

# 2017 ST MARKS VESTRY MEETING MINUTES

## December 11, 2017 Meeting

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig  
Tim Frawley Bill Cornman Debra Shield  
Kelly Mayfield Rev. Bill Hyde

Not Present: Carol Butler Helen McAda

1. **Opening Prayer** - by Rev. Bill Hyde
2. **Quorum** - A quorum was certified to be present
3. **Minutes** - Minutes from the December 11<sup>th</sup>, and from this meeting will be approved in the January 10<sup>th</sup> meeting.
4. **Financials** - Rick Johnson reported that the Operating Account balance stands at \$ 23,410, YTD revenues exceed expenses by \$13,900, the Special Account balance is \$ 208, 600 (the cost of the brickwork project will be paid out of this), and our indebtedness is currently \$ 20,900.

2018 stewardship drive is nearly complete, & results indicate the total will exceed that of 2017. Rick will meet with Savanna in the 1<sup>st</sup> week of January to formulate the 2018 budget - the normal January 8<sup>th</sup> vestry meeting will be moved to **Wednesday, January 10<sup>th</sup>** to allow time for this work to be done in time for Vestry approval prior to the annual parish meeting on **January 21<sup>st</sup>**.

5. **Annual Parish Meeting** - will be **Sunday, January 21<sup>th</sup>** after the 9:00 AM service - brunch will be served. Lynette will follow up

with the various committee chairpersons for submittal of brief reports for the annual meeting.

6. **Nominees for Vestry** - Discussed potential candidates - more follow up needed. Retiring are 3 year term members Tim, Debra, & Carol, and 2 year term member Lynette - so at least 4 candidates are needed.
7. **Endowment Committee Membership** - Vestry approved Bill C. to join David Shield and Nancy Kubecka on the Endowment Committee.
8. **Junior Warden's Report** - Tim reported 1) the upstairs Parish Hall A/C has be replaced, 2) lighting in the breezeway has been repaired, and 3) on the list for preventive maintenance activities that are routinely done.

Debra reported that the brickwork project will be completed this week - she will work on securing a nice plaque honoring Jane Wendt and Lois Deshotels, whose memorial gifts allowed this project to take place. Also discussed painting the interior of the church - decided to wait until ~ September, 2018 for this to provide time for any moisture in the wall cavities to evaporate.

9. **Senior Warden's Report** - Christmas bonuses for the staff will be the same as last years. A suggestion was make to trim the vegetation that has grown and covered some the stained glass windows - Tim will follow up.

Another suggestion was to improve lighting in the church - after some discussion, the idea was favored but it was decided to tackle this next year - perhaps in conjunction with painting of the sanctuary.

Vestry approved Savanna's request for an additional filing cabinet for the parish office.

10. **Rectors Report** - Bill Hyde presented a standard resolution addressing parsonage allowance for the Rector - this is required for IRS purposes, and was approved by the Vestry. (paper copy will be attached to the file copy of the minutes)
11. **Closing Prayer** - by Rev. Bill Hyde

**Next Meeting - Wednesday, January 10, 2018, 6:30 PM**

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Secretary, Bill Cornman

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Senior Warden, Lynette Cooper

**November 13, 2017 Meeting**

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig  
Carol Butler Tim Frawley Bill Cornman  
Helen McAda Rev. Bill Hyde Debra Shield  
Rev. Bill Hyde  
Search Committee members present  
John Arlett Watt Hinson Pat Fox  
Jessica Russell Kathy Westmoreland

Not Present: Kelly Mayfield

1. **Opening Prayer** - by Bill Hyde

2. **Quorum** - A quorum was certified to be present.
3. **Search Committee** - The Search Committee summarized their proceedings, which included the researching of 5 candidates, 4 of which were interviewed. The top candidate was unanimously recommended to the Vestry, and, after discussion, the Vestry unanimously voted to call this candidate to be our Priest. The call/offer was made that evening, but, later in the week and subsequent to the Vestry meeting, the candidate declined the call.

On a related topic, the Vestry made a firm commitment to Bill & Lillian Hyde that they are welcome to stay in our Rectory through May, 2018 to provide them living accommodations until their hurricane damaged home has been restored.

