

# St, Albans' Episcopal Church

## Vestry Meeting Minutes

Date: 11/12/17 Location: Upper Room TIME: 12:30 -

### MEMBERS:

- |                                     |                         |                        |
|-------------------------------------|-------------------------|------------------------|
| ✓ <u>Rev. Erin Hensley</u>          | ✓ <u>Tanya Conner</u>   | ✓ <u>Claudia McKee</u> |
| ✓ <u>Gwendolyn Hustvedt</u>         | ✓ <u>Yvonne Cyphers</u> | ✓ <u>Dawn Piper</u>    |
| ✓ <u>Paul Veihman</u>               | ✓ <u>Marcy Leonard</u>  | ✓ <u>Bob Terrell</u>   |
| ✓ <u>Annette Greenfield</u> (treas) |                         |                        |

VISITORS: Seminarian Nick Earl, Kay Penney, and Bev Draw

1. Prayer by Seminarian Nick Earl opened the meeting.
2. Labyrinth-Kay Penney
  - The state of the labyrinth was sad and needed some TLC.
  - Crushed glass was added, stones were added, straightened and the area was beautifully refurbished.
3. Sign for Entry Driveway – Bev Draw
  - Awaiting structural engineer's drawing to send to A and E Sign Co.
  - It will be a stable, steady, and firm monument – possibly completed in time for Christmas.
  - Times New Roman font, line of sight will be improved / important
  - TxDOT ETJ (Extra Territorial Jurisdiction) – 15 foot easement ✓ *check*
  - Investors approve ✓ *check*
  - City permit - \$300-\$400.
  - Engineering drawing - \$1000.
  - The original intent was to focus on John's commitment to evangelism - the sign's material is *song* limestone.
  - Proposed ALL CAPS w/period ✓ *check* –Vestry agreed
  - Grout should match limestone. ✓ *check* - Vestry agreed
4. Respect Protocols- Reviewed and discussed
5. Meeting Minutes- amended and approved as amended.
6. Financials -
  - What do parenthesis mean? Parenthesis mean (-) negative
  - Altar flowers were discussed; not ordinarily but underfunded for October. Sheila purchases flowers. May we find out how much they cost? We can find out if we are not losing, but possibly fund-raising. By looking at history of flower donations, we may look at contributions, and think about how/why people donate to flowers, and how that gifting may expand.
  - Increased plate continued for October.
  - Pledge Income vs. Pledge Rcvd gap is shrinking.
  - Technically we are under budget.
    - We have confidence and clarity when it comes to the budget.
    - Patt, our bookkeeper is wise, generous, down-to-earth, and filled with ideas.

- Emerging financial policies are clarified so we can invest our time more faithfully to ministry.
- In 2018, we hope new vestry will approve new finance policies.
- E-giving had 4 weeks of glitches. They seem to have taken care of all the issues and may be checked out; straight-forward interface
- Budget was discussed and approved.

## 7. Ministry –

- Ministry licensure renewals – the Canon states...
  - A communicant in good standing (baptized) may serve in a number of roles; Eucharistic Visitors, Eucharistic Ministers.
  - In the state of Texas, licenses renew lay Eucharistic...
    - LEM's
    - LEV's
    - WL's
- Republic of Texas Rally at Cowboy Harley Davidson
  - RoT Rally of Texas; June 7-10, 2018
  - Make it a missional experience.
  - Invite other locals to the table.
  - Crawfish Boil as a fundraiser
  - We are "on the road" – I-35 is part of who we are. We must begin now as there is a tremendous amount of labor involved in organizing this type of event.
  - There is synergy in the idea.
  - Crawfish Boil fundraiser / Other things taking place?
  - It will take a floor plan.
  - Location? / Crawfish? – Is it the right choice? Is it an authentic match? Does this seem authentic for St. Alban's now?
  - Reverend Hensley will make a sociological expedition – check things out.
- Refresh of the labyrinth was a gift from Kay Penney.
  - This was a call to us that the memorials around us need care and they pose a responsibility and that it is not forgotten.
  - Deely, Bobby O. – We need a list of gathered information before we accept a gift. We must do our due diligence.
- 2018 Capital Campaign – for 2019, 2020, 2021
  - We need to determine what is authentically St. Alban's.
  - Two or three special things for Capital Campaign
    - o Exterior Lighting Upgrade, vestments, HV/AC, smart system, refresh/grotto, signs for memorial gifts, etc.
  - We will have a Capital Campaign Committee and a CC Consultant (respected by Frost Bank)
  - Later ability to renegotiate Line of Credit will be helpful.
  - We are wanting people to see and look at budget long before the annual meeting.
  - The point of Ministry Funding Plan is to equip us for ministry.
  - We want to grow more comfortably – Overall amount is less.

- 2018 Ministry Funding Plan – Draft 2
  - \$80,000 Construction Line of Credit
    - In April/May 2018, we may renegotiate with CC expertise
    - Re-shop with other banks
    - Power payment directly to paying principal of Loan / LOC
  - We would like to be able to present a budget to the parish that is do-able.
  - It is very important to have our heads around the numbers.
  - We wish to think about transparency
  - Identify good people to serve / lead
  - Continue with diversity (ages, walks of life)
  - Several people have already expressed an interest.

## 8. Church Update

- November 13-22 Paul will be off-duty
- Sheetrock beginning Monday – 4 days – (11/13-17)
- Gap between sheetrock and windows needs to be mudded.
- Painting - sheetrock people will be painting interior
- Change exterior higher exterior green trim to bronze to match windows and roof. (\$1700.)
- 2-3 Air handlers will be brought into church to eliminate dust.
- Climate Control will replace all filters in church.
- Clean Image to do industrial cleaning (Murphy Oil, etc.)
- Drywall people do not want to mess with lights that were removed earlier during renovations. We will need an electrician
- Serve-Pro broke contract. Paul will present them with a bill for all materials. Jim Shaw offered to have attorney write a letter to use as we seek to be made whole.
- Sheet rock will take 4 days.
- Cleaning service chosen - Clean Image– Paul checked references. Property Committee looked at two bids – Clean Image was preferred.
- Dave Saxon will check on roof Tuesday
- Check request to Wilson Roofing to close payment.

Meeting Adjourned