

R.E. LEE MEMORIAL EPISCOPAL CHURCH

VESTRY MEETING

May 15, 2017

-MINUTES-

(Approved 6/19/2017)

In Attendance: Woody Sadler (Warden), Don Whittington (Junior Warden), Lynn Dent, Susan Lawrence, Buster Lewis, Grigg Mullen, Doug Cumming, Merce Brooke, Anne Hansen, and Susan Cross.

Absent: Catherine Marcus, Daniel Wubah and Keith Gibson , Tom Crittenden (Rector)

Additional Officers: Joe Simcoe (Treasurer) and Mo Littlefield (Clerk)

Staff: Sharon Massie

Guest: Meghan (Sorrels) Ferguson

Call To Order and Opening Prayer: The Warden called the Vestry to order at 5:01 p.m., and opened the meeting with the Prayer For Renewal.

Comments by Parishioners: The Warden introduced Meghan Ferguson, a member of the parish, who wished to share her views concerning the church. **(Note: Her comments in total are attached to these minutes –the Clerk).**

Dwelling in the Word: Sharon led the Vestry in a special exercise using the text, Luke 10:1-12, by paring off the Vestry members in twos and discussing the full text following the reading of it.

Approval Of The April Minutes: On motion by Lynn, with Second by Grigg, the minutes of the April 17 Vestry Meeting were approved unanimously.

Report On Church Endowments. An open discussion was given to the church endowments, referencing in particular that gifts, and particularly bequests, received by the church in past generations have, somehow, over the years become increasingly unclear as to the proper use of the income, i.e., whether the funds were restricted for a specific purpose or unrestricted, and if provisions establishing the funds enabled the use of only the earnings or if the principal of any of the endowments could be invaded. Buster inquired specifically if the fund identified as “R.E. Lee Endowment” contained restrictions different from that of other endowments, and if there was a variance in the nomenclature of the

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historic document establishing the fund that clearly delineated the intent of the donor. He noted further that it appears the issue of restricted vs. unrestricted with the fund is not clearly defined. Lyn, serving as Vestry Liaison to the Finance Committee, noted that there will be recommendations coming from the Finance Committee on this matter. Treasure (Joe Simcoe) announced that Megan Hess, Chair of the Finance Committee, in her memo to the Vestry dated May 4, 2017, recommended that the initial documents establishing the endowments be carefully researched to clearly determine not only the donors' intent but also if the funds have been and are currently being applied in accordance with donors wishes. He pointed out that Megan, in her research, has done about all she can do at this point, and that now the Vestry should consider employing an attorney to conduct an in-depth review of the church records on this matter. **The Warden announced that further discussion on this item be deferred until the next meeting of the Vestry, and in the meantime to determine the cost of a legal review of the documents that established the endowments.** (Note: The Clerk has attached to these minutes the referenced May 4, 2014 memo from the Chair of the Finance Committee).

Capital Campaign: The Warden announced that the Capital Campaign initiative has been put on hold until fall in order to more carefully review the cost of the undercroft, the plans of which are being currently modified to substantially reduce the initial projected cost, and also to determine if the new organ can be constructed minus a number of its features at the outset, but which might be added later on as funding became available.

Standing Committee Reports

-Worship: Buster, liaison for the Vestry to the Worship Committee, announced that new members to the Committee have been appointed, and that the Committee will be undertaking the task assigned to it by the Vestry from the D & D Committee recommendations. The Committee members are: Jeanne Eichelberger, Carole Elmore, Steve Riethmiller, Tracey Riley, Joanne Robblee, Tom Vinson, Tom Crittenden, Sharon Massie, Ted Bickish, Liz More and Buster Lewis as

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Vestry Liaison. (Note, the Clerk attached to these minutes a copy of the Worship Committee report).

-Property: Susan L. distributed a written report, dated May 1, of the activity of the Property Committee since the last meeting, noting that the signage of the church is being addressed; that exterior spring cleanup has taken place with a good number of church volunteers helping, that the Sanctuary lights that blink are being replaced; that the beehive lights will not be replaced (Doug noted that the beehive wiring may not support the electrical draw required of those lights); that the new stage curtain should be hung by June or July, and that it was decided not to replace air-condition window units at this time. Her report also included that to enhance building accessibility, a push button for the Elevator door at the parking lot level is being bid on by two contractors, while the revised plans for the undercroft renovations are pending estimates from contractors. Finally, two contractors will be making bids on the revised plans for the undercroft renovations. (Note: The Clerk has attached the Property Committee Report of May 1, 2017 to these minutes).

-Finance: Lynn, liaison for the Vestry to the Finance Committee, submitted his report of the May 9, 2017 meeting of the Finance Committee. The Committee members are: Megan Hess (Chair), Joe Simcoe (Treasurer), Jim Farrar, Carol Woodcock, David Wade, Tom Gosse, Margaret Haberman. Ex-officio members include: Angie Fafatas, (Financial Secretary/Bookkeeper) John Dickerson and Diana Kenney, (Co-chairs of property Committee), Woody Sadler (Warden), Grigg Mullen, Daniel Wubah and Lynwood Dent (Vestry Liaisons). Lynn's report noted that a ten thousand dollar donation for the organ was being researched to determine which account it was deposited into; that there was a reduction from the Diocese for the Canterbury activities for this year; that a contribution for refugees tuition to a Community College was mistakenly charged to the Mission Emergency account, but the matter is being corrected; that \$21,000 was allocated from the Vestry Capital Fund to the Capital Campaign; that funds raised for the Wells, England Choir trip was deposited into the Roth Music Fund, funds contributed from parishioners to the Diocese in honor of the Bishops visit was

