

St. Martin's-in-the-Fields

Vestry Meeting Minutes

June 19 2018

Welcome and Call to Order- Rev. Mitch Smith called the meeting to order at 6:00. Jack Myers gave the devotion.

Drop-In Nursery: Kathy Lentz gave the DIN report. She reported that 14 new children have registered since we last met. She is very pleased with the return of many children this summer. The DIN is doing very well financially. The nursery experienced over a \$7K profit in May. By remaining under budget on expenses (\$2,943) and coming in well over budget for income (\$11,338). Numbers should continue to improve during the summer months.

Approval of May Minutes – There was a discussion on the need for the Vestry to receive the meeting packet in advance of the meeting so that there is time to review all the reports. Mitch agreed to send the reports a week in advance. Alice McCrory pointed out that the Finance Committee minutes are not ready until the Friday prior to the meeting. The Vestry took a few minutes to review the minutes from May. Jack Myers made a motion to approve the May minutes, 2nd by Nick Montanez, all were in favor.

Invite

Finance Committee

- Alice McCrory reported that the church is doing very well financially. Quoted Mitch in saying "...St. Martins has had (financially) it's best April and May in years!". The church ended the month \$19,408 under YTD budgeted expenses, \$86,852 over YTD budgeted income, with an overall positive budget variance of \$106,261.
- Alice gave a brief report on the Building Fund that was reported on in Finance Committee by Warren Darby. The Building Fund has about \$63K which will pay the mortgage thru December. Mitch further discussed the Capital Campaign in his comments below.
- Alice brought forth a **motion** from Finance Committee to implement an Emergency Repair procedure to streamline and speedup the process of getting things fixed in a timely manner. The following 4-step process was presented:
 1. The Rector will make the decision to determine if a repair situation is an emergency.
 2. If an emergency, The Rector will call the Sr Warden to get agreement.
 3. The Rector will then call the Treasurer to determine where the money will come from.
 4. The Parish Administrator will then get the job done.
- After discussion of the current situation with the bad hot water heater in The Commons, Bill Case made a motion to approve this 4-step process, Jack Myers 2nd, and all were in favor.
- On the hot water heater, the Vestry said to move ahead on getting this repair done by the

plumber that Jamie Tupper recommended. Alice suggested that Warren be asked where the money should come from to pay for this immediate repair and Mitch said he would do this.

- The Internal Controls Manual will be updated by Clayton King to document this new Emergency Repair Process.

Stewardship Committee/Capital Campaign

- Mitch reported that the Stewardship Committee should begin work in August, and that the campaign will officially kick off on October 1. Mitch asked that anyone interested in being on the committee to let him know. The campaign should take about 12 weeks.
- Organization for the Capital Campaign will begin in a few months. Heather Cairns has many contacts and ideas after attending the CEEP conference earlier in the year. A consulting firm will be hired that will remain on board until the end of the campaign. Mitch mentioned that Warren knows a particular firm that will get an apartment in Columbia and attend most church functions throughout the campaign. Mitch asked the Vestry to let him know if they want to serve on the campaign committee.
- A question was asked about collections of outstanding pledges from the previous campaign. Mitch said this is an ongoing process, that about \$9K has been collected, and he will continue to speak with those with outstanding pledges.

Welcome

Membership and Ministry Committee

- We reviewed the Membership Report and all are impressed with the number of visitors that we continue to have. One comment was made that this is the first time this report has taken a full page!

Mission and Outreach

- #54 continues to go well and will continue thru the summer!
- Many outreach events are coming up soon: Camp Air, VBS, Youth trip to New Orleans
- Mitch noted that Backpack and Harvest Hope need volunteers to help after Sunday service to bag items up.

