

May Vestry Meeting  
Minutes  
May 16, 2016

The Vestry of R E Lee Memorial Episcopal Church met on Monday, May 16 at 5:00pm

**In Attendance:** Tom Crittenden (Rector), Woody Sadler (Senior Warden), George Brooke, Susan Cross, Doug Cumming, Carole Elmore, Julia Grossman, Catherine Harcus, Elizabeth Knapp, Susan Lawrence, Holt Merchant, and Don Whittington

**Absent:** Keith Gibson, Grigg Mullen, Daniel Wubah

**Guest:** Megan Hess, Sharon Massie

**Opening:** Woody Sadler, Senior Warden called the meeting to order.

**Comments by Parishioners:**

**Prayer:** Tom noted current prayer concerns and opened the meeting with prayer.

**Approval of Minutes:** The April Meeting minutes were approved as distributed.

**Gadsden Trust Committee:** Susan Cross outlined the Gadsden Trust Annual Percentage Guidelines:

**10% Diocesan** projects or programs specifically underfunded

**20% Seminarian and Continuing Education of Diocesan clergy** and ministers of our parish, to strengthen the ordained ministry including transportation for ongoing mission and outreach of our parish

**20% Third World concerns**

**50% Local needs and concerns;** and where funding from the Gadsden fund is approved pursuant to a joint Trustee-Vestry approved project for *capital expenditures for the Parish (pursuant to Paragraph H of Item VI of the Agreement), such funds shall not exceed twenty-five percent of the annual funds of the Gadsden Endowment in any single year, and the local Parish capital project shall be included within the 50% guideline for local needs*

\*This the proposed change to the Gadsden Fund that places any capital projects under "Local Funds." The 25% allowance is not a change to the guidelines.

The committee asked for approval of the percentage guidelines. **Passed.**

In review of the Gadsden Trust document there has been a question about the amount of money that could be drawn quarterly from the trust for distribution. The amount that can be drawn is less than previously thought, because it is a trust and NOT an endowment account. The trust will now draw approximately \$8,000 a quarter.

Steve Grist, former Commissioner of Accounts, in the past had waved an audit of the Gadsden Trust. A yearly audit costs \$1300. The Committee is asking permission to get a court order to

suspend the yearly audit. **Passed.** Don Ellis will work on the petition to the court. If we are able to get an approved court order the trust will be subjected to an annual review.

## **Standing Committee Reports:**

### **Finance – Don Whittington**

**Renovations/Phase I Construction project** - Megan presented three funding options, i.e., Plan A, Plan B, and C and the pros and cons of each. Plan A would not affect the use of the endowment, Plan B would be a traditional loan which would also preserve the endowment funds, and Plan C would include a drawn from the endowment. **Megan** has agreed to come to the Vestry meeting on Monday and explain the options more in detail. Also, the financial committee would recommend option Plan A.

**Policy regarding W-9 for all workers** - This, I believe, had to do with whether an individual is legal to work. Cindy Irby had a situation recently where an individual providing a service (spreading mulch) had declined to provide his social security number necessary to generate the 1099. He advised Cindy that since the cost of the job was less than \$600.00, he wasn't required to honor the request. He was, though, paid for the work. Cindy will be sending me more specifics about the situation to share with the Vestry. As a vestry, we may want to make this a requirement that any individual who does work for the church provide the necessary documentation.

**Refugee work group** - Discussion about reimbursement process and question why Cindy should have the expectations of reimbursing with cash to a group member when receipts are presented. She, apparently, feels uncomfortable with this process yet, as with the other question above, will provide more detailed clarification of this concern that I can share with the Vestry. There is a line item 8934 for Refugee Working Group on the Summary of Restricted Accounts.

Like to note that there is nothing unusual on the Statement of Revenue and Expenses for April with regard to YTD actual and YTD budget. Looks as if we're on target.

