

Christ Church
Vestry Meeting Minutes
Regular Meeting of the Vestry
Tuesday, October 14, 2014

Present: The Rev'd Joanna P. Hollis; People's Warden Sheila Cooper; Vestrymembers Beth Binde (arrived 7:18), Kelly Bogan, Gerri Callahan, Andrea Cunnell, Carole Forsythe, Mel Garber, Judith Kuldinow, Effie Lamptey, Debra Lowe, Andy Murphy, and Melisande Skillicorn

Also Present: Treasurer Jonathan Gloster (via telephone), Parishioner Ali Van Kuiken

Absent: Rector's Warden Paul Ambos and Vestrymember Artie Phillips

The Rector, the Rev. Joanna P. Hollis, called the meeting to order at 7:02 p.m. with opening prayer by Effie Lamptey.

Dwelling in the Word was on Matthew 5:1-12 and the Walking the Way Stewardship Narrative Series.

Correspondence: Clerk of the Vestry Gerri Callahan reported no correspondence received. Rev. Hollis reported that she received a resignation letter from Vestrymember Kelly Bogan effective as of the Annual Meeting. Mr. Bogan will be moving in the Spring. Rev. Hollis moved that the Vestry accept the resignation. People's Warden Sheila Cooper seconded, noting that is done with reluctance and thanks for Mr. Bogan's dedicated service. The motion carried unanimously.

Treasurer's Report: Treasurer Jonathan Gloster discussed his written Treasurer's Report to the Vestry (September 2014 Report) and reported that, regarding income, the parish has reduced the negative trend of the summer months with income of \$38,877.88, which after deducting the over-draw of \$3,662, roughly is equal to the monthly budget. Overall expenses are \$8,851.33 under budget for September due to lower utility bills and late invoices for property insurance and Diocesan Fair Share which were not paid in September. With the over-draw from the investment account, the structural deficit through September is \$54,088.90. The parish paid \$7,804.21 for roofing and Handi-lift repairs.

In response to Vestrymember Andy Murphy's question regarding the Diocesan Fair Share of \$49,050, Mr. Gloster advised that the Vestry voted last year to reduce this payment from the 17% assigned to 12%, which is what the figure in the Report represents.

In response to Vestrymember Andrea Cunnell's question regarding bookkeeping fees of \$14,313, Mr. Gloster explained that the expenses are over budget due to the changeover to the new system, which has required additional time. Mr. Gloster acknowledged that the year to date expense is over budget and that figures are pro-rated through September.

Rev. Hollis moved to accept the Report and file for audit. The motion carried unanimously.

Reports by Title

Rector's Report: Rev. Hollis submitted a written Rector's report, Vestry Meeting October 14, 2014. Ms. Cooper inquired as to what type of contributions the Episcopal Relief and Development Fund seeks. Rev. Hollis advised that there is not a specific request. Rev. Hollis stated that items such as water are sought.

Committee reports

Stewardship: Stewardship Co-Chair Andy Murphy submitted a written Stewardship Committee Report, October 2014. He reported that the response to the Stewardship campaign thus far has been lower than anticipated, but that the cottage meetings are ongoing, so the Committee hopes that the response will increase. The campaign goal is \$310,000 in pledges, which is intended to reverse the trend of using the investment account to close budget gaps.

Ms. Cunnell advised that parishioners at the cottage meeting she attended wanted to know what the Church needs so that they can consider their pledges accordingly. She inquired as to how the published goal relates to the Church's needs. Mr. Murphy advised that the goal represents what is needed to begin reversing the trend of drawing on the investment account.

Outreach: Committee Chair Mel Garber submitted a written Outreach Committee Report, October 2014. He reported that he has spoken with Suzette Kilkenny regarding Elijah's Promise and Bob Chant regarding the men's homeless shelter. He advised that men's shelter will be at Christ Church for one week in 2015.

Vestrymember Judith Kuldinow advised that help is needed at the food pantry. Vestrymember Melisande Skillicorn asked whether the food pantry addresses healthy eating habits. Rev. Hollis stated that it is one of intern Irene Foster's goals.

