

Vestry Minutes
December 14, 2015

Attendees: David Abbott, David Ball, Andrew Britton, Jen Courtney-Keyse, Jack Denman, Tamra d'Estrée, Suni Devitt, Leigh Grinstead, Larry Kueter, Mike McCall, Anna Pendleton, Ned Rule, Jane Schumaker, Pat Malloy, Charles LaFond, Elizabeth-Marie Melchionna, Jadon Hartsuff, Kim McPherson, Tara Williams

Absent: Robert Hendrickson, Liz Costello, Stephen Tappe,

Guest: Susan Chenier, Mark Queirolo, Katherine Flahive (intern)

Call to Order: 6:07 PM Larry Kueter

Summary of Actions Taken and Consent Agenda Items:

- Leigh Grinstead was appointed to fill the remaining two years of Ashley Bracken's Vestry position.
- The Saint John's Executive Committee was authorized to approve minor changes in the Saint Francis Center Ground Lease without further Vestry action.
- Approved the minutes of the September 14th Vestry meeting.
- Approved the minutes of the November 9th Vestry meeting with amendments.
- Approved the minutes of the Executive Session at the November 9th meeting.
- Approved the housing allowance resolutions for the clergy.
- Approved the bank resolution allow Missioner-in-residence Ed Watson to disburse discretionary funds.
- Jen Courtney-Keyse and Anna Pendleton were thanked for their vestry service as their terms come to an end.
- The 2016 Budget was approved as presented but spending is only authorized through June 30, 2016.
- The 2016 Budget and 6-month spending resolution contemplates maintenance of current staffing levels at least through June 30, 2016.
- Approved the adoption of the *General Vacation Procedures* from the Employee Handbook effective January 1, 2016.

Profile Committee Listening Session

Susan Chenier and Mark Queirolo led a roughly 30-minute listening session. General notes on the comments were kept as part of the Profile Committees records.

Action Items

- The **appointment of Leigh Grinstead** to fill the remaining two years of Ashley Bracken's Vestry position was moved, seconded, and unanimously approved

- **Personnel Committee Action Recommendations**

Adoption of the following General Vacation Procedures from the Employee Handbook effective January 1, 2016.

- General Vacation Procedures-
- Employees must observe the appropriate scheduling procedures for vacation leave and schedule their vacations in a fashion that is fair to other employees and the needs of SJC. In so doing, the following guidelines must be observed:
- Vacation leave must be requested and approved by a supervisor prior to usage.
- Vacation accrual begins after six months of continuous service from the date of hire and accrues with each pay period.
- Vacation time will accrue to a maximum number of hours. When an employee reaches that maximum, accruals will stop until the employee uses vacation time and the balance is under the maximum allowed number of hours.
- After 6 months of continuous service, employees may request an advance of up to 80 hours of vacation time. After receiving an advance, an employee will not be able to take any additional vacation time until the negative balance is eliminated and the accrued vacation balance is zero (0) or more.
- Holidays falling within the period of a paid vacation are paid as Holidays and are not charged against an employee's accumulated vacation.
- When events that would lead to the granting of leave days for a death in the family or jury duty occur during a vacation period, vacation time taken can only be changed with the advance approval of a supervisor.
- Employees terminating employment will be paid for vacation time accrued at the time of termination.

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- **Saint Francis Center Ground Lease**

The text of the Ground Lease contained in the Vestry Packet hasn't changed since November. However, some minor revisions are needed. For example, a Phase I Environment Assessment should be required. Other minor changes may be needed as well. The Ground Lease cannot be finalized until the revised Argonaut Lease is signed.

A motion was made to authorize the Saint John's Executive Committee to approve minor changes in the Saint Francis Center Ground Lease without further Vestry action. The motion was seconded and approved unanimously.

- **Argonaut Lease Revision**

Only management-type issues appear to remain to finalize this lease revision. For example, limiting the space occupied by construction activity and supplies to the building's footprint, and better management of the remaining parking spaces. We may have to come up with alternative parking spaces if and when further development of the Clarkson Street Project moves forward. It may be necessary to hold an additional Vestry meeting in January.

