

November 20, 2018 - Christ Church Vestry Meeting

Earle Conference Room, Christ Church Parish House

Vestry Meeting

Attending: Harrison McLeod (Rector), Bern Mebane (Senior Warden), Dena Benedict (Junior Warden), Chris Klasing (Treasurer), Dan Seaman (Assistant Treasurer), Bill Kehl (Chancellor), Anne Arrington, Lauren Briles, Cotton Clarke, Mac Gentile, George E. McCall, Kevin Mertens, Louise Oxner, Chuck Reichert, Betty Teague, Brent Williams, Helen Wynkoop, Rose Cuddy (recorder).

Absent: Jim Baumgardner

Guests: Parish Life Team Members Lei Offerle (Director), Amy Malik (Coordinator), Karen Walker (Food Ministry Director), Joyce Thompson (Food Ministry Assistant), Brittany Hoots (Welcoming Director), Jane Courter (Receptionist). Charleen Hakala (Receptionist) and Jerry Cavan (Registrar), who were not in attendance tonight, also are part of the Parish Life team.

Harrison opened the meeting with prayer at 5:00 PM.

Ministry Area Goal Presentations

Harrison McLeod and Vestry Liaison Louise Oxner welcomed the Parish Life team to the meeting. Louise said that Parish Life's charge is interwoven with everything Christ Church does.

Lei Offerle, Director of Parish Life, said this is her fourth year with Parish Life and that she works with a great team, which makes it even more fun. Lei led the group in an activity about the importance of wearing nametags. She reflected on what she learned at CEEP Conference in 2016 about the Invite. Welcome. Connect. program and how it intersects with Christ Church's new mission statement.

Goal #1 – Amy spoke to the need to revitalize the nametag ministry and encourage people to wear them. Nametag boards are located in the entrances to the church and chapel. Volunteers update the boards and our receptionists prepare the nametags. Jane said that she makes the nametags – for church members, newcomers, staff, and committees. Lei said it is critical, especially with newcomers, for us to greet each other by name. Brittany said that with so many members, a nametag can help newcomers meet people and make connections. She said that new members' yellow nametags help our members identify newcomers.

Goal #2 – Parking lot ministry. Lei said that the first impression of Christ Church begins before someone enters the church. Our parking lot ministry is an extension of our greeter ministry. A knowledgeable person is available to help direct those entering the parking lot. Through an ECW grant, Parish Life was able to get large noticeable signs to mark parking, identify specialized parking and where not to park. Amy said that Tracy Underwood is the lay leader of this ministry and is recruiting a team of up to 24 people. Right now, volunteers are stationed at the East Washington lot and at the handicapped entrance to assist mobility impaired people into the church and to direct them to appropriately designated parking spots.

Goal #3 - Pictorial Directory. Lei said it has been five years since we have had a directory. Photos will be taken for three weeks in February and one make up week in March. Volunteer Joyce Parks will recruit and organize volunteers for the 232 volunteer hours needed for this undertaking. The physical and electronic directory will be updated regularly.

Lei thanked her Vestry Liaisons Louise Earle for Parish Life and Chuck Reichert for Building & Grounds for their service through the last three years. She praised the amount of time they have spent on their ministry areas and their dedication.

Rector's Report

Personnel: Harrison said that Leslie Provence has retired to spend more time on her grandchildren among other pursuits. Her liturgical duties are divided among several staff members before a full time Liturgical admin consolidated position is filled. The bookstore has a more uncertain future. Harrison will engage in conversation with the ECW and staff member Debbie Rice about this since the store began as a ministry of the church women.

We have identified a person to come on board as controller, who will begin December 1. We will end our contract relationship with Greyrock.

Budget: Harrison said that the ELT did a great job of working on a collaborative balanced budget that will be presented to the Vestry in December.

Bicentennial: Harrison has met with Bicentennial Committee Chairs Marie and Spence Taylor. The full steering committee will have its first meeting next week. The Vestry, ELT and Staff will all help brainstorm about initiatives and events to celebrate this milestone. We will spend 2019 preparing for the bicentennial, and use our mission statement as a theme for 2020. As we move into the future, we may use one of our values as a theme for each ensuing year. There will be a concurrent capital campaign for the Chapel and other needs. We already have a half million dollar pledge toward the next campaign.

