



St. John's Anglican Church
Vestry Meeting
October 13, 2008
Submitted: Jody Smith, Secretary

Location & Time

The Vestry met at St. John's on October 13, 2008, at 7:00 pm.

Present

The Reverend Doug Folsom, Theresa Mason (*Sr. Warden*), Scott Hill, Bruce Kirchenheiter, Jim Wirkus (*Jr. Warden*), Jim Swartz

Conference Call: Matt Lehman, *Treasurer*

Excused: Jill Ainsworth, Steve Bock

Others: Jody Smith, Stan and Carla Sydenham

Opening Prayer & Sharing

Minutes for September 22, 2008 Vestry Meeting – approved as submitted

Treasurer's Report via Conference Call

- Matt Lehman met with Santa Fe representatives as directed by the vestry three weeks ago. During the negotiations he explained:
 - ✓ St. John's Financial needs are
 - ✓ Gave them a brief history of St. John's recent history (lack of rector etc.)
 - ✓ Reassured them that the Ark was growing faster than industry norm
- Matt discussed the various options which were approved by the Vestry with Santa Fe's reps.
- The last counter proposal received from Santa Fe entails
 - ✓ Reducing the LOC by \$100,000 all of which will be used to forward pay St. John's lease
 - ✓ St. John's will maintain a balance of \$140,000 by January 31, 2009 and will be able to show stable growth and maintain that balance quarterly beginning in July.
 - ✓ St. John's must remain in contact with Santa Fe
 - ✓ St. John's will extend the term of the lease two more years at the same sq/ft rate paid in the fifth year.

Note: Negotiations are still in process and will be sent to the Vestry when for approval.
- The negotiations are not final at this time but Matt expects them to be within the week.
- If St. John's is unable to maintain the account balance then Santa Fe will reinstate the full 12 month LOC requirement and will have to resume monthly lease payments in February.
- If St. John's is able to meet the requirements then the reduction of the LOC will become permanent and eventually completely drop the LOC requirement.
- Matt explained that reducing the sq/ft lease payment option would not free up the cash St. John's needs at this time; and the CAM was not negotiable.
- The finance Committee discussed the requirement to extend the lease an additional two years and felt it was reasonable.
- Various other possible options were discussed by the vestry but St. John's will need to:
 - Double the pledge basis/pledging families
 - the existing pledge base will have to pledge an average of \$6,600/yr
 - The Ark will need to grow

The Vestry voted to allow Matt to continue the discussions and negotiate up to a 5 yr. extension on the lease and negotiate the cost for years 3-5 of the extension if necessary. Approved.

Stewardship

- The Stewardship campaign for 2009 will begin with Fr. Doug's sermon topic "How to Manage Your Finances" November 2nd.
- Pledge Sunday will be December 7, 2008
- In the meantime Matt and other Vestry members will meet with members of the congregation in order to raise the \$65,000 needed to meet the January 31, 2009 LOC negotiation requirement and request that members consider increasing their pledges by an average of \$2,000/household.

Budget

- Two budgets will be presented to the vestry and congregation. The first budget (Base-Line) will be based on essentially expenses with projected expenses for 2008. The second budget (Matching) will reflect St. John's ideal and moral needs, and the "nice to have" program improvements including building improvements, increased evangelism and funds necessary for the growth of St. John's. The Vestry or parishioners can designate any funds and determine where they may be applied once the basic needs are met.