Information

- **Stewardship Report:** Fr. Charles reported that this year's stewardship campaign is being finished. The campaign failed to reach its goal despite a great deal of hard work by the Stewardship Committee and others, far more than initially anticipated. Everything that could have been done, was. There is some hope that some additional pledges will come in.

Fr. Charles was asked to prepare and distribute a 1-page summary of the lessons learned during this year's annual campaign for the next Vestry meeting.

- **Planned Giving program:** planned giving focuses on raising endowment funds through estate bequests. This effort is distinct from annual giving.
- **Major Gifts campaign:** a major gifts campaign is scheduled for January. Twenty-two specific projects will be listed along with the amount of money needed for each. Major gifts differ from annual giving in that the projects are for long-term maintenance and improvement projects. It is like the difference between paying the monthly utility bill and setting aside funds to paint the house or replace the roof. The Major Gifts campaign differs from a major capital campaign in that a limited number of specific projects are involved.
- **Talking points** are needed to distinguish between the foregoing stewardship activities so that the congregation understands the differences between the programs.

Consent Agenda:

- Approved the minutes of the September 14th Vestry meeting.
- Approved the minutes of the November 9th Vestry meeting with the notes that Jen Courtney-Keyse and Andrew Britton were absent and the spelling of their names corrected.
- Approved the minutes of the Executive Session at the November 9th meeting.
- Approved the housing allowance resolutions for the clergy.
- Approved the bank resolution allowing Missioner-in-residence Ed Watson to disburse discretionary funds.
- Jen Courtney-Keyse and Anna Pendleton were thanked for their vestry service as their terms come to an end.

Executive Session on the 2016 Budget

The Vestry went into Executive Session to discuss various aspects of the 2016 Budget. However, as summary of the resulting actions is made here because of the importance of the budget to the congregation. The "2016 Review of Key Financial Areas" on pages 41 and 42 of the December Vestry packet outlined the five areas leading to the "institutionalization" of an operating budget deficit starting in 2012 and continuing today. These are:

1. Deferred maintenance needs for the Cathedral campus and planning for capital improvements
2. The employee health insurance benefit structure
3. The Cathedral's staffing structure
4. Revenues
5. The strategic matching of mission and resources

The Vestry and Finance Committee recognize that making shifts in these five areas requires time and detailed analysis and is therefore making the following commitments to study, analyze, and report on these areas to reduce and eliminate the deficit spending and to repay the loans taken to fund the deficit.

The specific groups charged with examining these areas and the time for their analysis and recommendations on reducing the deficit are:

1. Deferred maintenance needs for the Cathedral campus and planning for capital improvements—Buildings and Grounds, Finance Committee; complete by June 2016
2. The employee health insurance benefit structure: personnel committee and finance committee; complete report by June 2016
3. The Cathedral's staffing structure: the interim Dean, the Senior Warden, and the personnel committee; complete report by June 2016
4. Revenues: finance committee, Dean, Canon Steward; complete report by June 2016
5. The strategic matching of mission and resources: the interim Dean and Senior Warden appoint and lead a small group (David Abbott and Andrew Britton volunteered to serve) to make recommendations to the whole Vestry and Senior staff. The results of the Profile Committee's Listening sessions will provide some guidance.

Actions Taken:

- A motion was made to approve the 2016 Budget as presented but spending is only authorized through June 30, 2016—seconded and unanimously approved.
- A motion was made to note that the 2016 Budget and 6-month spending resolution contemplates maintenance of current staffing levels at least through June 30, 2016—seconded and unanimously approved.

Executive Session on Personnel Matters

Separate executive session minutes were kept for the discussion of personnel matters that were unrelated to staffing levels.

Closing Prayer: Fr. Patrick Malloy

Adjourned: 8:50 PM

Respectfully submitted,

David M. Abbott, Jr.
Clerk to the Vestry