New Business

- Mitch and Bill recently met with the Foundation to begin the process of establishing the McRee and Mary Wimberly Clark Fund. A new account will be set up with Abacus (Schwab) and will be managed by the SMIF Foundation Committee. Once the trust/will settles, approximately \$750K will be added to this account in our Foundation. The fund is designated specifically for Youth Education and Ministry. Mitch noted that we have already been able to hire our youth minister, so this position will not need to be endowed by the Clark Fund at this time. A group is being recruited to established as to how money can be requested from the new Clark Fund.
- There is currently \$150K in the Designated Transitional Fund that came from the Clark estate and was placed in this designated fund before the will/estate documents were understood. Bill

Case made a **motion** that these funds be moved to the new Foundation account immediately, Jack Myers 2nd, and all were in favor.

Building and Grounds Committee/Jr. Warden's report

- In Julie's absence, Bill Case commented on the Jr Warden's report. Noted that the discussion of The Commons hot water heater was resolved in earlier discussion concerning the Emergency Maintenance process. A motion was made by Alice to accept the Jr. Warden's report, 2nd by Nick, and all were in favor.

Youth Minister's report

- The Youth Minister's report was briefly reviewed. Many youth events coming up soon, including a trip to The Grand Bowling Alley tomorrow night (June 20).
- A question was raised as to how many adults involved in Youth Ministry should have Safe Church training. Mitch stated that as long as several adults are trained, he is good with that. We all need to enforce 'if you see something, say something'.
- Another question was raised concerning the renewal of Safe Church training. Jack Myers noted that you can renew your certification online as Patsy has done this. This renewal training took about 2 hours.

Connect

Nominating Committee

- Bill Case reported that the committee is still gathering data. They will soon be establishing a date for the Ministry Fair. He also said that the plan is to put the detailed information on all the committees on the website so it's accessible online.

Senior Warden's Report

- Bill reminded everyone on the Vestry that the Vestry Budget Forum will be on July 15 and encouraged all to try to attend. He will also be reviewing information from the Nominating Committee at the forum.

Clergy Report

- Mitch reported that he will be leading the funeral of his good friend's father on July 14 in Missouri. His friend is the priest at the church, and the friend's father was also clergy. The Bishop in Missouri had a previous obligation, so Mitch was asked to lead the service. Mitch noted that he'll be a little tired at the Forum the following day as he is getting back late Saturday night.
- Susan Prinz will be attending the General Convention in Austin, Texas, July 3-13.
- Susan is presenting a Nutritional Seminar tonight as part of Pastoral Care, which is why she did

not attend the Vestry meeting.

- As a part of Chuck Petit's extended time on staff, he is making more hospital calls. Parish members love this as Chuck is often able to help them understand more of what is going on medically.
- Hoyt Simmons funeral was well attended by Vestry members and Mitch was very grateful for this. He told us that Hoyt's son, Ashby, became a member of St Martin's as a result of his involvement in Youth Ministry in his youth. His father would drop him off at SMIF for the youth programs. Mitch said the funeral went well, that St Martins does funerals the right way!
- Alice noted that the new VIC Card went thru 4 weeks of a trial run and is now in production. The card will now be maintained by the Parish office. The production version of the document is dated 6/17/2018. A copy can be picked up by each Vestry member from the VIC notebook in the Narthex.
- Allison Rashley asked about the mobile defibrillator. Mitch stated that Chuck is currently researching which one to purchase. Once purchased, this device will be placed in the Parish Hall, probably between the men's and women's bathrooms. The device will be set up to call 911 if it removed from the wall. Should the defibrillator be needed during church, Mitch will request the VIC retrieve from the Parish Hall, and will ask for doctors in the congregation to assist with the emergency.

The meeting adjourned at 7 pm and we closed with the Lord's Prayer.

Respectfully submitted by Alice McCrory

2017/18 Vestry

Present: Bob Bell, Bill Case, Emmett Kirwan, Alice McCrory, Nick Montanez, Jack Myers, Allison Rashley,

Clergy: Mitch Smith

Absent: Julie Lumpkin, Eleanor Hodges, Terri Bailey, Jim Lamb, Cissy Grabowski