



St. John's Anglican Church
Vestry Meeting
July 17, 2008
Submitted: Jody Smith, Secretary

Location & Time

The Vestry met with Fr. Doug for potluck dinner and the Eucharist at St. John's on July 17, 2008, at 6:00 pm.

Present

Jeri Lambourne (*Sr. Warden*), Scott Hill (*Treasurer*), Steve Bock, Bruce Kirchenheiter, Jill Ainsworth, Jim Wirkus

Excused: Jim Swartz, Gretchen Cunningham, Theresa Mason

Others: Jody Smith

Eucharist

Conversation with Fr. Doug

Opening Prayer & Sharing

Scott asked vestry members to pray and ask "What does the Lord want us to do together now?" The message he has received is "ASK".

Jeri read the Gospel for Sunday, 20 July, and asked vestry members how that applied. Answers received by vestry members included "fundamentals", and "give them the truth – God will take care of the rest."

Jeri explained to members the history of the money donated to St. John's including the stipulation that it was not to be used for operations. The vestry at that time with Roger Booth as the Senior Warden determined that 10% of all income was to go to "Outreach" and was not to remain in anyway internal to St. John's. They struggled with deciding what to do with the balance, and raising funds for a matching grant; within 20 minutes of announcing that the parish had received this opportunity the matching funds were raised. The final outcome was the initial seed money for the current building.

Minutes for June 9, 2008 Vestry Meeting – corrections: Jill Ainsworth was not in attendance and Jim Wirkus was in attendance. Motion made to approve, properly seconded, voted and accepted as changed.

Old Business

- *Vestry Retreat* – The final details have not been worked out but the retreat will be at the Park City Christian Center, 22-23 August. Friday night will start approximately 6:00 pm and run to 9:00 pm; Saturday will be from 9:00 am to 4:00 pm. Jody informed the Vestry that she will not be able to attend. Jeri will cover the "Millstone" program.
- *Status of the wall* – The wall has been installed as well as the window between the lobby area and the Rector's office, and the window between the Rector's office and Sacristy has been installed. The invoice for approximately \$3700 is outstanding.
- *The Ark Update* – The Ark is breaking even but not making a significant profit at this time.

Advertising for the Preschool has not gone out because **we have not been able to get a mailing list**. We could have used a mailing service which would have combined our information with other information in a mass mailing that would cost \$1,800.

The "drop-dead" date for enrollment in the Preschool was August 1st and we are not on target and have not received a single application. This is directly contributable to the significant delay in advertising the program. Jill pointed out she started looking in May. The vestry agreed that this was a missed opportunity.

The Vestry agreed that the Advisory Committee still needs to aggressively leverage the ski season advertising. At this time Scott and Jeri are Vestry liaison's for the Ark Advisory Committee.

The Vestry agreed, as in the past, that a strong marketing plan was still needed; that individual mailings, word-of-mouth and email blasts were the best ways to reach the community.

Staffing: Mary Margaret is a possible candidate as the manager for the Ark and the parent's "face". Jeri explained that she can not be the director until she has received her CDA. There are some concerns because she had agreed to run the Friday night childcare care extended hours and has not been able to, and she has not been able to attend the regularly scheduled staff meetings.

New Business

- *Jr. Warden and Treasurer Positions* – The vestry is responsible for appointing individuals to the position of Junior Warden. The Treasurer and Senior Warden do NOT have to be members of the Vestry. Fr. Doug can chose his own Senior Warden and the Vestry can select a Treasurer from members in good standing. Both the Senior Warden and Treasurer must be confirmed by the Vestry. The Junior Warden and Treasurer positions are 1 year terms.
- *Building Concerns* – The building has been left unlocked in recent weeks. Jim Wirkus suggested that Vestry members take responsibility each week for being the teller and locking the building. Not all members have keys; and would like training as tellers. Training will be provided during the Vestry Retreat.

July 20 – 27 – Jim Wirkus
August 3 – Scott Hill
August 10-31 – Steve Bock
September – Jill Ainsworth

Senior Warden's Report

Treasurer's Report / the Ark – Scott Hill

The Treasurer's Report for May was discussed but not formally approved.

Treasurer's Letter of Resignation was emailed and mailed out with pledge statements.

Operations – As with the general economy, pledged income is behind schedule but the operating account is alright though we have not made full payments to AMiA and the 10% pledged income budgeted for the Outreach account has not been paid..

