

Christ Church
Vestry Meeting Minutes
Regular Meeting of the Vestry
Tuesday, March 11, 2014

Present: The Rev'd Joanna P. Hollis, Rector; Rector's Warden Paul Ambos (arrived 7:11 p.m.); People's Warden Sheila Cooper; Vestrymembers Beth Binde, Kelly Bogan, Gerri Callahan, Andrea Cunnell, Judith Kuldinow (arrived 7:10 p.m.), Effie Lamptey, Debra Lowe, Sarah Luke (arrived 7:10 p.m.), Andy Murphy (arrived 7:03 p.m.), and Melisande Skillicorn

Absent: Carole Forsythe, David Burns

Also Present: Treasurer Jonathan Gloster (via telephone)

Rector Joanna P. Hollis called the meeting to order at 7:00 p.m. with opening prayer by Vestrymember Melisande Skillicorn.

Dwelling in the Word was on John 3:1-17.

Approval of Minutes of Regular Meeting of February 11, 2014: Rector's Warden Paul Ambos moved the minutes as distributed. The motion carried with Mr. Ambos and Vestrymember Judith Kuldinow abstaining.

Correspondence: Clerk of the Vestry Gerri Callahan reported that Mr. Ambos, in his capacity as Rector's Warden, sent letters to Vestrymembers Judith Kuldinow and David Burns advising them of three missed meetings in the last twelve months, as per the Bylaws. Ms. Kuldinow stated that she believed she had not missed three meetings and Mr. Ambos said that he will check into the matter. Vestrymember Debra Lowe asked about the Bylaws provisions and Mr. Ambos explained how the missed meetings are determined.

Treasurer's Report: Treasurer Jonathan Gloster discussed his written Treasurer's Report to the Vestry, March 11, 2014 Meeting (February 2014 report). Mr. Gloster reported that pledges are ahead of budget while the plate is behind. He stated that pledges have increased so those who normally give to the plate, may be pledging instead. Mr. Gloster advised that he will be able to evaluate any trends at the end of next month when the quarter ends. He further advised that the Investment Account draw down was \$9,200 to maintain cash flow and the positive cash flow shown in the Statement is a result of that draw down. He advised that while the pension contribution seems over budget, it is not, as the pension was pre-paid. He further stated that the parish has taken the federal credit for health insurance. Regarding bookkeeping expenses, Mr. Gloster advised that expenses are up because of extra time in January to close out the books, as well as additional time required to transition to the new system. Mr. Gloster reported that property expenses were due to necessary repairs and he noted that slates are coming off the Parish House roof and will require repair. He advised that copier costs increased and utilities went up due to the cold winter. He stated that the diocese should advise the parish of its Diocesan share around Easter. In response to Rector Hollis' question about the \$228

Stewardship Committee cost, Mr. Gloster stated that he will find out the answer. Ms. Skillicorn inquired about the costs for Hospitality and Mr. Gloster said he will find out.

People's Warden Sheila Cooper moved to accept the report and file for audit. The motion passed unanimously.

Reports by Title

Exterior Restoration: Mr. Ambos advised that he is waiting to hear from the New Jersey Historic Trust Fund before he can the report.

Rector's Report: Mr. Ambos moved to accept the Rector's Report March 2014, which carried unanimously. In response to Ms. Cooper's question about the Lenten Series, Rector Hollis reported that turnout is good with 25 people attending the last session and contributing to lively discussion.

Committee Reports

Evangelism/Communications: Chair Beth Binde reported that the Committee is scheduled to meet March 18, 2014 at 7 p.m. The Committee members are: Steve Caruso, Ronald Hulme, Tina Hulme, Rozann Shackleton and Jerry Skillicorn.

Fellowship: Co-Chair Melisande Skillicorn distributed a written Fellowship Report. She advised that having parishioners sign up for coffee hour to celebrate their birthday/anniversary month has worked well so far. Ms. Skillicorn reported that there will be an Easter coffee hour. Mr. Ambos suggested advertising to ensure that everyone knows there will be a coffee hour. Ms. Skillicorn noted that it was big success last year and there will be a sign up sheet.