Elections: Harrison said we elected a wonderful slate and thanked Chuck Reichert for his willingness to have his name put forward for Senior Warden. Elected as Senior Warden is Ben Horne; Junior Warden is Ashley Reynolds; Vestry are Emily Davis, Jordan Earle, Norma Givens and Penn Williams. Harrison noted that Ashley, Emily and Penn are also former staff members.

Christmas Party: Harrison reminded the group that the December 18 Meeting is at his home and also involves the annual Christmas social where they will recognize those rotating off the Vestry.

Catherine Tatem: The Rev. Tatem interviewed as a priest candidate for Faith in Action last week. Feedback was good. Next step is to send some people to Rochester to see her at work in her parish.

Senior Warden

Bern Mebane said he appreciated the work of Harrison and Dena over the last eighteen months and appreciated the opportunity to serve as Senior Warden.

Junior Warden and Third Century

Junior Warden: Dena Benedict said that there are still casseroles in the freezer downstairs from the ECW sale. You may get these for your family dinner and pay Debbie Rice.

Vestry Activities: Dena said that the Vestry will not be writing the note of thanks to staff during November this year since it's a busy time of year. This activity will likely be moved to Holy Week. She noted the events that Vestry have helped with over the last 30 days – including the Halloween festival, elections, etc. She thanked Betty, Kevin and Rose for their work on nominations and elections. The Vestry will decorate a table for the Parish Christmas Dinner. Lauren Briles will head up the decorating team. Dena conducted an exit interview with Leslie Provence. Harrison said we will celebrate Leslie's ministry on Sunday after the 10:30 AM services.

Third Century: Dena reported that the Subcommittees meet together once a month to review the ongoing communication and implementation plans. A lot is planned to happen in the first quarter of 2019. If you have not had an opportunity to talk to your ministry areas about our mission and values, please do so. If you have any questions, please ask Dena. She will continue to serve with the 3CC after rotating off the Vestry as Junior Warden.

Treasurer's Report

Chris Klasing drew the Vestry's attention to the emailed report. He asked for questions about the report. Cotton asked about a row marked HIDE!!! Chris said this was a separated line item on the spreadsheet that has no money in it! It's typically removed but was just overlooked this time.

Chris had sent to the Vestry, prior to the meeting, a fact sheet on the Endowment funds. The Vestry expressed appreciation to Chris for this report.

Dan led the 2019 budget process as Assistant Treasurer. Dan commented that the ELT did a terrific job their first time working collaboratively on balancing the budget requests. The finance committee endorsed the budget Monday. Chris said that the ELT balancing the budget this year made for a better process and helps provide the staff with a feeling of accountability rather than a budget that appears to be imposed on them. George E. McCall said that he thought as a parish that we are very blessed to have the services, expertise, time and dedication of Chris and Dan. The Vestry agreed.

Prior Meeting Minutes

The October 16, 2018, Vestry Meeting minutes were distributed prior to the meeting by email. A motion to accept the minutes as corrected to change the name Marion McKissick to Madison McKissick in the Treasurer's Report was made by George E. McCall and seconded by Cotton Clark. All Vestry members voted in favor of accepting the corrected minutes. The motion carried.

New Business

Secretary of the Vestry: Harrison brought to the Vestry one new item of business. He said that the Vestry typically elects the runner up from the most recent Vestry elections to fill a slot when someone

has been unable to fill a Vestry term. Harrison said that in these situations, the new person comes in to a steep learning curve on Vestry business. He proposed that the Vestry fill the one-year term of Secretary (which has voice and seat, but no vote) with the runner up since the Secretary and the Treasurers need not be members of the Vestry. If we do this each year, we would allow someone to enter the room and be prepared to fill a term if necessary. He read the applicable section of the by-laws, which may be found below this paragraph, and asked the Vestry for their input.