Building – St. John's has received a letter requesting a letter of credit in the amount of \$213,265.92 from CRG. The line of credit increased in response to the increase in lease payment and significant increase to the Common Area Maintenance (CAM) fees. Questions arose about the CAM Fees increase. The fees are based on square footage use and were increased partially in response to the snow removal. Charles has been involved in both the negotiation of the lease/CAM agreements.

Lease – at this time we have about \$71,000 left in the building lease account and the combined lease/CAM payment is \$17, 800/month. Contractually we are obligated to increase the Letter of Credit equal to 12 months of lease. This will leave 3 monthly payments in the account. If we do not have the full amount St. John's will be in default and the amount in the account can be taken.

Reserves – there are no reserves because they were budgeted based on the expected growth of the Ark and other amounts were re-allocated to the Search and Clergy expense increases.

The vestry discussed multiple options:

- a. Renegotiate the lease payment to a lower amount. At least one other businesses is moving into Quarry Village at \$13/sq'
- b. Ask for an increase in our Line of Credit with VAMCU which may not be possible without securing the loan. There is a conflict of interest if Scott makes the request because he sits on the board.
- c. Ask our major donors for additional funds
- d. Split the space and try to decrease the monthly lease payment
- e. Look at cost-cutting the current budgeted expenses
- f. Default, move back to PCA
- g. Any or all of the above

The Pro's and cons for each option were discussed.

Scott asked the Vestry to commit to paying of the Line of Credit regardless of the current financial crises.

The Lease amount doubles our current expenses. Our operating income is sufficient to meet the parish operations expenses but does not begin to cover the lease.

The Vestry decided to approach this through several avenues:

- Bruce and Scott will set up an appointment to meet with Santa Fe to look into renegotiating the lease
- Jeri will contact VAMCU to ask about increasing the Line of Credit
- Scott, Jeri and Jody will contact major donors to request additional building funds
- ALL non-essential expenses are to be frozen at this time until further notices. Scott and Jody will look at other ways to "tighten" the belt

Finance Committee – Previous Vestry's and Scott have recommended developing a Finance Committee in order to address the needs of the parish and provide an avenue for requests for funds for unbudgeted and capital expenses. A preliminary list of candidates was suggested. As of August 1, 2008 St. John's will not have a Treasurer who will chair the Finance Committee.

Scott will make an announcement that we need individuals to pray about taking on the responsibility of Treasurer with the understanding that the Vestry and Finance Committee will work together to help resolve the immediate financial crises facing St. John's.

Fr. Doug's request for \$10,000 for AV equipment was denied at this time. The Vestry supports Doug's efforts, but St. John's just doesn't have the funds at this time and we need to go to our major donors to request funds for the building. Jim Wirkus, Bruce Kirchenheiter and Steve Bock will contact Fr. Doug and in person and inform him of the Vestry's decision and reasoning behind it. They are not saying "NO", but "NO, for now".

A motion was made and approved that: "No one may approach parishioners or major donors without first receiving approval from the Vestry". It was agreed to unanimously by the Vestry.

The Ark – Jeri Lambourne & Scott Hill

Jeri explained the history behind the creation of the Ark.

Quarry Village required a merchant business in order for St. John's to lease in Quarry Village

Matt Lehman researched demographics and current needs in the area and recommended a child-care facility. The proposal was for a \$12/hr rate (the Ark charges \$8/hr). All projections and research supported the conclusion that a childcare facility would succeed.

Quarry Village approved the proposal

Why is it not working: several factors, including sign ordinances, overly aggressive projections, time-line delays, natural growth delays.

The Ark is not draining St. John's finances. It is holding it's own and able to meet it's financial expenses. It just is not able to contribute to the building finances to the extent envisioned though it has done exceptionally well and is on target with normal standards.

What are the Vestry's options:

- A. Continue the Ark and pray that it grows
- B. Discontinue the Ark and bring in another business

The Vestry agreed that at this time there is no reason to cut the Ark. It will not "save" the building but it will not hurt us.

Closed Session: The Vestry moved into closed session to discuss issues impacting St. John's parishioners.

Next Meeting The Vestry will meet Sunday, 20 July, following the 10:15 service to follow-up on the meeting with Fr. Doug and see if anyone is willing to step up as Treasurer or Jr. Warden. The next meeting will be the August Vestry Retreat, August 22-23..

Meeting Adjourned at 10:45 pm