

Grace Episcopal Church
Vestry Meeting
January 17, 2018

Present:

Joan Anthony	Lynette Baisch	Don Warkentin
Jane Crane	Julie Shryock	Jan Ringo
Tom Tyner	Deborah Schenk	
Patty Robinson	Chuck Bombardier	

Absent:

Martin Garthwaite

The meeting was opened at 7:00pm with Eucharist.

Treasurer's Report and Budget Discussion:

Deborah reported that December financial results were not yet ready for distribution to the Vestry. She is in the process of reviewing the documents for accuracy and completeness. She reported that 2017 year-end financials will be ready for review after January 31, 2018.

Deborah reported that there is likely to be a surplus in the range of \$20,000 to \$30,000 at year-end. After discussion the Finance Committee has recommended that the surplus be allocated to capital reserves to be available to fund potential large upcoming capital projects. The Finance Committee feels that operating reserves currently have adequate funds. After discussion the Vestry decided to wait to determine what to do with the surplus until after final financial results are available. The disposition of the 2017 reserve requires a vote of the Vestry.

Reverend Wren Blessing has requested a short term loan to help with relocation costs. The Finance Committee recommended that Grace extend an interest free loan to Rev. Blessing.

It was moved that the Vestry authorize Jane Crane to provide a Grace check to the Rev. Wren Blessing of no more than her deposit, first month's rent and last month's rent (if needed) and to sign a promissory note with Rev. Blessing on behalf of Grace. The motion was seconded, a vote was taken and the motion passed.

Deborah reported that the Wells Fargo Line of Business Credit needs to have the account changed to remove Tommy Dillon's name and to add Deborah Schenk's

It was that moved that Deborah Schenk be authorized to remove Tommy Dillon as the signatory on Grace's Wells Fargo business line of credit and substitute Deborah Schenk as treasurer. The motion was seconded, a vote was taken and the motion passed.

While reviewing restricted accounts, Deborah has identified an account called "Outreach Reserves". This account has been on the books for several years in the amount of \$4,432.85. Per Kelli and Walt Yund (former treasurer) it most likely represents previously budgeted but unspent Outreach funds. Discussion followed.

A motion was made to set aside \$3,000 of the "Outreach Reserve" restricted account to Mother's Morning Retreat with the remainder (\$1,432.85) to be allocated to the Outreach budget. The motion was seconded, a vote was taken and the motion passed.

Deborah reviewed the 2018 Budget. She outlined the differences in presentation for the 2018 budget. Changes were made with the goal of providing more detail and transparency. Fee-paying programs have been segregated from other programs. Deborah reviewed changes in HR costs, including the additional costs for Rev. Blessing's salary and insurance, 2% COLA for staff and hourly wage increases for nursery staff and rental workers. In addition, a "sinking fund"/capital reserves fund was added to help prepare for expected capital projects over the next decade. Funds to cover costs of an every fifth-year sabbatical for Rev. Blessing were added to the compensation/contingency reserve.

Discussion followed including review of the Outreach budget and whether Mother's Morning Retreat (MMR) should be considered part of Outreach or as a separate program. It was decided to invite the MMR leaders to the February 21, 2018 Vestry meeting to present information about the ministry.

It was clarified that the Outreach budget for 2018 will reflect the addition of approximately \$1,400 from the outreach reserve fund, as discussed earlier. Additional funding may be made available to Outreach based on how the Vestry decides to characterize the MMR program following further research and consideration.

There was continued discussion about whether any programs should have budgets increased with monies from the expected 2017 surplus. Extensive discussion about the adequacy of the budget for Communications expenses followed. The expenses budgeted are expected to cover basic communication needs such as the E news and maintenance of the website. Concerns were expressed about how communication needs for Annual Giving, Field & Vine and the Annual Report will be fulfilled. The Vestry needs to look at the communication needs for Grace in a holistic manner. With Susan Andersson's retirement, it is expected that the communication role will be filled on a contract basis for the time being. More extensive discussion and planning will take place after Rev. Blessing's arrival and with her input. It was stressed that the Vestry will need to be mindful of the possible need to amend the budget to provide for anticipated communications expenses.

A motion was made to approve the 2018 Budget as presented. The motion was seconded, a vote was taken and the motion passed.

Place for Grace:

Tom presented the report in Martin's absence. The roof project has been completed and additional repair costs were less than expected. Multiple additional leaks were discovered which reinforced the decision to replace the roof. Martin and Eric are working to identify possible future capital projects which include replacement of the boiler, road work, ventilation system and IT needs.

Warden's Report:

Tom presented a proposal from David Moen which would allow an alternative for placing cremated remains ("cremains") on Grace property, for example, in the garden or in the labyrinth. David has requested that the Vestry approve the formation of a small committee to identify pertinent information. He would report back to the Vestry to determine how best to proceed.

A motion was made and seconded to approve David's proposal to form a committee to investigate alternative for the placement of cremains on Grace property. A vote was taken and the motion passed.

Jane announced that Rev. Blessing and family arrive 1/18/18 for a weekend visit. Jane expressed enthusiasm and excitement about the upcoming visit. She has had several conversations with Rev. Blessing including one about the upcoming Leadership Retreat. Rev. Blessing has outlined ideas for an agenda which Jane distributed at the meeting.

Jane announced that Rev. Blessing's first day at Grace will be March 1, 2018 and her first Sunday will be March 4th. Her installation will be May 31, 2018.

Leadership:

Don presented information on the status of nominations. Many individuals have elected to continue or extend their terms for 2018 so only one program ministry vacancy remains: Adult Faith Formation Minister. Don hopes to identify a candidate for that position in the next week. He reviewed necessary changes to policy in order to comply with Canons. All elected positions must serve 3 years. If an individual does not serve the complete term then the remainder may be served by another individual. For 2018

Deborah's position will change to Treasurer to allow her to serve for 2018. She will remain on the Vestry but will not have a vote. The position for Trustee for Finance will remain unfilled for the present.

Earth and Spirit will become a separate program ministry There is a vacancy on the Endowment Board which requires an election. Eric is identifying candidates to be delegates for the Diocesan Convention.

Don stressed that extensive planning will be required during 2018 to prepare for the expected large number of vacancies for 2019.

Priest-in-charge Report:

Joan's last Sunday will be February 4, 2018. She reported that Morning Prayer will continue with help from Jim Phinney and Mary Anderson. They will also be presiding for Ash Wednesday services on February 14, 2018.

Joan reported that the 2018 Youth Pilgrimage will take place. Grace will be contracting with Bill Harper to lead the pilgrimage.

Joan shared thank you notes for the Vestry from Wendy Tyner for supporting the Annual Giving Drive and from Bishop Rickel for the donation to the Bishop's Discretionary Fund.3333

A motion was made to approve the minutes as written for the Vestry meetings of November 15, 2018 and December 19, 2018. The motion was seconded, a vote was taken and the motion passed.

The meeting ended at 9:30 pm.

Respectfully submitted,

Jan Ringo, Clerk