

St. Martin's Episcopal Church
Vestry Meeting
December 17, 2009

- I. The meeting was called to order at 6:30 p.m. by Carolyn Ito, Senior Warden.
Present: Ginger Ambler, Debbie Coleman, Jean Dickey, Polly Foote, Shirley Smith Graham, Rector, Lois Headden, Register, Roger Hoopengardner, Leigh Houghland, Carolyn Ito, Senior Warden, Dani Jaworski, Andy McNeil, Dick Mericle, Sarah Noble, Gary Osborn, Larry Williams, Junior Warden, Nellie Williams, Lloyd Woods, Treasurer, and Jane Core-Yatzeck. Absent: Kerry Armbruster, and Ed Pease.
- II. **OPENING PRAYER:** Ginger Ambler opened the meeting with prayer.
Carolyn asked all present to introduce themselves.
- III. **REHEARSAL OF THE NORMS:** Larry Williams explained the norms to the new members of the vestry.
- IV. **NURTURE:** Shirley explained the Advent Antiphons. These are recited eight days before Christmas at evening prayer. They are said before the Magnificat. They reveal a characteristic of God and how he wishes to serve us. Every one present had a copy of the antiphons and the Magnificat so they could be recited.
- V. **VESTRY MINUTES:** A motion was made and seconded to approve the November 19, 2009 Vestry Minutes as written. This motion passed unanimously.
Ginger Ambler certified that Kerry Armbruster, Jane Core-Yatzeck, Roger Hoopengardner, and Richard Mericle were elected to the vestry at the Annual Meeting of the Congregation of St. Martin's Episcopal Church on December 6, 2009. A motion was made and seconded to accept the certification of these new vestry members. The motion passed unanimously.
- VI. **TREASURER'S REPORT:** Lloyd Woods reported that income exceeded expenses by about \$10,000. We are \$5,000 to \$10,000 in the red for the year. November was a good month but December will be a heavy expense month because Organizational Assistance will spend their money in December. A copy of the Income and Expense totals for November 2009 are attached to these minutes.
- VII. **VESTRY COMMITTEE REPORTS:**
- A. **Bell Tower Memorial Garden:** Gary Osborn reported that every thing he reported last month is ongoing.
 - B. **Nominating Committee Report:** No report
 - C. **Stewardship Committee Report:** Sarah Noble's Stewardship Committee's Report is attached to these minutes.
Shirley asked Sarah to convey to the Stewardship Committee the vestry's thanks for the extraordinary job in raising the funds they did in this recession.

- D. **Finance Committee Report:** Andy McNeil reported and his Finance Committee's Report is attached to these minutes.

Shirley has asked Lloyd Woods to put together a Major Maintenance Budget for 2010.

Debbie Coleman reported that the Outreach Committee was able to fund all of the community organizations that they had targeted for 2009. \$12,000 was given to the Organizational Assistance Fund and \$8,000 was spent for Individual Assistance. Shirley explained that this was the first year that parishioner's volunteer hours were included in the Outreach Report for the Annual Meeting. A copy of the 2009 Outreach Disbursements is attached to these minutes.

VIII. **FORWARD IN FAITH – BUSINESS ITEMS:**

- A. **Budget 2010 Resolution:** Lloyd Woods reported that the budget he presented is the original budget that had been previously presented with two changes. The Diocesan Pledge has been raised from \$44,000 to \$45,000. There has been a major change in income from \$550,000 to \$580,000 but pledges are drying up faster than last year. Lloyd explained that this is a conservative budget and the deficit is less than 3%. There is no Cost of Living Increase or Merit Allotment in this budget but if pledges exceeded expected budget the vestry could reconsider giving a merit or cost of living bonus to the employees.

A motion was made and seconded to approve the 2010 Budget as presented by Lloyd Woods. This motion passed unanimously. A copy of this budget is attached to these minutes.

A question was raised about the increase in medical payments in 2012. Lloyd explained that it will depend on the Government Health Care Plan.

- B. **Clergy Housing Resolution for 2010:** The following resolution was adopted by the Vestry at St. Martin's Episcopal Church, Williamsburg, Virginia at a regularly scheduled meeting on December 17, 2009.

Resolved, that the housing allowance designation for Shirley Smith Graham shall Be \$28,827 as it applies to calendar year 2010 and all future years unless otherwise provided by the vestry.

- C. **Hail and Farewell Party:** Polly Foote explained that each year there is a party early in the year to welcome the new vestry members and say good-bye to those leaving the vestry. It was decided to hold this party on Friday, January 29, 2010 at Lois Headden's home.

D. **Vestry Retreat:** Shirley explained that the Vestry Retreat will be at Richmond Hill January 22 – 24 and this will replace the regular Vestry meeting in January. Win Lewis will be the facilitator and will be with us on Saturday. Ginger Ambler explained her participation on Friday night and there will be an update on the Strategic Plan on Sunday. Shirley thanked Nellie Williams for agreeing to be the Hospitality Coordinator.

E. **Preliminary Steps to a Capital Campaign:** Shirley explained that congregations that are growing usually have a capital campaign every ten years. Shirley has asked Sven to look at what the steps are to a Capital Campaign. The first step is to have a Needs Assessment Report which we have but it needs to be updated regularly. We also need a Feasibility Study which Sven can help us with. Shirley felt that the vestry needed to start thinking about this before the vestry retreat. Carolyn stated that this is important because it will be on the new vestry member's watch that there will be a Capital Campaign. A copy of some explanation of a Capital Campaign is attached to these minutes.

IX. **SENIOR WARDEN'S REPORT:** Carolyn Ito's report is attached to these minutes.

X. **JUNIOR WARDEN'S REPORT:** Larry Williams' report is attached to these minutes.

A discussion was held on the removal of the carpet in the zig-zag building. Should the teenagers do it or should it be done by professionals. Larry will get an estimate of having it done professionally.

XI. **RECTOR'S REPORT:** Shirley's report is attached to these minutes.

Lois Headden, a notary, notarized a document that states the following:

Elected to the following Vestry offices are:

Polly Foote, Senior Warden
Jean Dickey, Junior Warden
Leigh Houghland, Treasurer

Continuing in their current posts are:

Bob Mulcahy, Assistant Treasurer
Barbara A. Faubert, Pledge Treasurer
Lois Headden, Register

XII. **IMPORTANT DATES:**

- Clare Wimbush's ordination to the Transitional Diaconate, January 9, 2010, 11 a.m. at Bruton Parish Church
- Claire's first day of employment at St. Martin's, January 15, 2010.
- Vestry Retreat at Richmond Hill, January 22-24 (replaces regular vestry meeting).
- Pre-Council meeting at Hickory Neck Church, January 25
- Annual Council of the Diocese of Southern Virginia, February 12-14, prayers requested.
- Black History Month events:
 - Sven (and St. Martin's) at St. Cyprian's, February 7, 2010
 - Shirley (and St. Martin's) at First Baptist Church, February 21, 2010
 - Others TBD
- Order of St. Luke Healing Conference at St. Martin's, February 13, 2010
- Shirley in Sewanee as Fellow in Residence (February 22 – March 5, 2010)

XIII. **NORMS CHECK-IN:** Larry Williams thought the vestry did well.

XIV. **CLOSING PRAYER:** Nellie Williams closed the meeting with prayer.
The meeting adjourned at 9:00 p.m.