Old Business

Personnel Committee re Sheridan Contract: Mr. Ambos discussed the Amended and Restated Letter of Agreement with Music Director John Sheridan. Mr. Ambos explained that the major changes address issues regarding the youth choirs. With the elimination of the youth choir director position, Director Sheridan now has one less person to supervise but he also has the added responsibility of leading the youth choirs. He also stated that the amendments address Director Sheridan's continuing education allowance, which allow him to miss one Sunday during the year with the Rector's approval. This was an issue because it raises the possibility of the need for a supply organist, which had not been budgeted for, if Director Sheridan is away on a Sunday.

Mr. Ambos moved adoption of the Amended and Restated Letter of Agreement, effective as of the meeting date. Ms. Cooper seconded and discussion ensued. Vestrymember Andy Murphy asked for a copy of the Agreement, which was distributed. In response to Vestrymember Andrea Cunnell's question, Mr. Ambos advised that the amendments were acceptable to Director Sheridan. Vestrymember Judith Kuldinow asked about not having a supply organist for one

Sunday. Mr. Ambos stated that five Sundays of supply organists are budgeted, but it is possible that all will not be needed. He suggested that if one of the Sundays is over the summer, there can be discussion about whether to forgo an organist for that day.

Mr. Ambos suggested tabling action to allow the Vestry more time to review the Amended and Restated Letter of Agreement. Rector Hollis, however, asked if could just be tabled until later in the meeting so that the matter can be resolved. All agreed.

Vestry Retreat: Rector Hollis advised that she will send out an e-mail with the final details for the March 28 and 29 Vestry Retreat. The Retreat will be held at the Church of St. John the Evangelist in New Brunswick. She stated that Fellowship Committee Co-Chairs Effie Lamptey and Melisande Skillicorn are organizing the food. The cost will be \$40. There will be dinner at 6:30 p.m. on Friday and the program will begin at 7 p.m. and end at 9 p.m. On Saturday, breakfast will be at 8:30 a.m. and the program will go until about 3 p.m. The focus will be to get to know each other better and discuss the direction of the parish.

Personnel Committee: Mr. Ambos returned to the Sheridan Amended and Restated Letter of Agreement. He noted that the date should be changed from August 11, 2013 to March 11, 2014 and that the signatory should be Rector Hollis. Ms. Cunnell asked why the children's choir is underlined and Mr. Ambos responded that it is being added because Director Sheridan's responsibilities now include the children choirs. In response to Ms. Cunnell's question, Mr. Ambos also advised that language concerning supervising the children's choir director has been removed since that position no longer exists. Ms. Binde moved to accept the Amended and Restated Letter of Agreement with Music Director Sheridan, which carried unanimously.

Personnel Committee Chair Debra Lowe asked if this were the time to discuss personnel reviews. Mr. Ambos suggested that Ms. Lowe meet with Rector Hollis to establish review scheduling.

Vestry Committee Assignments: Rector Hollis reviewed the Vestry Committee Assignments list. She advised that former Vestrymember Catherine Hunt has agreed to chair the Adult Formation Committee and that she and Mr. Ambos will be the only Vestry members on the Committee. Ms. Cooper noted that Ms. Hunt should have an "N" in the Vestry Member box on the list rather than a "Y". Vestrymember Kelly Bogan noted that Mr. Gloster and Mr. Ambos were missing. Rector Hollis stated that Kelly-Jane Cotter should be removed from the Liturgy Committee. Ms. Skillicorn asked whether a Warden will be on each Committee. Rector Hollis advised that she will work with the Wardens. Ms. Lowe asked whether she should be on the Insurance Committee. Mr. Ambos said he will contact present Insurance member John Harbour to find out his plans. He also said he will speak with former Vestrymember Peter Clarke about passing on the Personnel Committee materials. Mr. Ambos noted that Fundraising/Special Events need more members. Ms. Cunnell stated that she is the liaison for the Music Committee, but that listing her as co-chair is ok.

