

Minutes of Vestry Meeting – June 13, 2009

Minutes taken by Margie Messinger

Present: Tony Garcia, Yvonne Cyphers, Ann Brotherton, Judy Evans, Allen Evans, John Rouse, Margie Messinger, Mary Helen Inman, Charlotte Peck

Absent: John Gemar, Margaret Waters

Charlotte declared a quorum and called the meeting to order.

Rector's Report

1. In Margaret's absence, Charlotte presented Margaret's items. First, Margaret requested that the vestry decide whether the office should continue to be closed on Fridays during the summer as has been the tradition.

- During discussion Ann reported that Lisa's work is flawless (anticipates office needs, prepares important documents in advance) and that she frequently works more than an eight-hour day.
- Ann agreed that in an emergency such as a funeral Lisa would work on Friday.
- Allen explained that we would also need to decide how the Fridays off would affect the hours Lisa receives for her upcoming vacation.
- Vestry members agreed that days off and vacation compensation need to be in writing for future reference.
- Yvonne made a motion that the office be closed on Fridays from June 1st through August 15th. Tony seconded the motion and it was approved.
- The vestry discussed how upcoming vacation days should be credited (one week equal to four days or five days). Margie made a motion that vacation for Lisa be two five-day weeks and that be put in writing for future secretaries. Judy seconded the motion, and it was approved.

2. Charlotte reported that Margaret would like for the EYC to become the responsibility of the entire congregation, not just the youth minister. The EYC's last two meetings have had 11-13 youth in attendance and EYC will begin Wednesday evening meetings.

Senior Warden's Report

1. Charlotte reported that the Stewardship Conference at Camp Allen is from July 31st to August 1st and encouraged vestry members to attend. We can register on the Camp Allen web site. Judy, Yvonne, Mary Helen, and Charlotte expressed interest in attending.

2. The vestry pictures have been framed and put up in the parish hall. Lisa will add our names.

3. Dishes have been ordered from Wal-Mart and should be here soon.

4. There will be no vestry meeting in July.

5. Margaret will be on vacation July 19th through August 7th.

6. Yvonne volunteered to lead the August Bible study.

7. Our next vestry meeting will be August 22nd.
8. Margie and Allen reviewed the diocese template for bylaws and will finish updating them.

Old Business

1. Yvonne continues to work on the emergency plan.
2. Yvonne reported that she's waiting on a bid for pew cushions which could be approximately \$16,000. Having individual cushions for those who need them was discussed as a solution if full pew cushions turn out to be too expensive.
3. Elevator maintenance was discussed. One company Yvonne has researched, Otis, requires a five-year contract. The basic Otis plan is \$71.00/month. There would be an extra fee for work beyond lubrication and a monthly check. Work done by Schindler brings elevator maintenance up to date for this year. We agreed to go with Otis for long-term work, and Yvonne said she would double-check the terms before committing.
4. Judy revised the opening and closing procedures, and the vestry discussed that the vestry person appointed for the week, not the verger, is responsible for lock up.
5. Yvonne will have information and bids for gutters in August.
6. Allen has completed the procedures for ministry spending and will distribute.
7. We reviewed goals including ministry and parish communication, pew cushions, bylaws update, solar energy, and nametags.

New Business

1. Margie made a motion to approve Claudia Perez as Lay Eucharistic Minister. Mary Helen and Yvonne seconded that motion, and it was approved.
2. Yvonne is looking for someone to do church grounds maintenance.
3. David Means has requested that an automatic closer be put on the cry room door closest to the organ. Yvonne will work on this.
4. Ann reported that there will be an organizational meeting of the next EFM class at her home on July 12th. She encouraged us to attend.
5. Ann reminded us to be aware of General Convention (July 8 – 12) and skewed press coverage, which doesn't affect our day-to-day St. Alban's life.

Phone Contacts

Parishioners

1. Margie reported one parishioner who wants an update on progress toward Ann's salary. Allen and Margaret will discuss this.

Ministries

1. Pam Graham wants adult volunteers to help with Vacation Bible School.

2. Altar Guild needs to donate linen we're no longer using.

Treasurer's Report

1. Allen reviewed the May financial summary.

2. Allen reported that the solar energy contract has been signed and is waiting approval by the city, which won't happen until their July meeting. Allen pointed out that we need to make an official announcement to the congregation about our plans to install solar.

May 16 – Minutes

The minutes were reviewed and one correction (date change - 2007 – 2009) was needed. Tony made a motion that they be approved with the correction. Mary Helen seconded, and the minutes were approved.

Bible Study

Judy led Bible study over stewardship.

Closing

Ann closed our meeting with prayer.