

## St Martin's in the Fields

### Vestry Meeting Minutes

February 17 2018

**Welcome and Call to Order-** Rev. Mitch Smith called the meeting to order at 2:35pm. He opened the meeting with a prayer. The meeting was held at the end of the day of the Vestry Retreat, so the agenda was slightly different

**Approval of January Minutes** – Bill Case made a motion to table January minutes until March 2<sup>nd</sup> by Julie Lumpkin. All voted in favor.

**Drop-In Nursery:** No report.

#### New Business

- Mitch reviewed the 2017 Year In-Review which is submitted to the Diocese each year for the “Red Book”. A good year! Report showed that there was a 32 person drop in members, and Mitch explained that the Visiting Rector cleaned up this data last year, so this is not a true reflection of the members. There was also some discussion about showing only 3 Baptisms for the year. Several felt this number is low, and Mitch said he will look into this.
- Discussed the VIC instructions for Sunday morning. All agreed that these need to be updated. Alice and Bill agreed to take this on and complete before the next Vestry meeting.

#### Committee Reports

##### Building and Grounds Committee/Jr. Warden's report

- The Sanctuary bathroom problem that occurred in December was repaired with a temporary fix just prior to Christmas, and then a permanent fix shortly after Christmas. Because the situation was so critical and so severe, only one contractor was involved in this repair, Meetze Plumbing. There was discussion as to whether we should pay this \$7800 from the Arbor Fund or the Designated Transitional Fund which currently has over \$150,000 in it. A motion was made by Carol McGinnis-Kay to pay from the Designated Transitional Fund, Alice 2<sup>nd</sup>, and all voted in favor.
- Alice presented several final costs that need to be incurred for the Sound System for a total of about \$1472. The largest piece of this is for Gaddis to run the Cat 5 line to the balcony that will allow staff to access recorded services and sermons from their desktop so they can post on the church website and provide recordings by request. Additionally, an MP3 player is needed to support special performances, such as the Christmas Pageant, so that music can be more easily played and faded out during performances. Jack Myers pointed out that there is \$4K in the Sound System Designated Fund. Jack made a motion that these additional costs be paid from the Designated Sound System fund, 2<sup>nd</sup> by Bill Case, and all voted in favor.

- A detailed discussion was held on the Community House and the result of Jim Maas' inspection in late January. At the Building and Grounds Committee Feb. 6 meeting, Jim presented his inspection findings, which included crawling under the CH. He reported multiple rotted sills, exposed wiring, rusted out plumbing pipes, and over 70 feet of termite damage under the house. In the attic, he reported that there was no insulation installed for energy conservation. Jim recommended of the 3 HVAC services, Krantz was the best to work with. Speaking from his experience with them, Jim said Krantz did good work, and he himself worked well with them. Jim recommended coordinating the crawl space repairs with the HVAC installation. Julie asked Jack and Sterling to head up the CH repair/upgrade coordination with Jim.

At the Vestry meeting, Jack presented the best of two crawl space estimates at \$8900 from Crawlspace Medics (for final Vestry approval) to complete the necessary improvements to the crawl space. Based on Jim's recommendation to use Krantz at the B & G Committee meeting and the committee's trust in Jim's recommendations, Jack proposed that we also hire Krantz to perform the HVAC installation at a cost of \$8993 (for final Vestry approval). Jim Maas will coordinate the two companies' work. Carol McGinnis-Kay made a **motion** to approve both estimates and to pay for these projects from the Designated Transitional Fund, Bill Case 2<sup>nd</sup>, and all voted in favor.

Alice McCrory requested that we make this a smooth project for the 15 recovery meetings that are in the house each week. It was agreed that the meetings would be moved to St Luke's (or somewhere similar) while this work is going on. Mitch said posters will be made and placed in the Community House 2 weeks prior to starting the project. Julie said that she will coordinate notices, and work with Victoria and Alice to make sure this goes smoothly. Alice pointed out that letting the Recovery Community know how much attention and money is being set forth by the church will go a long way in letting them know how important this ministry is to the church. Mitch said he will make sure this happens.

- In summary, the Vestry approved 3 projects to be paid for from the Designated Transitional Fund: \$7,800 (Sanctuary Plumbing) + \$1,472 (Sound System) + \$17,893 (Community House) = \$27,165.

### **Finance Committee**

- Alice McCrory reported that the month of January was a good month financially. Coming nearly \$4,000 under budget.
- Warren Darby will again be our Treasurer for 2018.
- Alice explained that Victoria basically used the actual expense as the budget number for January and spread the rest of the budget over the remaining 11 months. Alice noted that the 2018 final detailed budget spreadsheet is in the front of the Vestry binder.
- Alice noted that the Outreach Committee is working on creating more accounts for their \$38K budget so that the money can be easily explained and tracked.
- Discussed the Designated Funds report that Tom Conard presented to the Finance Committee this month. Almost \$410K is in Designated Funds, with the bulk in 5 of the funds. It was also

noted that an additional \$51K from Helen McLendon bequest will also be moved into the transitional fund. Mitch pointed out that it is time to over \$150K (plus \$51K) from the Designated Transitional Fund to the Foundation (less the \$27K approved for payment above), and possibly taking some of this money and put into the Building Capital Campaign designated fund. This discussion was tabled until Mitch talks with Warren to find out what the proper procedure would be for moving these funds. Will address at next Vestry meeting.

- Alice pointed out Warren Darby's Foundation Fund year-end report for 2017, a very informative report.

**Stewardship Committee:** No report.

**Membership and Ministry Committee:** No report.

**Senior Warden's Report:** No report.

### **Clergy Reports**

- Mitch reported that we are in good shape! In the near future, we will begin to become aggressive towards the Capital Campaign. Parishioners going to the CEEP (Consortium of Endowed Episcopal Parishes) conference next week will be talking to consulting vendors concerning helping us with our Capital Campaign, which Mitch said he would like to kick-off about this time in 2019.
- He further said that we are a strong neighborhood church and he looks for us to become a national leader in the future. Not going to think small!
- Mitch reported that he has been appointed by the Bishop to be on the Heathwood Hall Board.
- Finally, he said we 'need to stay in our lane' and bring people to Jesus and the St Martin's family: we are the sowers and Jesus is the reaper, Jesus will find people's place once we get them to St Martins.

Mitch closed the meeting and the Vestry Retreat with the Eucharist.

The meeting and retreat were adjourned at 4:10 pm. Many thanks to Alice McCrory for hosting the Saturday portion of the retreat at the McCrory family farm, Mac's Acres.

Respectfully submitted by Alice McCrory

### **2017/18 Vestry**

Present: Bob Bell, Bill Case, Cissy Grabowski, Carol McGinnis-Kay, Jim Lamb, Julie Lumpkin, Alice McCrory, Jack Myers, Allison Rashley

Clergy: Mitch Smith, Susan Prinz.

Absent: Eleanor Hodges, Nick Montanez, Terri Bailey