

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
May 9, 2017

The May vestry meeting was called to order by Senior Warden Jewlon Morris at 6:31 pm, and the vestry said an opening prayer for the parish.

Vestry Members Present:

Leslie Amentini	Dorothy Lyons
Betty Best	Scott McLemore
Greg Bethke	Jewlon Morris
Terry Jordan	Amber Zentis

Also Present: Fr. Paul Wehner - Rector

Absent: Roy Haley, Jason Kniss, Oscar Lozano, Joyce Strimple, Rev. Lecia Brannon – Curate, Christian Iversen – Treasurer, Bill Daw – Chancellor

Betty Best led the vestry in a devotional celebrating mothers.

Fr. Paul led a discussion on the last part of chapter 2 (Leadership Development) of Tom Ehrich's book, 'Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations.' The next time vestry discusses the book, discussion will start on page 71.

Review of April Meeting Minutes

- The minutes of the April 2017 vestry meeting were reviewed for accuracy and approved, following a motion to approve by Amber Zentis and a second by Dorothy Lyons.

Treasurer's Report

- Scott McLemore reviewed the April 2017 monthly finance report. See Appendix A of Meeting Minutes for summary of the revenues and expenses. Month-to-date spending was \$3,561.70 below revenue (i.e. surplus). Year-to-date, spending is \$14,572.25 below revenue (i.e. surplus).
- Scott also reported the kiosk transactions since November 2016. See Appendix B of Meeting Minutes for details.

Rector's Report

- Fr. Paul mentioned that the Calvary Episcopal Preparatory Finance Committee report is included in the vestry packet and includes a summary of the updated building loan details.
- Calvary Connection Weekend will be held this coming weekend (May 12 and 13). Vestry members are encouraged to stop by about 2 pm on Saturday to help with class participant interviews.
- Fr. Paul shared that he is planning his vacation. It consists of a couple days 'here and there' over the course of the next several months.

- Fr. Paul mentioned that the ‘Introduction to Vestry’ reception needs to be scheduled and planned. This is an informal event for people interested in learning about being a vestry member. The event is usually held in June or July. Betty Best will be hosting this year’s event. Five vestry positions will be open for election this Fall.
- The meeting with Ideal Impact originally scheduled for next week will need to be rescheduled due to Jr. Warden Terry Jordan and Oscar Lozano being out of town.
ACTION: Fr. Paul to contact Ideal Impact to reschedule meeting. Ideal Impact is a company that proposes ways to improve energy usage resulting in lower energy costs. They are paid according to the amount of savings they realize for their customer, relative to a baseline year.

Curate’s Report

- Rev. Lecia was absent from the vestry meeting, but submitted a written report that is included in the vestry packet.

Sr. Warden Report

- Nothing to report.

Jr. Warden Report

- Jr. Warden Terry Jordan provided updates on several activities:
 - * The metal gate and fencing in the patio/fountain area was sanded and painted by Oscar Lozano.
 - * Sexton Jose Portillo fixed some of the leaks in the sprinkler system. In addition, Able Sprinkler Repair evaluated the system and identified several items in need of repair. The repairs are scheduled for this week. This was an action from the last vestry meeting.
 - * The sidewalks along Austin St. are need of repair. Fr. Paul will arrange for the repair.
- Terry also provided an update on the kitchen remodeling project including presentation of an idea board and a flyer. The project currently includes new flooring, cabinetry, dishwasher, additional oven space, and other improvements. The project comes from the Kitchen Remodel Committee headed by Terry that has met for the past 3 months. The project is currently at the top of the capital project priority chart that the vestry approved last year.
- **Motion:** Terry made a motion for the church to pursue the kitchen remodeling project with a fundraising goal of \$40,000. Leslie seconded the motion, and the motion passed.
- Fundraising efforts will kick-off with a breakfast on Sunday, May 28, at 9:30 AM for the congregation to hear the details of the project and to be asked for financial support.
- Additional details of ongoing projects are included in the Jr. Warden’s report attached to the vestry packet.

Committee Reports

- Greg Bethke provided an update from the Mission and Vision Team. The goal teams for the three focus areas (Welcome & Embrace, Forming Disciples and Into the Community) have refined their goals and objectives and presented them to the vestry (in the vestry packet) for

review, comment and endorsement. Comments around the goals and objectives were positive with two main suggestions: (1) re-word the goals and objectives to include measurable outcomes so progress can be tracked and (b) add a status column to the current goals and objectives table to show progress. Greg will take the suggestions back to the team for action.

- **Motion:** Greg Bethke made a motion for vestry to endorse the Mission and Vision team goals and objectives as presented in the vestry packet for the May meeting. Scott McLemore seconded the motion, and the motion passed.
- Amber Zentis reported that the Media Communicator's Team is working on revamping the church website.

New Business

- Greg Bethke asked how things were going with Bishop Frazier's church (The Sanctuary Family Church), which uses the school gym for services on Sunday afternoon. Fr. Paul mentioned that things seem to be going well.

