There being no further business, the meeting was adjourned at 9:55.

Respectfully submitted,
Shelley Putney
Registrar