

SPECIAL VESTRY MEETING MINUTES
FEBRUARY 1, 2007

PRESENT: The Rev'd Jennifer Pedrick, The Rev'd Scott Gunn, The Rev'd Richard Shippee, Carolyn McDonough, Bob Bergstrand, Michelle Callahan, Marilyn Fuller, Susan Hawryluk, Richard Messier, Virginia Rocha, Mike Seger, and Bonnie Wright

ABSENT: Linda LeBreux, Bill Dench, Janice Fagan

GUESTS: none

At 7:09 pm, The Rev'd Jennifer Pedrick opened the meeting with a moment of silence, followed by a prayer from The Rev'd Richard Shippee.

Corrections & Approval of Minutes: December 13, 2006; January 4, 2007, January 10, 2007, January 17, 2007

December 13, 2006

The minutes of the December 13, 2006, vestry meeting were reviewed. A motion was made by Mike Seger and seconded by Virginia Rocha to accept the minutes as presented. Carolyn McDonough asked about the protocol in regards to conducting separate vestry meetings as stated on page 2. The Rev'd Pedrick stated that one vestry meeting will adjourn before entering into the next meeting. This protocol will last for three years. The motion to accept the December 13, 2006, minutes as presented passed unanimously.

January 4, 2007

The minutes of the January 4, 2007, special joint meeting were reviewed. A motion was made by Steve McGrath and seconded by Richard Messier to accept the minutes as presented. It was noted that the word 'principle' should be spelled 'principal.' Carolyn McDonough made a motion to amend the minutes by removing the sentence with her name in it. This was seconded by Michelle Callahan. The motion passed unanimously. The motion to accept the January 4, 2007, minutes as amended passed unanimously.

January 10, 2007

The minutes of the January 10, 2007, special vestry meeting were reviewed. A motion was made by Steve McGrath and seconded by Michelle Callahan to accept the minutes as presented. Discussion centered on the sensitive content of the minutes. The motion to accept the January 10, 2007, minutes as presented passed unanimously. Susan Hawryluk made a motion to seal the minutes because of the sensitive nature of the content until such time that St. Martin's property is sold. This was seconded by Virginia Rocha. The motion passed unanimously.

January 17, 2007

The minutes of the January 17, 2007, special vestry meeting were reviewed. A motion was made by Richard Messier and seconded by Susan Hawryluk to accept the minutes as presented. Discussion focused on the elevator expense decision. The Rev'd Pedrick made a motion to amend the minutes by removing the sentence "It was suggested that this expense be put in with the merger expense." Carolyn McDonough seconded the motion. The motion to accept the January 10, 2007, minutes as amended passed unanimously.

Planning for the Annual Meeting

The Rev'd Pedrick asked the vestry the following questions:

- What are the most significant things that have happened in the last year?
- What do we want our community to know and care about?
- What challenges do we face?
- What are our greatest hopes for 2007 and beyond?

The Rev'd Pedrick spoke about last year's meeting and the inspiring witnessing that took place. It was agreed that last year's annual meeting was both positive and uplifting.

Responses to the four questions asked by Rev'd Pedrick are outlined below:

1) Most significant things are:

- Merger
- New members
- Outreach committee
- Successful merger due to our hospitality and welcoming people
- Stewardship
- Recognizing God's presence in all that has happened
- How we are all being transformed
- Spiritual lives are being rekindled
- Small details like a brand new person being pleasantly surprised to find her own name tag
- New events, such as the Pumpkin Patch, took place when long-time events were not possible
- Growth of Godly Play, both in leaders and number of children
- Increased attendance at services including new people not from St. Martin's

2) Community to know and care about:

- Everyone is welcome
- Participate in things that bring you joy instead of things that just keep us alive
- There is always sadness when saying goodbye to something
- Everyone's presence and participation is important
- Greater commitment to our mission
- Feedback from the community
- High priority is placed on outreach efforts

3) Challenges:

- How to integrate new people
- Manage the growth
- Reconciliation
- Keeping lines of communication open
- Community will require a broader core of lay leaders
- Clergy may need a new way of leading
- Becoming a program-sized church
- Defining our stewardship responsibility
- Not getting bogged down with petty things
- Addressing the physical plant needs
- Being creative and visionary and imagining what the possibilities are in the future
- Teen vestry member

4) Greatest hopes:

- Keep the momentum going
- Expand the outreach program
- Sale of St. Martin's property
- Expand worship opportunities
- Deepen relationships and make connections inside the parish
- Develop more leaders

Agenda Items

The Rev'd Pedrick will be working with staff and vestry to define the annual meeting agenda. Items to be addressed this year will include the amended by-law vote issue. It was pointed out that the by-laws need to be updated this year especially in terms of what defines a member. Carolyn McDonough feels it is important from a social justice perspective to offer health care to all of our employees and to look for ways to add it to the budget. Mike Seger said each year we vote on the Grace Church mortgage income with the principal and interest voted on separately.

