

**ST ALBAN'S EPISCOPAL CHURCH VESTRY
MINUTES: FEBRUARY 9, 2004**

Present: Lewis Brunson, Doug Catoe, Mary Cochran, Dianna Deaderick, Rose Delage, Mark FitzMaurice, Kim Frost, Libba Rhoad, Margaret Stafford

Absent: Howard Maltby, Rector, and Deedie Phillips, Deacon (Clergy Conference)

Guests: None

The meeting began at 7:07 pm with a devotion lead by Mary Cochran, and the recitation of the final Core Values and Mission Statement.

Correspondence:

Dianna read a note from Cheryl Banks acknowledging Jody Hunter's gift of a Godly Play segment. Dianna also announced receipt of material from the Foreign Mission Council on projects in Haiti. The material was given to Rose (Outreach).

Approval of Minutes:

The minutes of the January meeting were accepted as corrected. Dianna requested future minutes show the Rector and Deacon's names. A question was raised about some financial issues that were not in the minutes and it was agreed to discuss these as new business. Libba also noted that the minutes state that final versions of the Devotion and Counting schedules would be provided prior to this meeting. Some members had received copies of the Counting schedule and copies were made, but the Devotion schedule is still needed.

Senior Warden's Report:

Dianna provided the dates for Howard's leave:

April 25	1 Sunday	vacation
June 28-July 19	3 Sundays	vacation
Oct. 31-Nov. 6	1 Sunday	continuing education
Nov. 22-27	0 Sunday	vacation

Junior Warden's Report: see ministries.

Treasurer's Report:

Mark's January reports were submitted by email before the meeting and were accepted for audit. The Financial Statement (actual expenses versus budget) was printed from Quicken software. There was some discussion about whether the old format was better, but Mark indicated it would take much more work. It was agreed to let the Treasurer choose the format. The changes to the miscellaneous accounts authorized at the January meeting have not yet been accomplished. See the Finance Ministry report below for other issues.

Old Business:

Status on Mutual Ministry Review of Howard.

The committee appointed to this task has not met. Lewis agreed to contact Jody to proceed since this review is now almost a year overdue.

Status on Mutual Performance Evaluation of Jean Testruth.

Dianna reported on the progress. The Vestry asked Dianna to ask Howard to finish this by the end of February.

Status on Visioning Process.

Mark reported that we have paid \$148 to the consultant Chris Lehi for the first segment of this process. After much discussion the vestry concluded that more information was needed, especially for the new members, about the costs and the desired outcomes. Dianna agreed to contact Lehi for a “refresher” presentation before deciding about whether to continue.

New Business:

Playground Equipment.

Rose highlighted a proposal by the ECW, and detailed in the Outreach and Evangelism committees' January meeting report, to raise money for playground equipment. The Vestry approved the idea, but agreed that each fund raising project should be approved separately. The Vestry approved the initial project of selling Easter candy.

Pastoral Care Committee.

Rose highlighted the proposal from the same document above to form this committee, with Deedie as vestry liaison. The committee would include the work of the Caregivers group, visitors to the bereaved and shut-ins, Lay Eucharistic Ministers, etc. The Vestry approved. There was some discussion about the overlap with the Evangelism and Outreach committees. The three committees will decide how best to organize themselves.

Mutual Performance Evaluation of Dennis O'Connell.

A committee of Howard, Dianna, and Lewis was appointed to conduct this evaluation by the end of March.

Proposed Gift.

Pat Ellis has offered to purchase a new white chasuble and stole. Vestry voted to accept the gift. The Vestry re-affirmed its desire and authority to approve all gifts.

Ministry Reports:

Building.

Lewis proposed a “Parish Work Day” for March 20th to work on various projects on the inside and outside of the building. Doug suggested that we combine it with work on the grounds. Rose agreed to suggest that ECW's meeting that day be devoted to helping with the workday. Vestry approved the joint effort.

Mark raised some questions about the Heating and Air contract details that he would like clarified before signing. Lewis will handle.

Christian Formation.

Kim reported that a meeting was held to discuss the role of Children's Church now that so many are involved in Godly Play. It was decided that Children's Church would continue for the older children as a transition into the full church service. It was also

concluded that no age limit would be placed on Godly Play or Children's Church, but that attendance be based on maturity.

Laura Catoe will conduct an adult Lenten program on St. Paul. A covered dish dinner will precede the program. Howard is still working on the children's program.

Evangelism.

Mary questioned the decision at the previous meeting to split up the ushers and greeters into two different ministries (worship and evangelism). After discussion, the Vestry agreed to leave it split, but to offer greeter training to the ushers.

Fellowship.

Margaret reported that she is currently working on setting up a committee and on soliciting volunteers for "Friday-nighters."

Finance.

Mark submitted the Finance Committee report via email before the meeting, including revised Counting Procedures, but several items required vestry action. He reviewed the counting schedule and requested volunteers for the months of June and December.

Vestry members requested until next meeting to consult their personal calendars.

Mark made the motion and the vestry agreed to designate Lisa Kleinfelder as Assistant Treasurer for the purpose of troubleshooting bank deposit issues only.

To meet diocesan policy requirements, the Vestry agreed to add a confidentiality statement to the counters' sign off sheet. Although not required by diocesan policy, the vestry agreed to continue serving as primary counters.

Mark made the motion and the vestry agreed to adopt the committee's proposals regarding electronic bill payment.

Because of what the committee considered a poor printing job on this year's offertory envelopes, the vestry approved opening the contract to other vendors for next year.

The "Treasurer's Proposals" portion of the report were tabled until the next meeting in the interest of time.

Grounds.

Doug highlighted his report submitted via email before the meeting.

Outreach.

Rose's report submitted via email was discussed under New Business.

Stewardship.

Libba highlighted her report submitted via email before the meeting. She will be unable to attend the upcoming Diocesan Stewardship event. Some vestry members expressed an interest and Libba agreed to email the details.

Worship.

Dianna highlighted her report submitted via email before the meeting.

Next Meeting:

Howard will be unable to attend the next meeting, scheduled for March 8th. He requested the vestry consider moving the meeting date to March 15. The vestry agreed.

The meeting was concluded at 9:15 pm.