### **Property- Susan Lawrence**

- \*Under-croft Survey – Items need repair but can wait until renovation.
- \*Steeple Check – should be completed by now. Good for 50 years.
- \*Inventory – Peter and Susan will complete written & visual inventories.]
- \*VMI Leadership Conference June 9-12 – several guys available.  
Could use food/drinks.
- \*Elevator Parish Hall – work beginning June 1. Will lose parking along undercroft. No crane needed for elevator.
- \*Spring Clean on April 16<sup>th</sup>. – 2 people last year, 28 this year.
- \*Ash tree in back of church needs to come down – future infestation.

### **Safety & Preparedness Committee- Susan Lawrence**

- \*Signs for rooms complete.
- \*Items to purchase for fall – fire extinguishers - funding Property Comm.  
First-aid supplies, flashlights – funding?

- \*ADA access to parish not available until after elevator installed –
- \*June – Accessibility, ADA/OCR, safety issues, medical emergency plan, first-aid kits updated, usher training, plan CPR/First-Aid training – funding?
- \*Safety suggestions appreciated from walk around with Lexington Police.

Construction

**Old Business:**

Church Healing and Reconciliation

Doug Cumming presented the names of the proposed reference team to work with The Rev. James Isaacs and Barbara Johnson to move R E Lee Church through the church healing and reconciliation process: Judith Wubah, Anne Hansen, Greg Lemmer, Ann Nay, Steve Shultis, Tammi Hellwig and Keith Gibson (liaison for the Vestry) **Passed**.

Financing for Phase I Renovations

Megan Hess presented the Finance Committees recommendation. The FC recommends obtaining a margin loan for financing the new elevator/3<sup>rd</sup> floor renovations Phase 1. This will preserve endowment and sets aside some Rosa Mason funds for up to 29 months of debt service.

**New Business:**

Doug Cumming asked for volunteers for the Community Table on the 3<sup>rd</sup> Monday night. He suggested that it may be a good activity for Vestry members to participate in after Vestry meetings.

**Suggestion Box:**

An anonymous request was made for *unanimity* for all Vestry decisions.

**Program Director:**

Sharon Massie highlighted Youth Sunday, Scavenger Hunt and High School Breakfast participation. Martha Bourlakas will present Our One Word on Wednesday, May 18 at R E Lee Church. Stop Hunger Now food pack on May 1 packed 20,000 meals and the meals are being sent to Haiti. Sunday School ends on May 22 with a picnic. Sunday School will restart September 11. Vacation Bible School, Helping Hands: Sharing God's Love in the Neighborhood will be from June 27 to July 1. We will be partnering with Lexington Presbyterian, Good Shepherd Lutheran and Trinity United Methodist Church. We will be based at Lexington Presbyterian.

**Comments by the Wardens:**

Woody Sadler asked for the Vestry to write notes to the confirmands for the upcoming Confirmation Sunday, June 5.

**Comments by the Rector:**

Tom will visit his son in Cameroon, Africa from Sunday, June 5 to Saturday, June 18.

Bishop Mark A. Bourlakas will confirm and celebrate Holy Eucharist at 10:30 on Sunday, June 5. Morning Prayer will be read at the 8 o'clock service. The bishop will

hold a forum at 9:15 to talk about his trip to Haiti and check in with the parish. There will be a meeting for Vestry members and the church healing and reconciliation Reference Team after the 10:30 service.

(Following the meeting the Rector suggested to the parish activities director that they should also plan to include in the Bishop's meeting with the Vestry, the reference team, and spouses and that arrangements should be made to cater a meal for the group.)

Attorneys will meet with the Vestry and members of the finance committee on Thursday, May 19 at 4:00 pm to answer questions about the Historic Tax Credits.

Tom asked that we keep the refugee family from the Congo in our hearts and prayers.

Tom announced the Anne Grizzle has been approved for Holy Orders.

**Closing Prayer:** Susan Lawrence offered the closing prayer.

The meeting was adjourned at 6:30. Next Vestry meeting is scheduled for June 20 at 5 pm.

Minutes were prepared and submitted by Sharon Massie, Program Director