Nominating Committee Report

Members of the Nominating Committee for 2007 are Janice Fagan, Carolyn McDonough, Linda LeBreux, and Virginia Rocha, Chairperson. Virginia Rocha proposed the following slate:

Senior Warden: Marilyn Fuller
Jr. Warden: Carolyn McDonough
Treasurer Bill Dench
Clerk Tammi Miller

Vestry 1 year – term ends 2/08

Steve McGrath
Mike Seger
Bonnie Wright

Vestry 2 years – term ends 2/09

Bob Bergstrand
Susan Hawryluk
Richard Messier

Vestry 3 years – term ends 2/10

Shirley Baker
Michelle Callahan
George Kolb

Auditor 1 year – Mary Beth McGrath

Auditor 2 years – Don Leggat

Auditor 3 years – Sandy Dzikiewiez

Delegates to Diocesan Convention/East Bay Deanery:

Bob Bergstrand
Shirley Friend
Virginia Rocha

The Rev'd Pedrick thanked all those who served on the nominating committee.

Reorganization Update

Cash flow during reorganization; request for funding

Bill Dench estimates that \$32,000 is the most cash we would need. An updated reorganization spreadsheet was reviewed. The Rev'd Pedrick will be applying for a loan to cover merger expenses, and is on the agenda of the next Finance Committee meeting scheduled February 13, 2007.

Real Estate

Atty. Jim Hahn continues to work through the deed restriction and will be speaking with the attorney general. Richard Messier met with the Aramaic church leaders on January 20, 2007, and took them on a tour of the property and buildings.

Filing with the Secretary of State

Marilyn Fuller made a motion that the vestry authorizes the rector to file the papers with the Secretary of State when the rector feels it is appropriate. Steve McGrath seconds the motion. The motion passes unanimously.

Pastoral issues and update

The Rev'd Shippee stated that people are doing well and initial assimilation is positive

Property Committee

Carol Marsland has agreed to be the convener of the property committee as they continue to work on outstanding issues.

Rector's Time

Leadership Development

Opportunities for leadership development are available as outlined below:

- 1) Diocesan Convocation – March 10
- 2) Province I Conference: From Fear to Grace – March 16-18
- 3) Vestry Retreat

Staffing: sub-committee for administrative assistant

As of February 1, 2007, Ruth Drolet, former secretary for St. Martin's church, has been hired to work 20 hours per week.

Information sharing

The Rev'd Pedrick reported on the status of the accident in the kitchen that took place during the Chowder House event.

Treasurer's Report

In Bill Dench's absence, The Rev'd Pedrick reviewed the financial reports with the vestry. The Rev'd Gunn noted that outreach spending may be incorrect and should be double-checked with the outreach chairs, Maurice Holmes and Valerie Kolb. The Rev'd Pedrick asked that emails be sent to Bill Dench regarding questions, concerns, or comments about the 2007 budget information. Discussion followed regarding the budget amount for outreach. A motion was made by Susan Hawryluk to take the principal amount from the Grace Church Mortgage Income and apply it to the Outreach line item increasing the outreach budget from \$3,500 to \$7,000. Bonnie Wright seconds the motion. There were 5 in favor and 6 opposed. The motion does not pass.

A letter has been sent to individuals who are in arrears requesting that they get in touch with the church especially if there is a pastoral issue or if an error has been made.

The endowment report was reviewed and Bob Bergstrand reported that during 2006, \$11,280 was withdrawn from the endowment fund, while at the same time, the endowment funds grew by 11.9%. Bob Bergstrand indicated that at the last Diocesan convention, a resolution was passed that recommends that parishes do not withdraw more than 7% of the fair market value of the endowment calculated on a three year average. Bob noted that we should pay back money owed to the endowment fund.

The Rev'd Pedrick asked that the vestry review all of the financial reports in detail and to email Bill Dench with any further questions. The Rev'd Gunn stated that the outreach budget needs to be increased especially in light of our church's mission and our emphasis on outreach activity. Suggestions were made to increase the outreach budget.

Steve McGrath made a motion to accept the 2007 budget as presented. Bob Bergstrand seconds the motion. The motion passes unanimously.

Buildings & Grounds

Elevator Repair

Bob Bergstrand has sent a letter to the state of Rhode Island stating that we are in the bid process. The elevator upgrade is estimated to cost \$4,890. Bob Bergstrand made a motion to take \$4,760 from the Lancaster Fund, reducing the fund to \$15,000, and taking \$130 from the Renovation Fund, totaling \$4,890, to repair the elevator. Michelle Callahan seconds the motion. The motion passes unanimously.

Kitchen Stove

Bob Bergstrand reports that an inspection has taken place by a licensed pipe fitter and plumber who recommends that a thorough cleaning be done. The estimated cost is \$89 for the first half-hour, and \$45 for each additional half-hour. Discussion followed about the condition of the stove at St. Martin's which is newer and has an automatic pilot. The Rev'd Pedrick made a motion to have the stove inspector look at St. Martin's stove first, and if our stove is in better condition, to authorize Bob Bergstrand to spend up to \$500 on cleaning and any necessary repairs. Michelle Callahan seconds the motion. The motion passes unanimously.

New Business, Community Concerns

Michelle Callahan spoke about a new ministry which is to have small cards personalized with Church of the Epiphany and other pertinent information. The cards would be attached to floral bouquets made from our altar flowers and delivered to people who are ill or shut-ins. There is a community-based organization that breaks down the altar flowers into bouquets and attaches the cards. With the vestry's approval, Michelle Callahan will proceed with coordinating the details with the Altar Guild.

At 9:40 pm, The Rev'd Gunn closed the meeting with a prayer.

Respectfully submitted,
Marilyn Fuller, Clerk