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forwarded to the Diocese; that a request was made to the Diocese for a deferment of an audit this year (given the need for the new Financial Secretary to become oriented with a new bookkeeping process and the selection of one of three firms to conduct an audit with the intent of having a review of the 2016 fiscal year and a full audit for the 2017 fiscal year. In addition, the report noted that the Treasurer is working close with Angie Fafatas (new bookkeeper/Financial Secretary) to update/correct the 2015 balance sheet with the 2016 balance sheet to follow with the goal of providing a succinct financial presentation for the Committee and Vestry. An Investment Policy Statement from the Committee has been sent to the Vestry for approval, as has a memorandum from the Chair concerning an Endowment Research. **(Note. The clerk has attached to these minutes a copy of the Financial Committee report).**

- **Christian Outreach:** Susan C. (liaison to the Vestry), distributed a report to the Vestry announcing a meeting of the Committee with the new Director of RARA, Jen Handy who described the expanded plans to serve those in need throughout the County. The Committee agreed that RARA will be the Committee's primary focus of the Christian Outreach Committee (COC). Doug noted that the new director of RARA is a dynamic leader, and having the COC in harmony with RARA is a very positive outreach initiative for the church. Members of the Committee are: Libby Cumming (Chair), Christine Wood (Recording Secretary) Molly Brown, Gail Dickerson, M J Mayerchak, Peyton Craighill, Jennifer Alphin, Susan Cross, and Mo Littlefield.

-**Christian Education and Formation Committee:** Anne (Liaison to the Vestry), distributed a report from the Committee dated May 3, 2017, pointing out that each member first described their reasons for serving on this committee, and then each prayed for the church, referring to passages of Scripture as inspiration and authority for the work of the Committee, followed by the Committee reviewing its chartered mission and assignment. The Program Director discussed the current programs of faith offered by the church. Comments on the lack and loss of young and young-ish members of the church ensued. Anne presented the Committee with questions to consider for its next meeting, including how to

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encourage engagement in the life of the parish, **just** who creates engagement in the life of the parish and who are the ones that need to be engaged. Members of the Committee are: Diana Kenney, Anne Schoerer-Lamont, Pam Adams, Ed Craun, Lisa Tracy, Meghan Ferguson, and Megan Hess.

-Personnel and Administration: Don (liaison to the Vestry) announced that the Committee is developing an employees' handbook addressing all activities of the church administration, covering vacations, time-off, sick leave, and contracts matched with job descriptions, etc. Members of the Committee are: Woody Sadler (Warden and Chair) Doug Cumming, Steve Grist John Milford, Greg Lemmer, and Don as Vestry Liaison.

Old Business: Anne wondered if the Vestry was going to discuss what was shared in the parish meeting and the letters that were received from it, pointing to Ed. Craun's letter, as an example of something the Vestry should pay attention to, i.e., the fact that Vestry decisions and deliberations need to be approached spiritually and not just pragmatically. She suggested further that our reasoning should be specifically Christian and quite different from the reasoning used by secular organizations. Sharon noted that there seems to be a lot of confusion among the parishioners in respect to the issue of church leadership. Joe suggested that this issue was not well framed and asked whether the concerns could be better articulated. The Warden explained that the D & D Committee recommendation on this topic call for the Vestry to address the issue of church leadership with the Bishop, citing specifically that the Canons of the church govern the process in respect to the relationship between the parishioners and the Rector. Anne pointed out, as the D & D Consultants had noted, that Canon 14 describes the diocesan process in reference to this matter. It was further noted by Doug, Anne and Susan L that in addition to addressing the leadership issues, the Bishop also announced that he would also help with addressing the name change issue.

New Business: Susan L., recalling the work done on this topic in the past, proposed that the church develop a security plan and proposed the need for a

“Safety, Planning & Accessibility Committee” whereupon **the Vestry, on motion by Susan L. with second by Don, the Vestry unanimously approved that such a committee be created, and the Warden appointed Susan L. to chair the committee.**

Suggestion Box: Susan L reported that since the last Vestry meeting only one card was received from “Nills” stating “I love Goed (sic) since the previous Vestry meeting. The Warden announced the follow up process with the Suggestion Box, which calls for responding with a phone call to each suggestion offered if the name of the author was revealed, and that any anonymous suggestion, in addition to all other suggestions, would be addressed at the next Vestry meeting as well as in the church newsletter.

Program Director: Sharon made the following announcements: Bike and Build riders visiting here for lodging, dinner and breakfast on May 30/31 at the Parish House, Community Vacation Bible School with Lexington Presbyterian, Trinity Methodist Church and Good Shepherd Lutheran from June 5-9 at R. E Lee Memorial Episcopal Church , Youth Sunday (6/4), Caroline Webster selected to go with DIOSWVA to Bradford Trip in late July, and the Lake Robertson 10:30 church service with Good Shepard Lutheran on July 9, with the 8 a.m. service being held here at the church.

Comments By The Wardens: The Junior Warden Don announced that he has called together the members of the **Strategic Planning Committee**, and turned to the Mutual Ministry Review that was conducted two years ago as a basis of addressing the long-range planning initiative for the church. Members of the SPC are: Doug Cumming, Lynn Dent, Susan Lawrence, and Don Ellis (Chair and Vestry Liaison).

Closing Prayer: Concluding that all agenda items had been addressed, the meeting was adjourned at 6:05 p.m., with Doug offering the closing prayer.

Faithfully submitted, Mo Littlefield (Clerk)