Old Business

Finance: Finance Committee Chair Carole Forsythe reported that the audit went well. Ms. Forsythe advised that the Committee is preparing the 2015 budget but cannot finalize until the final pledge figure is known. The Church needs \$462,167 to run. Ms. Forsythe stated that the ultimate goal is to reduce the deficit, which will in turn eliminate the investment account overdraw. She reminded the Vestry that there also is an outstanding \$225,000 PNC loan that does not appear in the budget, because it is secured by the investment account, but the Committee plans to budget \$11,000 to begin to pay down the loan principal.

Rev. Hollis noted that the Committee is exploring ways to generate income other than pledges. Mr. Gloster advised that the Church needs \$324,000 in pledges to eliminate the excess investment transfers and \$350,000 to balance the budget. Mr. Gloster further advised that the bank will not allow the Church to bring the investment account below the outstanding loan amount. Ms. Forsythe advised that the Committee would like to reduce the line of credit to what the Church owes and reduce the amount held as collateral.

Ms. Skillicorn asked about cost for the Diocesan Convention. Rev. Hollis advised that it is to help for the attendance costs for an attendee who may have financial need.

Ms. Forsythe invited any ideas to increase income. Ms. Cooper suggested looking into local companies.

Personnel: Personnel Chair Debra Lowe reported last month and had no updates this month.

Archdeacon Peter Cornell; Ali Van Kuiken; Irene Foster: The Vestry approved agreements for services of Archdeacon Peter Cornell and Seminarian Ali Van Kuiken, as well as a Learning Contract for Rutgers School of Social Work intern Irene Foster.

General Convention Resolutions Referred to Dioceses: Rev. Hollis advised that the Vestry needs to review the various resolutions and advise the Diocese what resolutions the Church has addressed. Since it is not an action item, Rev. Hollis asked that the Vestry give any comments to either her or Rector's Warden Paul Ambos.

Energy Audit: Property Chair Kelly Bogan reported that he is waiting the dates for free heating, ventilation and air conditioning (HVAC) energy audits to determine where savings might be realized.

New Business

Appointment of Annual Meeting Committee and Parliamentarian: Rev. Hollis advised that the Annual Meeting Committee members are Gerri Callahan, Carole Forsythe, Judith Kuldinow, and, as Chair, Artie Phills, with Paul Ambos as Parliamentarian. She noted that the Rector's Report erroneously refers to Mr. Ambos as a Committee member rather than Parliamentarian and she will edit the Report.

Topics on the Mind of the Vestry: Fellowship Co-Chair Effie Lampthey stated that volunteers for the October 26 Ingathering are needed for setup on Saturday, October 25 at 5 p.m. and for Sunday morning as well as cleanup afterwards. Anyone who can help should contact Ms. Lampthey.

Ms. Skillicorn advised that a request for a photo parish directory was raised at her cottage meeting and the individual who raised the issue is willing to work on it. Mr. Gloster stated that

the new parish financial software system can upload photos into a directory. He stated that perhaps this can be a fundraising idea.

Rev. Hollis advised that large-print service leaflets will be available at the back of the Church beginning on Sunday.

Ms. Cunnell asked whether, at a future meeting, the Vestry could discuss the format and/or need for announcements at Sunday services.

Ms. Kuldinow asked if an announcement could be made for help with the food pantry. Rev. Hollis stated that it can be printed in Close Call as well. Ms. Van Kuiken suggested also asking people individually.

Mr. Bogan reminded the Vestry that Fall Clean Up Day is Saturday, October 25, 2014 from 10 a.m. to 2 p.m. Ms. Cooper asked whether it could start earlier.

Rev. Hollis stated that staff has worked diligently to get the meeting packets ready in time for the Vestry to review materials, so she asked that members make the effort to read all materials.

The meeting adjourned on consent at 9 p.m. with Effie Lamptey leading compline.

Respectfully submitted,
Gerri Callahan
Clerk of the Vestry