Rectors Report

- **Postcards** Fr. Doug presented to the Vestry the postcards he would like sent to area residents informing them of upcoming events, screenings, Christmas party and 10 Week Preaching Series. Preliminary expenses associated with the printing and mailing of the cards is estimated at approximately \$1,000. Discussion followed about the effectiveness, target audience and impact. It was explained that through previous experience the impact to the community will be minimal and other advertising avenues may have a greater impact. After discussing the area's St. John's currently has labels for, the Vestry discussed expanding the area, if possible, to include Park City and the Salt Lake Foothills. **The Vestry approved the printing and mailing of the postcards.** Fr. Doug will contact Nick to request additional mailing lists.
- **Sunday Morning Shades/Blinds** It has become apparent that the sun coming in through the arched tops of the windows and the back doors is reducing visibility during the services and will be an issue when St. John's hosts screenings in the evening. Theresa Mason estimates that she can cover the arches with suitable shades which will still let light in for under \$500. Jim Swartz suggested that the Vestry request donations from the congregation to purchase the blinds and materials Theresa needs to cover the windows. Matt expressed concern that the Vestry was already asking for increased pledges, additional donations to meet the building lease needs, etc. Theresa assured Matt that she had a private network who she could request additional funds to cover the expenses. **The Vestry approved the purchase of the blinds and materials subject to donations and minimal expense.**
- **Flash Reports** Fr. Doug reminded everybody to send their area liaison "Flash Reports" to the entire Vestry by Thursday. Jim agreed to act as co-liaison with Bruce until his term expires in January.
- **Media Ministry** Fr. Doug asked the Vestry to approve the creation of a "Media Ministry" with an adult to oversee the teens working the media equipment. The leader would be responsible for making sure a teen or adult is scheduled regularly and trained to work with the various media equipment. **Approved.**
- **Sundance** – October 8th lottery winners should have been notified. Gretchen and Charles have notified Fr. Doug they were in the running.

Fellowship

- Bruce notified the Vestry that he was in the process of planning several activities including skeet shooting followed by lunch; and a Currie night sometime in November.

The Ark – No Report

- Financially the Ark is holding its own. There have been some expenses associated with Jeri as acting Manager and Mary Margaret was hired to assist with marketing. Jeri's leadership ended in September and the Ark is without a manager at this time.
- It has been proposed that a cancellation fee policy be started with the Friday night activities in response to the numerous last minute cancellation or no shows. This costs the Ark about \$20 the first hour alone.
- Training is required of all licensed childcare facilities. At this time the Ark staff is behind on both CPR/First aid and the required 10 hours training. CPR/First aid will be provided by Jody the 24th of October. The State requires the other training to be split between face-to-face and hands on but our own staff is not allowed to provide the other classes. Shannon and Andrea both attended the childcare conference earlier this month.
- Personnel – The Ark is growing and it has become evident that we need a full-time director who will take ownership for the growth and work with the Ark Advisory Committee increase our marketing efforts.
- Redstone Movie Theater – Charles Cunningham contacted the movie theaters to research pricing to advertise on the screens. The options with a 5% non-profit discount are reasonable and less expensive than the postcard mailers which are drawing in few new customers.

Outreach – Evangelism – postponed

Vestry

- Vestry Nominations and Size - Jim Swartz' and Theresa Mason's terms end in January/February. A discussion regarding increasing St. John's Vestry by 3 additional members in addition to replacing Jim's and Theresa's positions. Theresa is willing and eligible to run for an additional full term since she was filling in a vacant position. Emphasis was put on "willing and capable" of serving. **The Vestry approved increasing the size of the Vestry to 9 if enough qualified people are willing to stand for election.**
- Vestry members need to bring the nominees for Vestry to the meeting on November 10th. Bruce will make announcements requesting Vestry nominations during the service, Jody will send an email and put a notice in the bulletin requesting interested individuals contact Vestry members.
- Vestry Attendance Requirements were discussed. The By-Laws state that Vestry members may be dismissed if they miss two consecutive meetings without approval. Since most of our vestry members travel it is possible to conference call with them via regular telephone or cell phone.

Building Use and Rental Agreement

- Theresa is in the process of researching local use and rental rates in the area. She would like the Vestry to develop an agreement with the requirements (guidelines) , rates (discount for non-profits), clean-up, security etc. included for consideration by the Vestry.
- Carla Sydenham will put together an addendum/attachment for weddings after researching the local churches rates and requirements.

Other Business

- The question was asked what resources are available to St. John's to adopt a structure and organization to grow, advertise etc. and policies within AMiA. Fr. Doug will contact AMia/Doc to find out what if anything exists.

Jr. Warden Report – No Report

Senior Warden's Report – No Report

- Ministry Heads discussion deferred to a later date.
- Schedule – Theresa will be traveling throughout November and December but will be available via cell phone. She will conference call in for the Vestry meetings.

Closing Prayer

Next Meeting December 8, 2008 at 7:00 pm

Meeting Adjourned at 9:00 pm