

March 4, 2005

Vestry Meeting of St. James-by-the-Sea Episcopal Church Minutes of February 22, 2005

Present: Louis Beacham, Cindy Covell, Roger Craig, Charles Dick, Lisa Gordon, Micki Farrell, Zeke Knight, The Rev. Ron Jaynes, John Norris, Debbie Tesch, Robert Traylor (Junior Warden), Steve Treadgold, Max Webb and Gina Woodford

Appt. Officers: Wade Harris (Acting Clerk) and Sheila Webb (Treasurer)

Guests: The Rev. Julie Christian, Garth Howe

Excused: Chris Christopher (Senior Warden), Ian Williamson (Chancellor)

Meeting Convened:

The vestry meeting convened at 6:36 p.m.

New Vestry Members:

The Rector welcomed the following new members to the Vestry: Cindy Covell, Chuck Dick, Lisa Gordon, Zeke Knight, Debbie Tesch and Robert Traylor

Devotion:

The Rev. Ron Jaynes gave a devotion. Louis Beacham gave a second devotion.

Minutes for Vestry Meeting of January 25, 2005:

The minutes of the Vestry meeting of January 30, 2005 were approved, with the following changes:

1. John Norris and Steve Treadgold abstained from the Defibrillator Resolution (as they are members of The St. James Memorial Board).
2. Frank Gradijan's Letter of Resignation was accepted "with regret".

Minutes for Vestry Meeting of January 30, 2005:

The Minutes for the Organizational Vestry meeting of January 30, 2005 were approved with the following change:

1. Micki Farrell was re-nominated and unanimously elected as Chair of the Audit Committee.
2. In the Vestry Resolution, dated January 30, 2005, first paragraph: change January 31, 2005 to January 30, 2005.
3. In the Vestry Resolution, dated January 30, 2005, drafted by the Parish Chancellor. Steve Treadgold advised unless a Power of Attorney exists, the resolution should not state that Ian Williamson is the "Attorney in Fact".

Report of Committee of the Vestry (Committee on Committees):

In the Absence of the Chairman, Ian Williamson, Steve Treadgold gave the committee report. He stated that, at the present, the committee situation is hazy, with confusion as to how committee members are selected and who is on the various committees. The committee has met three of four times and prepared a report with recommendations and policy guidelines for adoption by Vestry.

The discussion was wide ranging with the following major points discussed:

- Audit Committee should be standing committee
- Approval of overall committee policy by vestry
- Charter should be established for each committee, either by vestry, the committee itself or a separate entity (By-Laws Committee) established by the Vestry for this purpose
- By-Laws should give broad basic authority for committees in general and for some specific major committees. Charters should give specific committee responsibilities and authority for all committees
- Committee charters (job descriptions) should be major topic at vestry retreat on 03/12/05
- A list of every current committee should be created
- Get started on charters now – By-Laws a long term problem to be handled later

The following motion on the Committee on Committees Report was proposed by Steve Treadgold, seconded by Zeke Knight and unanimously approved. A copy of this report is attached.

MOTION

"Recommendations one through six of the Committee of the Vestry (Committee on Committees) Report are approved."

Report on Vestry Retreat:

The Report on the Vestry/SPTF Retreat of February 12, 2005 was reviewed, and the following motion was proposed by Louis Beacham, seconded by Roger Craig and unanimously approved.

MOTION

"The Report on the Vestry/SPTF Retreat of February 12, 2005 is approved subject to the correction of typographical errors."

Search Committee Status:

The Rector stated that names of potential candidates to be looked at for the Search Committee will be distributed prior to the next vestry meeting. Additional names can still be submitted.

Date of next Vestry Meeting:

Some vestry members will be unable to make the March 12th meeting and requested a change. After discussion, it was decided that no satisfactory alternative date could be arrived at, and the meeting will remain on the 12th.

Finance Committee Report:

The Finance Committee Report was reviewed and a wide-ranging discussion occurred, including the following points.

- Approximately \$632,000 has been pledged for 2005. This is approximately \$100,000 under budget. A number of individuals who pledged in 2004 have not pledged for 2005.
- Present expenses are under budget, as some programs have not started and we have good budget controls.
- Online banking for account review only is available and will be used (Garth will set up)
- Available Real estate funds will be rolled over and not transferred to the Endowment Committee at this time (at the request of Kip Thompson, Committee Chairman)
- Chuck Dick noted the Income Statement Narrative (Finance Committee Report) should not be approved by the Vestry, but rather received only

The following motion was proposed by Louis Beacham, seconded by Roger Craig and unanimously approved.

MOTION

"The Income Statement Narrative for January 2005 (Finance Committee Report) was received by the Vestry."

The Parochial Report for 2004 (Report of Episcopal Congregations and Missions):

The 2004 Parochial Report was reviewed and approved. The following motion was made by Charles Dick, seconded by Roger Craig and unanimously approved.

MOTION

"The 2004 Parochial Report is approved."

Sabbatical Leave for The Rev. Julie Christian:

The Rev. Julie Christian noted that her contract states that she will accrue two weeks sabbatical time for each year of service to St. James. She now has accrued six weeks of leave time and plans to take it in the summer of 2005.

She estimates the cost of this leave to be \$6850 to be shared by the diocese, the church and the individual. The diocesan share is anticipated to be about \$1200.

A full description of her leave plans and a cost breakdown has been provided to each member of the Vestry.

The Vestry agreed that ways of meeting this cost should be explored, including money already budgeted for such things as continuing education, ~~and that any amounts not available from already budgeted funds allocated to the Sabbatical would be shown as a variance to the budget~~

The following motion by Gina Woodford, seconded by Louis Beacham was NOT approved by a margin of 3 in favor and 9 opposed.

MOTION

"The Finance Committee will be provided a copy of all contractual arrangements and add a line item in the 2005 budget to fund all sabbatical leave costs for all clergy."

Appointment of 2005 Finance Committee:

The appointment of the 2005 Finance Committee will be deferred until the Vestry meeting on 03/12/05

New Business:

1. The next vestry meeting will be on March 12, 2005. This meeting will be a retreat from 9:00 a.m. to 3 p.m. There will be no meeting on March 22, 2005.
2. Gina Woodford will trade devotionals with Zeke Knight.
3. Vestry meeting times were discussed and will remain at 6:30 p.m.
4. Consecration of the new bishop will be at 10:30 a.m. on 03/05/05. All Vestry members are urged to attend. Everyone is also urged to attend the diocesan dinner the night before.

All business complete, the meeting adjourned at 8:15 p.m.

Wade H. Harris
Acting Clerk