Old Business

- Susan Grotte is organizing the 2017 family retreat scheduled for October 13-15, 2017. The organizing committee has been assembled, and a save-the-date reminder will be in this Sunday's bulletin.
- A 'Calvary Night at the Skeeters' event is being planned by Eric and Kim Cain.

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:59 pm.

Submitted by,
Greg Bethke, Clerk

CALVARY EPISCOPAL CHURCH
ADDENDUM TO MAY VESTRY MEETING MINUTES
May 18 – 19, 2017

Between May 18 and 19, 2017, email correspondence among the vestry resulted in the following:

In order to demonstrate the vestry's commitment to the Kitchen Remodeling project and the level of importance that the vestry believes it should have. It was proposed that vestry commit some funds to the project prior to the official fundraising kick-off on May 28, 2017.

Motion: Jewlon made a motion for Calvary Church to pledge \$10,000 toward the Kitchen Remodeling project as described and proposed by Terry Jordan at the May vestry meeting of Tuesday, May 9. Amber Zentis seconded the motion, and the motion passed.

Action: The vestry requests the Finance Committee to review Calvary's current financial status and make a recommendation to the vestry as to the source of the funds, by the vestry meeting of June 13.

Submitted by,
Greg Bethke, Clerk

APPENDIX A: Analysis of Revenues & Expenses – Summary – April 2017

Date : 05/15/2017 Time : 3:38:34 PM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary April 2017					Page : 1
Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	
Revenues							
Offerings	\$59,484.67	\$47,708.33	(\$11,776.34)	\$205,325.34	\$190,833.32	(\$14,492.02)	
Investment Income	\$0.21	\$0.00	(\$0.21)	\$0.87	\$0.00	(\$0.87)	
Church Usage	\$0.00	\$83.33	\$83.33	\$200.00	\$333.32	\$133.32	
Designated Income	\$7,520.29	\$6,041.67	(\$1,478.62)	\$21,712.91	\$24,166.68	\$2,453.77	
Total Revenues	\$67,005.17	\$53,833.33	(\$13,171.84)	\$227,239.12	\$215,333.32	(\$11,905.80)	
Expenses							
Vestry Oversight							
Insurance	\$11,528.00	\$12,575.00	\$1,047.00	\$16,984.08	\$17,475.00	\$490.92	
Office and Administration	\$850.28	\$2,204.17	\$1,353.89	\$6,199.42	\$9,941.68	\$3,742.26	
Buildings and Grounds	\$5,899.30	\$6,240.00	\$340.70	\$25,996.07	\$24,960.00	(\$1,036.07)	
Employee Compensation	\$33,620.72	\$33,340.49	(\$280.23)	\$119,664.11	\$118,363.62	(\$1,300.49)	
Vestry and Stewardship	\$8.11	\$333.33	\$325.22	\$2,673.19	\$1,333.32	(\$1,339.87)	
Finance Committee	\$858.35	\$1,214.58	\$356.23	\$3,033.26	\$4,858.32	\$1,825.06	
Total Vestry Oversight	\$52,764.76	\$55,907.57	\$3,142.81	\$174,550.13	\$176,931.94	\$2,381.81	
Mission/Outreach Ministry	\$3,112.34	\$3,779.17	\$666.83	\$12,351.64	\$18,216.68	\$5,865.04	
Calvary Life Ministry	\$1,086.61	\$1,112.49	\$25.88	\$4,408.10	\$4,599.96	\$191.86	
Worship Ministry	\$747.26	\$1,029.16	\$281.90	\$2,058.47	\$4,116.64	\$2,058.17	
Formation/Spirituality Mnstry	\$1,604.08	\$837.52	(\$766.56)	\$2,784.85	\$3,350.08	\$565.23	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$16,513.68	\$16,513.68	\$0.00	
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Expenses	\$63,443.47	\$66,794.33	\$3,350.86	\$212,666.87	\$223,728.98	\$11,062.11	
Net Total	\$3,561.70	(\$12,961.00)	(\$16,522.70)	\$14,572.25	(\$8,395.66)	(\$22,967.91)	
Restricted Gifts							
Total Restricted Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Restricted Expenses							
Total Restricted Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Net Operating Total	\$3,561.70	(\$12,961.00)	(\$16,522.70)	\$14,572.25	(\$8,395.66)	(\$22,967.91)	

APPENDIX B: Summary of Kiosk Transactions

<u>Kiosk Transactions</u>				
<u>Month/Year</u>	<u>Number of Transactions</u>	<u>Amount</u>	<u>Pledgers</u>	<u>Non-Pledgers</u>
November 2016	3	\$210.00		
December 2016	11	\$1,170.00		
January 2017	33	\$3,150.00		
February 2017	23	\$2,645.00	20	3
March 2017	25	\$3,627.00	21	4
April 2017	33	\$4,702.00	28	5