

St. David's Episcopal Church
5050 Milton Street, San Diego, CA 92110
Vestry Minutes
October 11, 2011

Call to Order: The Reverend Suzanne E. Watson called the meeting of the Vestry of St. David's Episcopal Church to order with a prayer on October 11, 2011 at 7 p.m.

Present: Dotty Baty, Margaret Fox, Ann Packard, David Priest, Lynn Ten Eyck, Kendra Thomas, Elaine Turnbull, Mel Waterhouse, Rev. Suzanne Watson, Lane Woolery, and Lynn Ten Eyck (by phone) **Absent:** Rick Kruse and Craig Winder

A quorum was present.

Regularly Attending, Non-Vestry Members Present: Jan Daugherty, Vestry Clerk; The Reverend Margaret England, Deacon; Mary McCormick-Whitehouse, Children's Ministry Director; Vera Mizell, Parliamentarian; Skip Sedgwick, Treasurer; Silvana Vollero, Preschool Director; and The Reverend Thomas A. Wilson, Pastoral Associate

Guests: Jean Kockinos, Sue Lawrence, Melinda Murdock, Debby Park, Eric Priest, and Steve Turnbull

Business Meeting

Adopt Agenda: The agenda was approved with the following changes: Eric Priest will speak before Officers Reports, and guests may comment before the end of the meeting.

Approve Minutes: Without objection, the minutes were approved as emailed.

Welcome Vera Mizell: Rev. Suzanne Watson introduced Vera Mizell as the vestry's appointed Parliamentarian. Some reminders from the Parliamentarian:

- Only vote to approve minutes if there is a change.
- Say "I move that..." Instead of "So moved."
- No motion is discussed more than ten minutes.
- Each person can speak for two minutes.
- Members may speak again after everyone has had an opportunity to speak within the 10-minute time limit.
- Guest comments are limited to two minutes each at the end of the meeting.

- What goes in the minutes is what was done, not what was said.
- The correct term for “Old” Business is Unfinished Business.

Introduce Rev. Tom Wilson: Rev. Suzanne Watson introduced Rev. Tom Wilson, who has agreed to accept our call as non-stipendiary Pastoral Associate.

Update Vestry on Eagle Project: Eric Priest plans to have a Halloween—Dia De Los Muertos Theme Fundraiser on October 30. Chris Moreno will oversee cooking of the tamales. Eric needs the entire project approved by the Boy Scouts, then final approval by the Vestry. Dotty Baty moved to approve Eagle Fundraising Project pending the Boy Scout Troop’s approval and a final review by the Wardens and the Priest-in-Charge. The motion carried.

Officers Reports

Priest-in-Charge: Rev. Suzanne Watson distributed two articles: “What Do the Bylaws Say?” and “The Infernal Triangle – Communication Killer.” (Both are attached.) She stressed the importance of clarifying communication roles.

The Rev. Suzanne Watson will attend the Clergy Reflection, Education, Discernment Opportunity (CREDO) for eight days the week before Thanksgiving. In March, she will attend the Gathering of Leaders who are affiliated with churches that have seen growth and tend to the missionary call of Christ.

Co-Senior Wardens: Elaine Turnbull distributed a letter from The Reverend Suzi Holding, Cannon Ordinary of the Diocese, which addresses the Letter of Agreement between Rev. Suzanne Watson and St. David’s Episcopal Church (attached). The Vestry will discuss the Letter of Agreement under Unfinished Business at the next meeting and will determine when the Mutual Ministry Review will occur. The results of the Mutual Ministry Review will then be incorporated into the Letter of Agreement.

Ann Packard has distributed a timeline to the Nominating Committee for electing Vestry Members. She stated that Gini Holcomb has resigned and Jamie Wood has agreed to replace her until the Annual Meeting in January 2012. Lynn Ten Eyck moved that the Vestry accepts the appointment of Jamie Wood, who will serve until the January 2012 Annual Meeting. Motion carried.

Junior Warden: Kendra Thomas reported on the progress of reviewing the items on the Audit Checklist. The process involves gathering papers, reconciling some accounts, and updating the accounts using the Quicken program. There is enough information available to have the auditors back for five or six hours of work. Ownership of the St. David’s Campus and the Koinonia

House (K-house) needs to be verified. Treasurer Skip Sedgwick believes the diocese is on record for owning the Campus and St. David's Episcopal Church owns the K-house.

Area Vestry Reports

General Vestry Discussion: Every Vestry Member must submit a report by email before the meeting to Rev. Suzanne Watson, or that area will not be listed on the agenda. Rev. Suzanne Watson has distributed the results of the Service and Ministry Survey (attached) to Vestry Members to distribute the names to individual ministry area leaders. The Adult Forum will have Coffee and Conversation the first Sunday of the month. The Vestry Member who leads a ministry area will present that ministry. Rev. Suzanne explained and distributed her requests of the Vestry Ministry Coordinators (attached).

