

St. Alban's Episcopal Church
Vestry Meeting Minutes
August 22, 2009, 1:00 - 4:00 p.m.

Present: Rev. Margaret Waters, Rev. Ann Brotherton, Charlotte Peck, Yvonne Cyphers, Allen Evans, Judy Evans, Tony Garcia, John Gemar, Mary Helen Inman, Margie Messinger

Absent: John Rouse

Opening Prayer: Rev. Margaret Waters

Call to Order: Charlotte Peck called meeting to order at 1:32 p.m.

Determination of Quorum: Quorum declared by Charlotte Peck.

Bible Study: Led by Yvonne Cyphers. Yvonne utilized a video from "Spiritual Cinema Circle." The web site is www.SpiritualCinemacircle.com. The basic theme of the study was "peace." Vestry members were to use a Bible reference or passage to explain why they chose a particular "peace" reading from the Daily Motivator website located at <http://greatday.com/>.

Guests and Visitors' Reports: None

Rector's Report:

- Margaret conference calls with Will Thompson every three weeks - \$125 per mtg 1/3 church/self/discretionary fund.
- Margaret is working with Bishop Harrison's office to determine a date for Confirmation in April 2010.
- Arrangements made for a Vestry/Staff and Parish Retreat April 16 and 17 at Well Spring Retreat Center.
- Margaret plans to teach a class on Sundays from 4:30-6:30 based on the book, "Your Life, Your Faith"-- for new members to the church. Should take ten weeks and may start in September and end in March.
- Movie group called "Cinema Paradiso" will be held on the third Sunday of each month hosted by the Women of Spirit.
- The Art of Engaging Holy Scripture – Margaret attended a workshop earlier in the year. Margaret had a meeting with a group of 12 and is hoping to get people to become facilitators for home bible studies.
- Jill Binder and Margaret visited Menchaca Elementary School. Kids Hope from St Alban's / 10 mentors already identified. Will be working with 1st grade and kindergarten students. Well received by staff at school. Volunteers will need to take or be up-to-date with Safeguarding God's Children.
- Ann to be in charge of St. Francis Pet Blessing. Cowboy Harley Davidson on I-35 has been contacted as a possible location for the event (location not confirmed). The event should have a fair type of atmosphere. Scheduled for October 4th from 3-5 p.m. Special guests will be Snoopy from Met Life and maybe Uno a local award winning

- K-9. Activities may include the AISD drug dogs/youth face painting/selling of food. Need to check on permit if selling food. Kate and Bob McVey to do the publicity.
- As another outreach type of activity, Margie Messinger talked about shredding important documents and if the church should sponsor a truck for the community. It was suggested to maybe do this in January and to have people bring food donations for El Buen Samaritano.
- Report on EYC – “Nothing other than miraculous.” Teachers committed for EYC education for Junior High and High School groups. Margaret wants to give each youth member a study bible, about \$30 each. Approximately \$660.00 total. Also suggested the EYC wish list be published in the almanac or announcements. Vestry approved purchase of bibles (Note: John Gemar did not comment or vote on this topic).
 - Margaret mentioned there is a conference for youth ministers in North Carolina in November sponsored by the Princeton Theological Seminary, The Institute of Youth Ministry. She asked to send Charlotte Gemar if possible. The cost is \$1,000 for three days. Presenters are top youth ministers in the nation. There is money in the continuing education fund for staff. Tony made a motion with a second by Mary Helen, unanimous approval (Note: John Gemar did not comment or vote on this topic).
 - Margie noted that there are a couple of conferences scheduled for September and November for Youth Ministers and EYC members to be held at Camp Allen. Funding would be needed for the youth minister and youth members. (NOTE: John Gemar did not comment on or vote on any items concerning EYC issues.)
 - Linda Crannell is requesting the parish hire her as an independent contractor at \$50.00 a month for her work with the Almanac (tax purposes). Motion by Margie to pay the \$50, seconded by Mary Helen – unanimously approved by vestry.
 - Two seminarians Loren Peters and Paula Englehorn will begin work at St. Alban’s in September. Meet and greet for vestry, staff, and seminarians September 11.
 - Book study for vestry “Leading Change in the Congregation.” Vestry will meet at 9:30 on the third Sunday of each month starting September 20.
 - Lisa requested that she be allowed to attend EFM on Wednesday afternoons and she would find a volunteer to work in the office from 1-4. She also requested to be paid during the hours and have the EFM paid by the church. Motion to allow for time but not for payment of course by Margie seconded by Judy – unanimous approval by vestry.
 - Discretionary funds are low for Ann and Margaret. See further discussion in Senior Warden’s Report.
 - Vestry member terms – make update on web site:
 - 2007-2009 – Charlotte, Margie, Allen
 - 2008-2010 – Judy, Tony, Yvonne
 - 2009-2011 – Mary Helen, John Rouse, John Gemar

Senior Warden’s Report:

- There is a need for a written contract for the administrative assistant. Allen, Mary Helen, and Judy will work on the contract.