Highland Park Street Fair: Ms. Binde distributed the 2014 Street Fairs Exhibitor Booth Application Form which sets forth the rules. She noted that there is a rule against giving things

away so there should be an activity that will result in something to take away. Ms. Cooper noted that Oriental Trading has inexpensive items such as a sun catcher or magnet that people can do. There was discussion of making it kid friendly to attract children and parents. Ms. Binder further advised that the Church needs to bring its own table, awning or anything else. She stated that someone must be there an hour before and an hour after for set up and clean up and that the table must be staffed at all times. Mr. Ambos volunteered his home as a staging area. Vestrymember Gerri Callahan volunteered a table.

New Business

Parochial Report: Rector Hollis explained that the Diocese requires the Parochial Report every year. Rector Hollis stated that this year's report is not that different from last year. She noted that Mr. Gloster provided the information on page 3 and that she rounded up or down as appropriate as the online report form does not allow for reporting cents. Mr. Gloster explained that the concept is to list all money taken in and money taken from the investment account to determine operating income as applied to operating expenses. On the expense side, Mr. Gloster stated that the Diocesan fair share is subtracted. He advised that the payoff and interest on Living Stones is a non-operating expense for purposes of the Parochial Report. Rector Hollis noted that the last page in the packet shows how the ultimate number is calculated. Ms. Binde asked about page 3, line item 11, and Mr. Gloster advised that it is any money that is collected by the Church for other organizations such as Elijah's Promise or the Society of Ministries Institute. Mr. Ambos noted that the Diocesan fair share is based on line A (operating income), not E (operating expenses). Rector Hollis thanked Mr. Gloster and bookkeeper Irene Fialkowsky for their help. Mr. Ambos moved to approve the Parochial Report. The motion passed unanimously.

David Burns Resignation: Rector Hollis reported that Vestrymember David Burns had submitted an e-mail resigning from the vestry. She stated that she had a very positive conversation with Mr. Burns and that he is resigning because his travel schedule will result in him missing too many vestry meetings. Mr. Ambos moved to accept Mr. Burns' resignation from the Vestry with regrets and with thanks to him for his service. The motion passed unanimously.

Rector Hollis noted that vestrymember vacancies are, under the parish bylaws, to be filled pending the next annual meeting by the wardens upon nomination by the rector. She announced that Artie Phills has been so appointed to fill Mr. Burns' unexpired term, effective at the close of this meeting, since he could not attend it.

Topics on the Mind of the Vestry: Ms. Cunnell pointed out the financial situation as discussed at the Annual Meeting and Vestry meetings and reported that the Music Committee has met to discuss ways to restore monies to the Music Fund that had been budgeted to be transferred to the operating account in order to avoid cuts to the music program. She said that five to ten Music Committee members will hold gourmet soirees in their homes for a specified monetary contribution. The hosts will donate all expenses. There will be sign-up sheets and it will be on a first come, first served basis as the hosts can only accommodate eight to ten guests. In order to

have an event that can accommodate the entire parish at one time, the Committee also will host a summer garden party as a fundraiser. All proceeds will go directly to the Music Fund to support the Christ Church music program including choir section leaders, assistant conductor fees, Easter music, music licenses and any other needs. Ms. Kuldinow stated that a choir member raised an issue as to whether the contribution will be tax deductible. If it is not, participants will have to be informed. Ms. Cunnell said anyone is welcome to host and donations are always accepted. She noted that as of now, in addition to herself, the following have agreed to host: Paul and Catherine Ambos, Pat Buckendahl, the Kyles, Penelope Lattimer, Karl Manger and Nancy Walworth and Bob Chant.

Ms. Lamptey said that she is willing to donate a microwave for the Nicholas Room so that food can be heated up for coffee hour. She has spoken with Property Chair Kelly Bogan about it. Rector Hollis said she is grateful for any donation. Ms. Binde asked whether the microwave needs to be commercial grade as she had that issue at work. Mr. Bogan will check.

The meeting adjourned at 8:40 p.m. with Night Prayer from the New Zealand Prayer Book led by Ms. Skillicorn.

Respectfully submitted,
Gerri Callahan
Clerk of the Vestry