

## MINUTES OF THE MEETING OF THE VESTRY

March 10, 2021

### SUMMARY OF ACTIONS TAKEN

Approved the Consent Agenda

- Approval of the Minutes of the February 17 Meeting
- Building and Grounds Report given by Blair Oden
- Jubilee Report
- Mission and Outreach Report
- Saint Michael Episcopal School Report
- Saint Michael's Woman's Exchange Report

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church convened on March 10, 2021 at 4:30 pm via ZOOM.

Vestry members in attendance were Blair Oden, Senior Warden; Stacey Malcolmson, Junior Warden; Richard D'Antoni, Warden-at-Large; George Baldwin, Louise Griffeth, Hallie Lawrence, John McFarland, Jr., Steve McKenney, Holly Pena, Darrell Rice, Carol Roehrig, Ginger Sager and Erica Sartain.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Rector; Patricia Bywaters, Treasurer; and Nancy Wilbur, Clerk. Others in attendance were Rob Baber, The Rev. Ken Brannon, Rick Curry, Steve Haal, Barry Hancock, Colleen O'Hara, Caroline Marak, Meredith Rose and Stewart Thomas.

Blair Oden, Senior Warden, called the meeting to order. The meeting was opened with a prayer. Blair welcomed everyone to the meeting and introduced our two guests, Rick Curry and Barry Hancock who were representing the Campus Construction Committee. He confirmed that there was no Building and Grounds report on the agenda. Blair made a motion for the Consent Agenda to be approved and Carol Roehrig seconded it. The motion passed.

### RECTOR'S REPORT

Chris updated the Vestry on the 75<sup>th</sup> anniversary celebration plans that were delayed because of Covid. Everyone who was originally invited to come will be coming in addition to some very special guests, including Bishop Curry. The Rev. Mark Anschutz will be our first guest, followed by other former Saint Michael clergy, including three Vice Rectors and other special guests. Harriet Cousins and Kelly Compton are co-chairing the Anniversary Committee.

Chris said that a statement will soon be going out to our parishioners concerning the feasibility study of the upcoming Capital Campaign. The statement will address the process that went into the study that includes a lot of feedback from interviews with parish members. There will be a separate but Coordinated Campaign process for the SMES that will address their particular needs. A person from CCS will be assigned to work with the school families that are not connected to the church therefore would not have access to the information. SMES will create a plan for their own giving.

Chris addressed the subject of a rental tent to be placed on the west field beginning in Holy Week and continuing through June. The printed quote for the rental costs is in our Vestry packets. The space would be used for outdoor worship services, VBS etc. Also, the tent would be used for a special high school seniors celebration outdoors coordinated by a group of parents, with the hope that this would become an annual event. Colleen O'Hara and Tom Stewart have recommended a small committee that would consider a longer-term structure on the West field to be used for a variety of ministries. Colleen submitted a proposal with options for the Vestry to consider. It includes shade covers, tents, prefab structures etc. Chris will give the proposal to Nancy Wilbur for the record. The three committee members are John Stull, Marvin Thedford and Stephen Miller.

Chris then discussed The Horizon Fund and its relationship to the North land lease and how, together, they will provide for our parish. He said that he is aware there is a need for conversations with our parish leaders about the fund as many have asked how this will be used and how it will work. The annual distribution from the 40% designated for capital needs will enable us to cover unexpected and unknown expenses that fall outside of our budget. For outreach, the income generated from this will allow us to have a bigger impact in the community than we have ever had, and it will be a massive outreach for our parish. The 60% designated to outreach is a minimum amount that could be increased if needed. The income from the 40% designated for capital needs would be put into our ministry every year and would enable us to cover unexpected and unknown expenses that fall outside of our budget. Chris then asked us to look at the graph he provided that details of how the money coming from the Horizon Fund and the North land lease that begins this year will increase over the next 20 years. Chris feels that the North land lease enables us to become a big engine for outreach and will also increase parishioner volunteerism. There is a process in place for communicating these ideas clearly over the next few months. More will be said about this going forward, and further communication is available upon request.

Erica asked Chris who determines how the outreach will be funded? Each of the two funds, Capital and Outreach, have small groups of people who work annually to make thoughtful decisions. The Foundation is focused on long-term engagement with a seriously deep community impact. The Vestry is focused on short term issues with immediate impact and has more influence on capital needs. The committees overlap in the decision-making process and The Horizon Fund Agreement details this. Janice noted that she has read the Horizon Fund report and thinks it is well written. She said it is a spirit-led document and encourages each of us to read it. Chris asked Meredith to send copies of the Horizon Fund report to members of the Vestry.

#### SENIOR WARDEN'S REPORT

Blair agreed that the Horizon Fund was very well done. He then reported on Buildings and Grounds in place of Tom Stewart who was unable to attend this meeting. He said that our buildings withstood the freeze with a few exceptions and the problems that did exist were handled immediately by Tom and the staff who need to be commended. The Lomo Alto Building was the most affected with the loss of the heat exchanger coil in the new cooling tower which insurance will cover to replace. He said that the new dumpster is in the permit process. He also said that he supports the tent 100%. As it relates to the North land, the two big issues of FM design and parking solutions have been agreed upon. After the finalizing of a few remaining legal issues, he hopes to have a draft for us at the April Vestry meeting.

