

**Grace Episcopal Church
Minutes of the Vestry Meeting
Tuesday, June 12, 2018**

Vestry Present: Lyn Ballard, John Dotson, Rebecca Harrison, Mike Heyer, Mike Johnson, Pat O'Brien

Vestry Absent: Kelly Eschenroeder, Chris Ludbrook, Tom Voller

Clergy Present: The Rev. Todd McDowell

Guests: Tim Engelbrecht, Treasurer; Betty Bowersox, Stewardship Committee Chairperson, Janis Greenbaum. Shari Bonham, usually present, was in Sewanee, Tennessee, attending an *Invite, Welcome, Connect* meeting

The meeting was called to order at 7:00.

The opening prayer was given by Lyn Ballard, prayer taken from The English Spirit. The opening prayer at the August Vestry meeting will be given by Rebecca Harrison.

In the absence of the Sue Nixon, Vestry Secretary, Pat O'Brien took minutes.

The evening's agenda was amended to include presentations from Amy Rome and Jeanette Huey of The Rome Group, and Craig Miller of Horizons, subject feasibility study to determine Grace support for a capital campaign.

The minutes from the May 8, 2018, Vestry meeting will be accepted as written. (Motion and second not recorded)

Five Marks of Mission:

Ministries of Governance, Administration, Stewardship and Facility:

Presentation by The Rome Group: They want to help us develop our case for support, get clarity on how want to use the money, conduct confidential interviews to test the case, lay the groundwork for the campaign; the feasibility study would take 12 weeks and include interviews of 35-40 parishioners; develop a campaign roadmap to include timing to move forward, structure, strategies, and budget. Their fee structure is based on time only. The guesstimated cost of the feasibility study **only** \$17,000. They propose to do the publicity piece for the interviews. Amy Rome charges \$175/hr; other staffs a little less. She said that for a \$1,000,000 campaign, the standard fee for the campaign is ~10%, including everything. The Rome Group's cost is more like 3-5%. The campaign pays for the fee.

The Rome Group was thanked, and after they left the Vestry had a video call with Craig Miller of Horizons.

Presentation by Horizons: Craig Miller, presenter, said that Terry Goolsby would be our consultant. The steps Mr. Miller proposed included: 1) analysis of our existing endowment, 2) feasibility study to craft case for support (including "elevator speech", prospects, explaining needs, benefits, goals), and then test learnings. Mr. Goolsby would interview ~23-30 affluent/influential parishioners, 3) conduct a focus group meeting of the people who will do most of the work, 4) conduct a parish-wide survey to insure everyone has a voice, 5) results will be compared and we will learn the kind of support we might expect, 6) Horizons would give us recommendations about whether to do the campaign as is, modify the plan, or not do it at this time. The fee would be \$39,400, based on the size of the parish and the church budget, including all travel, per diem, working manuals, resources, and best practices. Extra fees would be for print materials, and food and beverages for meetings.

Following discussion, a motion was moved and seconded to select Horizons as our consultant. See the final page of these minutes for the motion details.

Finance Committee Meeting:

Financial Report: Tim Englebrecht presented the financial report for the month ending May 31, 2018, and it was accepted.

Pledge Income for the month of May was \$25,168, which was \$832 below budget. YTD Pledge Income was \$190,500 versus the budgeted amount of \$185,500, which was \$5,000 above budget. Total Revenues for the month were \$41,621, which was \$1,231 below budget. Excess Pledge Income was \$534 above budget. YTD Total Revenues were \$296,874, which was \$5,494 above budget. Total Expenses for May were \$57,908 which was \$1,171 above budget. YTD Expenses were \$272,399, which was \$2,391 below budget. Net Revenue for May was \$16,288, which was \$2,403 above the budgeted amount of (\$13,885). YTD New Revenue was \$24,475, or \$7,885 above the budgeted amount of \$16,590. Our current cash reserves would cover an estimated 2.61 months of the budgeted 2018 expenses. Mike Heyer moved, and Lyn Ballard seconded, that the Vestry receive the financial report for the month ending May 31, 2018. Motion passed.

Stewardship: Betty Bowersox, guest, reported that the Stewardship letter was excellent. She continues to invite people to serve on the committee. Marty O'Leary has agreed to continue on the committee. Andy Miller has been asked to serve. More will be needed.

Junior Warden Report: Rebecca Harrison reported on the installation of the St. Matthew's spire, the grant application for remodeling the bathroom, roof drainage, custodial issues, and a proposal for a Grace Church irrigation system. For the spire, we have a permit and the foundation should begin installation soon. The grant application from the Diocese to remodel a bathroom was not approved; necessary repairs will be made. In an attempt to stop roof drainage, Slope Adjust will be applied in an attempt to get the water to drain correctly; there will be no impact on the warranty. For custodial services, the church will hire a person recommended by Mike Gibbons, Sr. The new custodian will, on Saturdays, insure that the trash is emptied, the rooms straightened, the bathrooms restocked and ready for use the next day. On Sunday afternoons, he will put away tables and chairs and empty the trash. The church will hire a new company to thoroughly clean the building on Wednesdays. When Shari Bonham returns from her meeting in Sewanee, she and Ms. Harrison will select the Wednesday cleaners. Regarding a new irrigation system, the church cannot afford a system at this time. The Executive Committee recommended to install the new system all at once. A motion was made and passed to move forward with the plan to install a new system with upgraded plumbing, and the Finance Committee will determine the source of the funding and present a proposal to the Executive Committee for a decision. (See final page for details).

Senior Warden Report: The nominating committee, composed of Pat O'Brien, Mike Johnson, and Lyn Ballard, needs to meet for Vestry nominations. All three are eligible for reelection. In addition, Convention delegates and members of endowment will be needed.

Report of the Rector: Father Todd McDowell reported that Chris Kurth has resigned as head of the Trinity Hot Lunch Committee, effective after the December Hot Lunch. He thinks that the program is a job for more than one person. Janis Greenbaum will write a report. There could be separate roles for organizing the servers, menu selection, shopping, cooking, transporting, and serving and cleaning.

Fr. McDowell reported that there were 2 incident reports on the Youth Mission Trip. In the first a 2"x4" dropped on a missionary's foot, and the missionary was treated. The second incident is being addressed by the Bishop's office.

The meeting concluded with a reading of Compline.

The meeting adjourned at ~9:30 PM.

Respectfully submitted,

Pat O'Brien
For Sue Nixon
Secretary of the Vestry

Motions from the June 12, 2018, Vestry Meeting

A motion was made and seconded (members unknown) that the minutes from the May 8, 2018, Vestry meeting be accepted as written. Motion passed.

Lyn Ballard moved, Rebecca Harrison seconded, that the Vestry select Horizons as our consulting company for the Capital Campaign, contingent on their providing us with a written proposal that is acceptable to the Vestry. Tim Engelbrecht recommended an amendment to allow the Executive Committee to make the decision, based on the Horizons proposal. The question was called, and the motion passed.

Mike Heyer moved, and Lyn Ballard seconded, that the Vestry receive the financial report for the month ending May 31, 2018. Motion passed.

Lyn Ballard moved, and Rebecca Harrison seconded, to go forward with the irrigation system plan for \$13,450 with the 1.5 " pipe system and other necessary plumbing, and the Finance Committee will determine the source of the funds and present it to the Executive Committee for a decision. Motion carried.