

**Christ Church Vestry Minutes
October 15, 2008**

Approved 10/30/08 - With some editorial changes to the minutes, by Dave Wasik, specifically pertaining to the budget & stewardship.

Vestry Members in Attendance:

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

Staff in Attendance:

Paul Johnson, Hillary West, Sarah Fogler

Guests in Attendance:

Bill Beattie and Ken Royston, Building Steering Committee
Lilly Andrews and Pete Gallagher, Capital Campaign
Michael VanHoosier, Prayer Team

Vestry members and guests met for Eucharist at 6:00. After Eucharist, dinner was provided by Amy Goodman.

Financial Summary – Dave Wasik:

- September revenue was \$8K below budget, \$78K vs budget of \$86K. September had 4 Sundays this year vs. 5 last year, which led to some weakness;
- YTD revenue is \$44K below budget, \$812K vs budget of \$856K;
- YTD Contribution income is \$50K below budget, \$805K vs \$855K.
- September expenses were \$17K favorable, \$97K vs a budget of \$114K;
- Expenses running \$61K favorable to budget YTD; \$954K vs. budget of \$1,015K;
- Variance was driven primarily by favorable timing of outreach spending and salary/benefits (deferral of 3rd clergy), offset by the fact that we were over budget in Youth ministry expenses.
- YTD contribution (revenues minus expenses) running \$18K ahead of budget, a \$142K deficit vs a budgeted \$159K deficit. This is the seasonal low point of our contribution , and should improve for the remainder of the year;
- Our 2008 outlook is a deficit of \$50K to \$75K.
- Cash position is low, fell again in September and should stabilize in October; There is some cushion in vestry restricted funds for the mortgage and \$25K set aside for ‘Sing Joyfully’, but we don’t want to rely on this cushion.
- General Fund Unrestricted Cash balance is \$60K;
- We are opening two new Money Market deposit accounts to increase our FDIC insured balances. These have now been opened.
- **A motion was made to approve September 2007 financials. The motion was seconded and carried.**

- Goodman and Co has completed their audit. Dave requested vestry approval of the audit. **A motion was made for approval of the audit. The motion was seconded and carried.**
- We have begun the 2009 budget process and have a preliminary budget scenario.

Many thanks to CCE parishioners, Scott McAuliffe and Patrick Tewell, for performing an 'Internal Controls Review'. This is a review of the internal controls of CCE's Accounts Payable, Payroll, Cash Disbursements and Cash Receipts processes and is a part of the 2007 audit. A summary memo dated October 15, 2007 was presented to vestry. Dave and Sarah Fogler will come back to the November vestry meeting with responses to the findings of the internal review.

Dave also noted the great job that Kathy Nunn has done to get CCE financial statements in shape. Vestry expressed appreciation for Kathy's fine work.

1. Preliminary 2009 Budget – Dave Wasik

2. Dave presented a preliminary budget with the following comments:
3. Current cash position is low with 2008 Revenues lagging projections;
4. Pledge level as of 10/13/08 is \$451,609, however our Stewardship process will ramp up over the coming weeks, so this number will go up significantly
5. Our preliminary budget scenario shows expense increases based on utility costs and staff expenses; we will need to find a way to close the budget gap over the next couple of months.
6. There was additional discussion about the need to focus energies on our stewardship campaign, rather than rely on a combined capital campaign and stewardship campaign. John Napier added that our Stewardship Team has done a great amount of work over the last few years and would probably be glad to help.
7. Recommended actions are to (1) ramp up a "traditional" stewardship campaign, not one that is run as a subset of the capital campaign – Karen, John and Elaine to take the lead; and (2) Evaluate potential cost reductions – Sarah and Paul to come back with recommendations.
8. Dave asked for a timeline on the stewardship campaign.
9. Joe reinforced the need for help from the Stewardship Team and added that we need to educate the congregation, so that they will be aware that there are two parts to the current campaign, stewardship and capital campaign, and that both are important. Some may not have realized that the pledge cards for the capital campaign included a space for stewardship (annual pledge).
10. November 23rd is the 'closing date' of the capital campaign.

Building Steering Committee – Ken Roysten, Bill Beattie and Marc Halbritter

Ken reported on the Staff /Developer meeting with Henrico County. Bill Beattie, Charlie Hankins and Ken Roysten attended the meeting. No problems are anticipated with the county. The next meeting is November 19. Progress is 'good and steady'. Ken met with Onyx, an A/V provider. A subcommittee comprised of Kirt Sederstrom, Tim Dunkum (Sanctuary Committee) and Keith Tan is working to find an A/V 'solution' for the sanctuary,

PLC and dedicated music space. As the Design/ Development phase is nearing completion, cost estimates are becoming increasingly precise. BSC will sign off on Design/ Development in mid-October. Currently BCWH (contractor) is estimating a ground breaking in January 2009.

Marc thanked the BSC for dedication and hard work. Vestry echoed Marc's thanks. The members of BSC have met at least twice a month in addition to multiple conference calls, meetings with the county and vestry. They have been meeting with this frequency for many months.

Growing for the Generations – Capital Campaign Report – Lilly Andrews and Pete Gallagher

- Total pledge amount for 'Growing for the Generations' Capital Campaign is \$1,245,153 from 130 pledges. Many (approx 400) pledge cards remain outstanding.
- Lilly, Pete, Trish Palmer and Josie Sicheri have frequent conversations with our capital campaign consultant, Sue Fornabai of the Episcopal Church Foundation. The economy is being addressed in these conversations. Sue feels that we have done well thus far.
- The Communications Team has done a great job of consistency in the campaign.
- Pete and Lilly will work with Stewardship Team along lines discussed in Financial Report (above).

Newcomer's Ministry Team Budget Increase Request – John Napier

The Newcomer's Ministry Team is out of funds. In previous years, a large portion of the cost of Newcomer picnics was covered 'out of pocket' by the hosts of the picnic. Some hosts covered these expenses on multiple occasions. There are two events planned between now and year end. Up to fifty people attend each event. An additional \$1,300 is needed. A congregant offered to pay a portion of this amount. However, \$900 is still needed. **Dave Soule reported that there are funds available in the 'Adult Ministry' budget that will not be needed in 2008. On behalf of 'Adult Ministry Team', he offered \$900 to Newcomers Ministry Team. A motion was made to approve this transfer. The motion was seconded and carried.**

There was a reminder for all Ministry Team Reports to be submitted to Jan as early as possible. Some reports have not been submitted in recent months.

The December vestry meeting is being rescheduled to Monday, December 15.

Paul led a prayer of closing.
The meeting was adjourned at 9:30.

Respectfully Submitted,
Shelley Putney
Registrar