JUNIOR WARDEN – no report

## DISCUSSION ITEMS

### CAMPUS CONSTRUCTION COMMITTEE REPORT

Rick Curry and Barry Hancock, members of the Campus Construction Committee, attended the Vestry meeting to give an annual report on their budget. Rick said that they had spent \$135,000 of their budget during the first part of 2020 and then another \$185,000 by the remainder of the year. Those costs included the boiler design for now as well as when it is relocated and also for the garage consultant who Rick said has done a great job providing bigger parking spots for us and solving the turn issues. He said that handicap parking will be moved from the north side. He feels that it has been money well spent. Rick mentioned that Tom Stewart has joined their committee. Rick also mentioned as did Blair, that the legal work on the ground lease is ongoing. Lincoln paid us last year \$40,000 per month of delay thus a quarter of a million dollars has been received so far. And soon, the \$150,000 per month from Lincoln will begin. Rick noted that we have paid for the dumpster and handicapped parking design. The shared driveway will cost \$100,000 due to the elevation change and there will be expenses for the moving of gas meters, utility lines etc. He said that they are going to try to get Lincoln to pay for these.

Blair explained that the final platting of the North land triggered Lincoln's obligation to pay (or gift) us a bonus of \$1.8 million dollars. This money was set aside for pre-construction expenses and any surprises that might occur with money left over for next year. Carol asked if Lincoln and Beck were doing the same things, and Blair said that they are totally separate except for some overlapping with the landscape architect. Manhattan is Lincoln's contractor and HKS is Lincoln's architect. Rick and Barry presented to the Vestry printed handouts of the Pre-Development Costs and the Design Consulting & Construction Costs. George suggested that we have quarterly updates on the costs. Janice said that the Campus Construction Committee had agreed to present once a year to the Finance Committee. She noted that the committee's expertise is very different than that of the Vestry's as they are experienced developers. Blair pointed out that the committee was set up so that the Vestry would not have to micromanage the project. George agreed but suggested that things that are updated regularly are easier to approve. Rob Baber explained that the Campus Construction Committee reconciliation information that is presented monthly to him could be shared at any time if asked. Blair thanked George for his comments and then made a motion to approve the Campus Construction Committee report and George seconded it. Blair thanked Rick and Barry for coming to the meeting.

### STEWARDSHIP COMMITTEE

Blair complimented Caroline Marak on her promotion to Director of Stewardship. Caroline said that to date we are at \$6.37 million with a positive \$376,000 with the average annual pledge increasing, as well, which has had a huge impact. Caroline and the Stewardship Committee are very excited about the new Stewardship Chairman, Ross Taylor. Ross has a young family and is a fairly new member of the church. The Stewardship Committee has identified four new members two of which are Amanda Harris and Courtney Peeler, all of whom complement the idea of diversity with an emphasis on giving at every stage of our lives. Caroline said that Spring is the spiritual foundation time for Stewardship and that we have to understand why we are raising money for God and Jesus and to be able to spread their word into our community. Blair and Rob Baber added that Ross Taylor is young, energetic, passionate and spiritual. Caroline plans to meet with Rob in the next 4-6 weeks to discuss a 3-5 year-development plan

for Stewardship that refines both the financial and operational facets. Caroline said that Stewardship's development needs to reflect the coming changes that our church is going to be experiencing.

### FINANCIAL REPORT

Janice Bywaters, Treasurer, reported on the FC meeting held yesterday. The meeting began with an updated budget from the Campus Construction Committee ("CCC"). The same CCC report presented earlier at this meeting. The FC does not need to approve that budget, it is presented for information only. The Finance Committee approved the annual fundraising letter campaign from the Farmer's Market. The fundraising supports the Director's salary and general publicity for the market. They typically raise around \$30,000 annually. Highlights from the financial review include noting that current year pledges of \$1.5MM are a little behind budget, by approximately \$88,000. This is a typical pattern for the past 4 or 5 years with the exception of 2020. The anomaly is hard to fully explain, in 2020 more people than usual prepaid their pledges. As a % of total budget, we are ahead of % collections compared to 2019. This will be watched weekly, and letters will be sent to parishioners at the end of the quarter. We were given a break from our Diocese assessment in January, this was budgeted, it is a \$50M benefit to us. Expenses are very much in line with the budget with the exception of operations and communications. Both were under budget. Low staffing accounts for a portion of the operations being below budget and communications just did not have as much to deal with. It was recognized that budgeting monthly is hard to get exactly right the first few months. The bottom line is that we ended the 2-month period with \$12,375 in the positive. Finally, after discussion the FC reviewed and enthusiastically approved the tent proposal that was presented earlier by our Rector. (Above report as per Janice's handout. Income statements were attached.) Blair added that he was very pleased with the information about the tent, and he thinks this is clearly the best option for us. He then made a motion for approval of the rental of the tent, and Hallie seconded the motion. The motion was approved.

### NEW BUSINESS

Chris told us that each year every Parish in the Episcopal Church submits a Parochial report to the Diocese that is similar to a tax return. It includes information about revenue, expenses, capital, attendance, funerals, baptisms etc. Chris wanted it on record that our report is almost ready to be submitted. It will be made available to the Vestry for review but not approval. This is the document upon which the diocesan assessment is made, and the final report needs to be as accurate as possible to be sure that we are not overpaying.

As there was not more old or new business, Blair called for the meeting to adjourn.

Respectfully submitted,

Nancy Wilbur  
Clerk of the Vestry