

St. Matthew's Episcopal Church Vestry Meeting Minutes

April 15, 2008

Vestry Members in attendance: Fr. Michael Richardson, Bev Van Zandt, Clay Hubbs, Brandon Stewart, Whit Greene, Jerry Grabowski, Jennifer Tinsley, Kandy Halstead, Laurie Gough, Laurie Landry, Mike Shoemaker, and Lucy Lord.

Clerk: Laurie Landry

Guests: Susan Gambrill, Tom McNish

Documents disseminated: March 18 2008 Vestry Minutes, meeting agenda, Constitution and Canons for the Government of the Episcopal Church in the Diocese of Colorado, Audit Committee Certificate for 2006 Audit (submitted by Members of the Audit Committee Tom McNish, Chuck Shoemaker and Susan Gambrill, April 5, 2008), Stewardship Survey, spreadsheet: St. Matthew's Vestry Action Items, Key Mission Areas & vestry Representatives, St. Matthew's Analysis of Revenues and Expenses – March 2008, St. Matthew's Balance Sheet 2008.

6:30 p.m. Eucharist; Meeting called to order at 7:05 p.m.; Fr. Michael opened with prayer.

1. March 2008 Minutes. Kandy Halstead moved to approve the minutes as they stand. Motion passed.

2. Fr. Michael's Report:

- Distributed copies of the Diocese Constitution and Canons; noted that these are also available online at the diocesan website.
- Introduced Tom McNish and Susan Gambrill representing the audit committee; the audit has been completed and the results officially submitted to the finance committee.

3. Tom McNish, Audit Report

- Distributed copies of the 2006 Audit Committee Certificate and recognized the gifts and work by everyone involved with the audit and financial affairs covered.
- Refer to the Audit Certificate for all details of findings and recommendations of the Audit Committee.
- **Motion by Mike Shoemaker to refer the findings of the audit to the Finance Committee (Mike S., Bev Van Zandt, Fr. Michael, all other interested persons) for review and follow-up on recommendations.**
- Discussion on motion. Vestry members suggested that the following recommendations be especially considered by the Finance Committee: review of the restricted accounts and tightening of reporting and journal entries practices according to the Manual of Business Methods guidelines. **Motion approved.**

4. **Motion by Mike Shoemaker to re-appoint Tom, Susan and Chuck to the audit committee for the 2007 audit. Motion approved.** (In following years one person from the audit committee will drop off and a new member added to take their place.)
5. Fr. Michael's report continued:
 - Distributed the Stewardship Survey tool from the Vestry workshop on April 6. We used the survey to look at our various perceptions about stewardship and brainstorm about stewardship and core values at St. Matt's. The Vestry will be revisiting this topic later this year.
 - Fr. Michael preparing for the Credo conference held June 9-16.
 - Recommended that Vestry members start to meet as small groups representing the three Mission Areas as outlined in the new Mission plan.
 - Looking for someone to help with overseeing Children's Sunday school and also reorganizing the youth group.
6. Sr. Warden's Report, Kandy.
 - Finalizing our mission representation groups. Distributed diagram: Key Mission Areas & Vestry Representatives. No changes suggested by Vestry.
 - **Motion by Mike Shoemaker to accept the Vestry Representations as given in the Mission Area chart. Approved.**
 - Clay will post the Mission Area chart on the website.
 - Kandy distributed the spreadsheet summary of action items compiled at the Vestry Workshop April 5.
7. Clay Hubbs asked for Vestry preferences for posting e-mail contact info on the St. Matt's website.
8. Jennifer Tinsley presented a fundraiser project for children's artwork being made into mugs and tumblers for Father's Day. She suggested ordering materials to make up to 100 mugs and tumblers at a total investment of less than \$20. Kandy H. and Laurie L. will help with the fundraiser over three Sundays.
 - **Motion by Jennifer Tinsley to sell mugs and tumblers for a Father's Day fundraiser. Approved.**
9. Lucy Lord informed Vestry of the new policy to lock the large kitchen pantry door except on Sundays and during church functions by members of the parish. She also recommended that we prop open restroom doors when doing Sunday closing, and making sure that restroom lights are turned off. These checks should be added to the Sunday Vestry Duty checklist.