Rev. Suzanne Watson informed the Vestry of norms about emails:

- Emails are best used for announcements and reminders.
- Meeting face-to-face is the most effective form of communication.
- Do not "Reply All" to an email unless absolutely essential.

Finance: Kendra Thomas moved that beginning January 2012 the Finance Committee meetings move to the second Wednesday of the month and the Vestry meetings move to the third Wednesday of the month. The motion carried. This allows the bookkeeper to provide an up-to-date reconciliation of the accounts, because bank statements end on the last day of the month.

Stewardship: – Elaine Turnbull announced that she would give a stewardship witness talk on October 16 as Co-Senior Warden. Bill Blakeslee will give a lay witness talk on October 23. The ingathering of pledge cards will be October 30.

Food Pantry: Lynn Ten Eyck moved that:

1. The Food Pantry Committee is authorized to immediately purchase the necessary refrigerated space. The estimated cost is expected to be under \$1,500. These will be placed in the present Education Center kitchen. Any plans for remodeling that space will include space for these units.
2. David Priest and the Food Pantry Committee will examine the feasibility of remodeling the Ed Center to obtain additional storage space. This plan, if deemed feasible and affordable by the group, will be presented to the Vestry for an *immediate* up/down vote by e-mail.
3. In the event that the plan is either infeasible or rejected by the Vestry, the Food Pantry Committee will procure storage shed space and initiate remodeling of the Cheese Room according to plans approved by David in his role of Vestry representative for Facilities.

Kendra Thomas moved to amend the Food Pantry motion that St. David's Episcopal Church obtains a written letter stating that St. David's has an extension for 90 days for using the Jubilee grant of \$2500 and that the letter be submitted to the Vestry. The amendment was adopted. Lane Woolery moved to table the Food Pantry motion to the November 8 meeting. The motion is carried. (Lynn's Ten Eyck's email containing the proposals and explanation is attached.)

Newcomers: Margaret Fox will meet with Rev. Suzanne Watson to set up a newcomer's brunch. Melinda Murdock and Roseann Myers will work with her.

Committee Reports

Children's Ministry: Mary McCormick-Whitehouse reported the majority of the Sunday School staff took "Safeguarding God's Children" presented by the diocese. The Sunday School staff is re-emphasizing safety and letting parents know that children should be transferred adult to adult. A new position was created for an outside greeter, Jean Payne. She will stay out in front and will check in the children. An anonymous donor will pay for a Children's Ministry Sexton. Grayson Edwards, Children's Ministry Sexton, will be paid \$10 a Sunday for set-up and teardown. Mary McCormick-Whitehouse will be on vacation from the Children's Ministry from mid-October through Christmas. The rest of the staff has agreed to run the Sunday school while Mary is absent.

Youth Ministry: –Rev. Suzanne Watson stated that Katy Turley and Chris Moreno are expanding the Youth Ministry and planning into the future. There will be a meeting on Sunday, October 16 with the previous Youth Minister, Greg Tuttle. Parents and youth who experienced Greg Tuttle's ministry will also attend.

Preschool: Silvana Vollero, Preschool Director, addressed preschool facilities issues and needed improvements.

The preschool can address some of these issues. David Priest will work with Silvana Vollero to make a plan. David Priest has talked to a contractor about water coming into the preschool. It would take a day to do the work. However, there would be no warranty.

Silvana Vollero stated the preschool has a child with medical needs, and the staff has been instructed how to deal with it. Silvana Vollero has been going through each classroom to see if they have the appropriate safety features. Handwashing posters have been put up. All continuing children have been retained, and there have been three or four new children since September.

Treasurer's Report: Skip Sedgwick stated that St. David's revenue is down for the month of September, which is a reflection of fewer pledges and gifts being made. Skip Sedgwick believes that St. David's finances are in dire shape. (Reports attached.) The change caused by Rev. Suzanne Watson's moving is better for St. David's. The housing allowance increased, but there is more rent for the K-house. The finance reports were approved as received and will be filed for audit.

Steve Turnbull stated St. David's Episcopal Church needs a savings or reserve equal to or more than the liabilities.

Resolutions and Consensus

Kendra Thomas moved that, in light of the financial situation, the auditors not be retained at this time. Motion carried.

The Vestry voted unanimously to affirm the decision to have the Rev. Tom Wilson as St. David's Episcopal Church's non-stipendiary priest.

Guest Comments

Jean Kockinos supported the Food Pantry proposal and objected that the money was put into the Operating Fund and not in a separate account. Kendra Thomas stated that the money is not lost; it is in St. David's Episcopal Church's records. Debbie Park also supported the Food Pantry proposal and is concerned about St. David's Episcopal Church's lack of funds.

The meeting adjourned at 9:30 p.m.

The next meeting is Tuesday, November 8 at 7 p.m.

Janet T. Daugherty
Vestry Clerk

