



Saint James Episcopal Church

VESTRY MINUTES

February 16, 2010

Members present =
Barbara Busch
Mike Cogsdale
Charlene Clark
Doris Conn

Dave Masters
Betty Purcell
Susan Rowe
Patrick White

Ray Williams
Clerk: Linda Alexander
Members absent =
Bill McKinney
Jim Evert

The meeting convened at 7pm with a prayer led by Fr. Mike Codgsdale.

Approval of Minutes	The minutes from the previous monthly meeting on January 19th were examined and approved as submitted.
Endowment Fund Report James Hogan	James Hogan presented information about the endowment board and fund. He informed the vestry that the endowment committee meets quarterly. The fund operates using monetary gifts from people of which the earnings on this money are to be spent. The original gift is kept untouched to continue to earn interest. The vestry had previously signed a gift acceptance policy that anticipates almost every gift to pass through the endowment fund board first. Bequests are subject to a donor designated funds policy, which requires a minimum of \$25,000 donation in order for the donor to have the ability to designate how the funds will be used. The board decides yearly how the total amount of earned funds will be used. The board consists of 5 members including 2 ex-officio members who are the priest and senior warden. Each member will serve a 3year term. In April the vestry will need to select 2 new members. James suggested Emerson Dickey and Lilly Bunch but reminded the vestry that the decision was completely theirs to make. In November, the endowment board decided to distribute 1% of the corpus to the vestry. The vestry will decide on how to spend the distribution by its March meeting being mindful of the restrictions in the Enabling Resolution limiting the spending to: a) capital needs, b) outreach ministries and grants, c) seed money for new ministries, d) special one-time projects and e) such other purposes as are specifically designated by donors to the parish whose gifts are included in the Endowment Fund. Once the vestry decides how to spend the distribution, the vestry will notify the endowment board. The

	<p>board will then write such check or checks from its accounts as directed by the vestry. There have been no disbursements to date so none will appear on the most recent endowment fund quarterly report.</p>
<p>Financial Report Susan Rowe</p>	<p>Susan Rowe reported that the January financial statement shows a surplus. This was due to the fact that some parishioners paid their entire pledge for the current year in the month of January. There is also \$95,000 in unpaid redevelopment pledges. Susan reported that Jean Carpenter's estate included funds/gift designated for St. James. It was not known as yet what the gift consisted of.</p> <p>Susan concluded with a suggestion that certain members of the vestry coordinate a meeting in order to brainstorm about Stewardship and Development plans.</p>
<p><i>New Business</i> CARE Betty Purcell</p>	<p>Betty Purcell was asked by Jennie Deal to get clarification from the vestry on a \$5,000 donation that CARE received from the McGimpsey family in 2003. There is a stipulation with the donation that requires the funds to be used for people of color. Betty wanted to know if the funds could be used for other races or was it intended strictly for African Americans. She also wanted to know if the funds had to be kept in Caldwell County. Fr. Mike stated that he believed it applied to any person of color but that the question regarding the county was another issue.</p> <p>Betty presented the CARE budget to the vestry and noted that 2 agencies had been removed due to lack of coordination. They were Family Resources and Centro Latino.</p>
<p><i>New Business</i> Communication Doris Conn</p>	<p>Doris Conn presented a Policies and Procedures for Planning and Communication draft to the vestry. She wanted to know if the vestry would be approving a policy manual. Fr. Mike stated that the Open Space event may clarify any questions or concerns about this subject and that communication was critical to the vestry and parish life. The St. James website was discussed regarding its use as a great tool for communication.</p> <p>Barbara Busch recommended using the St. James weekly news as a venue for reminders of the calendar and the vestry minutes online. Fr. Mike suggested that the vestry read the policies and procedures draft carefully in the next month and the vestry will discuss the issue further at the next meeting in March.</p> <p>The policy manual was discussed and it was noted that someone needed to continue the work that Susan performed last summer on the manual. Susan suggested that the vestry create a policy and procedures committee. Fr. Mike told the vestry to be thinking of 3 people for the new committee and that it should include a chair person and 2 other people. Candidates could be found by using an invitation letter inquiring about who wants to serve. The vestry would then receive the names and make a decision on committee members. Doris asked the vestry to remember that they are responsible for sending news items in their AOR to Linda for the</p>

	newsletter.
<p><i>New Business</i> Inclement Weather Policy Fr. Mike</p>	<p>Fr. Mike presented his inclement weather policy to the vestry and informed them that it could be changed by the vestry should they choose to change it. Charlene stated that the policy was unclear. 5 of 8 vestry members felt that the policy was acceptable. It was suggested that a plan whereby parishioners could call the church office at any hour and access a special message notifying them regarding Sunday morning worship services and possible cancellations. The possibility of the St. James website and local TV. stations posting the information was also discussed. There was no vote taken on this topic.</p>
<p><i>Old Business</i> Mary's Grove Fr. Mike</p>	<p>Fr. Mike presented an email/document on Mary's Grove to the vestry. St. James will take on the expense of maintaining the cemetery and dealing with the relatives of people who are buried there. The paper trail on the cemetery stops at the turn of the century. If the heirs can be identified they can be added to the quit-claim deed. Fr. Mike noted that the information needs to be disseminated to the congregation in order to inquire about any knowledge of heirs.</p>
<p><i>New Business</i> Aumbry Fr. Mike</p>	<p>Fr. Mike presented a proposal from the Art & Furnishing's Committee regarding the installation of an aumbry. The aumbry is a wall cabinet for lay ministry, where reserved sacrament is stored. The committee proposes to place the aumbry recessed in the wall next to the sacristy door. This would minimize the depth that the aumbry would protrude from the wall. An electrified light would be installed to the left of the aumbry. The box was built by Eric Miller. The light for the aumbry would be from an electric light rather than a candle. The proposed budget for the installation is a total of \$1,320. The endowment board available funds were suggested as a means to pay for the installation. Barbara Busch made a motion to pay for the aumbry installation using the available endowment funds. Patrick White seconded the motion. A vote was taken & the vestry unanimously approved it.</p>
<p>Open Space Event Fr. Mike</p>	<p>Fr. Mike presented a reflection on the Open Space event to the vestry regarding the mission of St. James. He asked the vestry to read this document and to provide feedback. For the open space event a theme is usually given to achieve focus. Fr. Mike proposed the theme "What's the next chapter?" 24 parishioners thus far have confirmed their attendance. Fr. Mike reported that 2 parishioners informed him that they objected to the money being spent on this event. Doris suggested that the name of the theme might be "Discerning the next chapter".</p>
<p>Old Business Lighting Ray Williams</p>	<p>Ray Williams presented a diagram showing the location of the lights and reported that the lighting project was now complete. He replaced 2 overhead lights in the nave so they all match. Ray</p>

	stated that there was currently one small lighting project in the hallway left to complete.
Junior Warden Report Charlene Clark	Charlene Clark reported that there was a problem with the heat in the youth community room. There is a leak in the entry to the Hogan Room and we are awaiting a repairman. The elevator was fixed today. The crawl space was inspected at no charge and water stains were reported to be seen.
March Meeting Date	Fr. Mike reported to the vestry that he would be at Mepkin with the monks on March 16 th , the regularly scheduled vestry meeting date. March 9 th was suggested for the date and all vestry members agreed.

There being no further business, Reverend Cogsdale concluded the meeting with final prayers and the meeting adjourned at approximately 9:10pm.

Respectfully submitted,

Linda Alexander, Clerk

Approved: _____ Date: _____
 Approved: _____ Date: _____