10. Treasurer's Report, Bev Van Zandt.

- Distributed the Balance Sheet and Analysis of Revenue and Expenses
- Noted that the Balance Sheet does not balance for YTD through March; Bev will follow-up on this.
- Bev will meet with Wendy (bookkeeper) soon to set up procedures policy.
- Discussion about Analysis of Revenue and Expenses: note that the check received for roof replacement shows up as a negative expense on the sheet.

11. Finance Report, Mike Shoemaker

- Checking account currently has a large amount of cash, even taking into account the money for roof repair.
- Options for mortgage refinancing will be presented soon; looking at a fixed rate mortgage.
- Consultation regarding Fr. Michael's salary. It was suggested during the December 2007 Vestry meeting that a further 1.5% increase (to reach the 5% increase recommended last year by the Finance Committee during preparation of the 2008 Ministry Plan) to Fr. Michael's salary be considered by the Vestry at the end of the first quarter of 2008, when a complete financial picture including final numbers for pledge support became available.
- **Motion by Jennifer Tinsley to make a 1.5% increase to Fr. Michael's salary to achieve a total 5% increase for this year. The increase will be retroactive to January 1, 2008. Motion approved.**

12. Consultation about Wellspring Community use of church facilities this summer.

- Fr. Michael reported that Mary Lou is following up on insurance coverage for their use of our rooms during the 6-wk pilot program. The participants will be encouraged to use the second floor rooms to avoid traffic from the Thrift Shop, and they will also do cleaning and grounds-work for St. Matt's.
- **Motion by Lucy Lord to allow Wellspring Community to use our facilities in Balcomb House for their summer program, contingent upon obtaining appropriate insurance coverage and signing an agreed-upon facility-use contract. Motion passed.**
- Fr. Michael will call Mary Lou and update her on this, and will prepare the facility-use contract. He will send the contract out to the Vestry for comment and approval.

13. Motion by Mike Shoemaker to adjourn. Approved.

Next Vestry Meeting: May 20 2008.

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Summary**

April 15, 2008

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1. March 2008 Minutes approved without change.
2. 2006 Audit Report. Report presented to the Vestry by Tom McNish and Susan Gambrill, followed by brief discussion of key findings and recommendations. Motion made to refer the findings of the audit to the Finance Committee (Mike S., Bev Van Zandt, Fr. Michael, all other interested persons invited) for review and follow-up on recommendations. Motion approved.
3. Motion made to re-appoint Tom, Susan and Chuck to the audit committee for the 2007 audit. Motion approved.
4. Key Mission Areas & Vestry Representatives chart presented by Kandy Halstead. Motion to accept the Vestry Representations as given in the Mission Area chart. Approved. See Mission Area Plan for details.
5. Motion to sell mugs and tumblers for a Father's Day fundraiser. Approved. Jennifer Tinsley, Kandy H. and Laurie L. will help with this fundraiser over three Sundays before Father's Day.
6. Treasurer's Report. Bev Van Zandt distributed the Analysis of Revenues and Expenses – March 2008 and the Balance Sheet 2008. The insurance check has been received for the roof replacement. There is currently a large amount of cash in the checking account. See Analysis of Revenues and Expenses for details.
7. Motion to add a 1.5% increase to Fr. Michael's salary to achieve a total 5% increase for this year as discussed at the December 2007 Vestry meeting. The increase will be retroactive to January 1, 2008. Motion approved.
8. Consultation about Wellspring Community use of church facilities this summer. Motion to allow Wellspring Community to use our facilities in Balcomb House for their summer program, contingent upon obtaining appropriate insurance coverage and signing an agreed-upon facility-use contract. Motion approved.
9. Next Vestry Meeting: May 20 2008.

Laurie Landry, Clerk for the Vestry