ARTICLE VI SECRETARY AND TREASURER

Section 1 – Election.

At the first meeting of the Vestry following each annual meeting they shall elect a Secretary and a Treasurer. The terms of the Secretary and Treasurer shall be for one year. Both of these offices may be filled by the same individual. The Secretary and Treasurer need not be members of the Vestry.

Section 2 – Duties of Secretary.

It shall be the duty of the Secretary to keep a record of all proceedings of the Vestry in a book provided for that purpose and to conduct and preserve the correspondence of the Vestry.

Harrison said that for the last few years, the Treasurer has also served as the corporate Secretary. Kevin asked if it was done this way in the past. Harrison responded that in the past, the position was called the Clerk. Rose Cuddy, Assistant to the Rector, currently serves as the Clerk. The question was posed: What would be the role of the Secretary vs. Rose's current duties? The Secretary of the Vestry would sign the minutes, sign Vestry documents, keep track of correspondence.

Cotton asked about legal documents. Harrison said that the Secretary would not authorize anything without the Vestry's approval. Harrison recommended that the tradition and past practice be approved. Bill Kehl asked if it should be memorialized in the by-laws. Brent said that he liked the flexibility that the by-laws provide. Anne asked if we should, according to the by-laws, elect our Treasurers each year. Harrison said yes and we should elect our Treasurers for 2019. This is currently done when the annual Corporate Resolution is approved by the Vestry.

Lauren asked if the person with the fifth highest vote total automatically fills an open seat. Harrison said no; this has been the tradition of Christ Church since it more closely reflects the will of the parish. Cotton asked if a Secretary did fill an open slot on the Vestry, would the person still remain as Secretary? Harrison said his opinion was yes, and once the one-year Secretary term was over, the person would then serve until the completion of the Vestry term being filled and the current year's runner up would become the Secretary of the Vestry.

Motion to Elect Treasurers: The Vestry then moved *to elect Dan Seaman Treasurer and Chris Klasing Assistant Treasurer for 2019*. Cotton Clarke so moved, George E. McCall seconded. No discussion followed. All voted to approve. The motion carried.

Motion to Elect a Secretary of the Vestry: Kevin Mertens moved *that the Vestry elect the person with the fifth highest vote total in the Vestry Elections as the Secretary of the Vestry for a one-year term, as per the by-laws, without vote but with seat and voice*. Betty Teague seconded. Discussion ensued.

Clarification was that the person would be an officer, such as the Treasurer or Chancellor. It was noted that the motion does not tie future Vestries to follow this practice. Bill Kehl said that the Corporate Secretary (which will remain the Treasurer) has different authority than the Secretary of the Vestry. The Vestry voted to approve the motion. None were opposed. Elizabeth Fletcher is the runner up in the November 2018 Vestry Elections and has been elected to the office of Secretary.

In other discussion, there was general agreement that the announcement of Vestry election results via email on the day following the election was a much better arrangement than announcing the results during the Annual Meeting.

Committee/Team Reports

Ministry Area Reports from department heads were distributed prior to the meeting via email. Updates and additional reports from Vestry liaisons may be found below.

CCEP: Helen Wynkoop brought a motion that the Vestry authorize the Christ Church Episcopal Preschool to move funds from a checking account into a Money Market account. Cotton Clarke seconded the motion. Discussion followed. Dan Seaman asked at which bank the account was held. Helen replied that it was at First Reliance. Dan responded that TD Bank works with the church on our multiple accounts. Harrison said that we can approve the motion and direct the CCEP to work to accomplish this transaction with the cooperation and direction of the Treasurers. The Vestry unanimously voted to approve the motion.

Annual Giving: Cotton gave an update that we are at 88% of our goal. New pledges total 81 and increased pledges are at 356. Currently we have 179 of those giving last year but not yet this year outstanding for a possible gain of \$461,000. Our 2018 campaign goals are within reach.

Harrison closed the meeting in prayer.

The meeting was adjourned at 7:00 PM.

Respectfully submitted, Rose Cuddy