- September vestry book study as noted in Rector's report above. Chapter one will be discussed in the first meeting on September 20.
- Charlotte is working on a list of duties for the Sr. Warden.
- Minutes from Vestry meetings need to be completed within one week of the meeting.
- Several parishioners have self-nominated for the upcoming Vestry elections. We are still searching for others if interested.
- Vestry election to be held October 18 along with election for Diocesan Delegates.
- St. Alban's Annual Meeting will be in January – date to be announced.
- Ministry reports:
- Margie Messenger reported on the children and youth ministries:
 - o Pam Graham – needs more Sunday School teachers
 - o Charlotte Gemar - requested funding for a mirror, file cabinet, training money, and money for EYC members to attend Yes and Happening: \$65.00 per person. Also requested a phone in the youth room. Charlotte Gemar also requested money for breakfast foods on Sunday mornings for the EYC. The current youth budget is spent for the year. There is \$9,600 in restricted funds for the EYC. There was a motion by Margie to utilize \$1,600 of the \$9,600 for the purchase of a security mirror, file cabinet, funding for conferences and breakfast foods. The motion was seconded by Allen and approved by the vestry. Margaret noted that in the future \$1,000 per youth member should be budgeted in the EYC budget each year. (Note: John Gemar did not comment or vote on any of the EYC related issues.)
- No other ministry reports
- Financial committee – Solar panels \$300.00 x 117 / sold 22 so far.
- John Gemar – to work on resource binder for vestry
- Lisa to put names on pictures of Vestry members in PLC.
- Tony assigned for bible study next month.
- Margie handed out proposed changes to the Bylaws. A discussion followed. A motion was made by John Gemar, second by Tony and Charlotte, approved unanimously by vestry. All Vestry members will need to sign a conflict of interest policy in September once the Bylaws are signed by the Bishop.
- Next Vestry meetings will be September 19 and October 17.
- Margaret and Ann discretionary funds are low. There was a motion to take the loose offering from the third Sunday of every other month and split it for the two discretionary funds. The motion was seconded by Charlotte and Mary Helen, approved unanimously by vestry.
- Community of Hope training scheduled to begin September 10.
- Dishes have been delivered, washed, and ready to for use.

Jr. Warden's Report:

- Cushions for pews - \$16,000 least expensive quote so far. Expense not currently warranted.
- Gutters for church – \$1,790 or \$4,500 Austin Affordable Gutters. \$1,890 and \$3,100 Westside Roofing. It was decided we would hold on this until the roof is inspected and repaired if needed.

- Yvonne reported that an inspection of the roof had been completed due to leaks – need to seal windows. The inspector suggested trimming the trees near the church. Tony Garcia and Mike Evans may trim the trees?
- Files in outside storage need to be stored inside. It was suggested a room adjacent to the Library could be used. There would be an expense for shelving. Discussion about making records electronic or keeping them on paper. More information is needed. Suggested we ask Lisa to get records storage requirements from Diocesan office in Houston.
- There was a discussion about possibly contracting for overall handy-man services plumbing, etc. Topic was tabled.
- Air Conditioning – Margaret to contact Houston for help. Research files at church.
- John G. will check with city to see about inspections.
- Evacuation maps for PLC are completed. Vestry agreed to pay contractor \$150 for the evacuation plans.
- Elevator – power reset button issue resolved and elevator annual inspection was completed.
- Mike Evans to hang fire extinguishers.
- Lock box for fire fighters to be installed near front door of PLC.

Other Business:

Church lock up procedures – discuss next meeting.

Solar Panels – inspected did not pass. Company to work on and get it inspected.

Request to approve Lay Eucharistic Ministers – Penelope Kittel, Dylan Beeler, Sarah Staub, Robert Meyer, Madeline Hoffman, and Charlotte Gemar. Motion by John G. to approve, second made by Charlotte and approved unanimously by the vestry.

Keys to church – there has been a problem with people not keeping their assigned keys secured. Charlotte will talk with those affected. Yvonne to look at key issues and possible external lock box for keys.

Financial Report:

Allen reviewed the July financial summary.

Minutes:

Minutes from June reviewed – motion by Allen to approve the minutes, second by Yvonne. Unanimous approval by the Vestry.

Meeting adjourned at 4:26 p.m.

Rev. Ann Brotherton closed the meeting with prayer.

Next meeting September 19, 2009 at 1 p.m.