4. **Minutes** - Approved without exception.
5. **Financials** - Rick Johnson was not present, but the current financials were forwarded to all via e-mail, and were “ordinary”.
6. **Electronic Giving** - The Vestry very much wants to peruse a process for the electronic transfer of pledge giving to the church, which will tend to normalize revenues over the year and appeal to the many that manage their bill paying in that way - will put on December’s agenda for further discussion.  
**AI - Bill H** to ask Savanna to research how to go about this.
7. **2018 Vestry Nominations** - We’ll need to elect 3 new Vestry members for 3 year terms and 1 for a 2 year term. Each current Vestry members to seek candidates and come prepared to discuss at December’s Vestry meeting.

8. **Organist, Nurse Worker Pay** - Even though we have temporarily gone to 1, as opposed to 2, services, the Vestry approved leaving the organist and nurse worker pay the same as if there were still 2 services.
9. **Christian Movies** - Vestry agreed to advertise Christian based movies to be shown at the Schulman Movie and Grill Theater.
10. **Women's Crises Center** - As in past years, the Vestry approved a \$ 250 (outreach account) sponsorship of the Women's Crises Center fund raising event.
11. **LTC Issue** - In view of recent tragic events, the Vestry engage in some discussion relative to the presence of weapons during our church services and functions. This resulted in no change to our current practice.
12. **Junior Wardens Report** - Tim reported that Franz Electric inspected our upstairs Parish Hall HVAC system and recommended a replacement costing \$ 5,225, which was approved by the Vestry. Debra received a bid for new fencing at the Rectory for \$ 2,875, which was also approved.  
**AI** - **Lynette** to contact Rick to determine which cost account to use for these expenditures.

Debra also noted the brickwork repair project is underway and going very well - the work crew will take Thanksgiving week off.

13. **Senior Wardens Report** -
  - Our next brunch will be December 17 and will coincide with the hanging of the greens (need to contact Sue Fox for this)

- **Christmas Eve services will be at 9:00 AM & 5:00 PM**
- **Christmas Day service will be at 10:30 AM**
- Christmas Party - target for a Friday evening - will look for a volunteer to host the event.

**14. Sound System** - Carol B. reviewed instructions for operating the new sound system, which has been detailed in writing along with default settings. Manipulating the system is accomplished via a web site that can be accessed by cel phone or any other computer system.

**15. Closing Prayer** - by Bill Hyde

**Next Meeting = Monday, December 11, 2017, 6:30 PM**

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Secretary, Bill Cornman

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Senior Warden, Lynette Cooper

**October 16, 2017 Meeting**

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig  
Carol Butler Tim Frawley Bill Cornman  
Helen McAda Kelly Mayfield Debra Shield  
Rev. Bill Hyde  
Rt. Rev Hector Monterroso

Not Present: None

1. **Opening Prayer** - by Lyntte
2. **Quorum** - 100% of the Vestry were present

Prior to the short meeting below, the Vestry shared a meal and a pleasant conversation with new assistant Bishop of the DOT, Rt. Rev. Hector Monterroso. Bishop Monterrosos shared his upbringing, his family background, his experiences as Bishop of Costa Rica, and his role now in the DOT, for which his tenure is only 9 weeks and running. The Vestry countered with a synopsis of St. Marks, past, present & hopes for the future. We were happy to have Bishop Monterroso in our midst - he will be an asset to our Diocese.

3. **Minutes** - Approved , September, 2017 minutes without exception.
4. **Jr. Warden** - working on repair of the court yard lighting.
  - Some minor repairs needed at the rectory = fence, mal box, water leak (Farris Crain working on this).
  - Debra S. noted that the garage door at the rectory is beyond repair & and new one is needed - which was approved by the Vestry.
5. **Senior Warden** - Adult SS curriculum has been ordered.
6. **Rector** - Bill H. was complimentary of the Loyalty dinner = a very nice function. Stewardship letters will be issued soon and the pledge cards will be blessed the 1<sup>st</sup> Sunday of Advent. Bill also noted he will be spending some time coaching, encouraging, training the Acolyte corps.

7. **Next Meeting Planning** - Include nomination for new 2018 Vestry members, and discussion of an electronic pledge revenue process on next meetings agenda. (Lynette - might also think about including a short discussion laying out the timing for development of the 2018 budget).
8. **Closing Prayer** - by Bishop Monterroso

**Next Meeting = Monday, November 13, 2017, 6:30 PM**

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Secretary, Bill Cornman

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Senior Warder, Lynette Cooper

### **September 11, 2017 Meeting**

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig  
Carol Butler Tim Frawley Bill Cornman  
Hellen McAda Kelly Mayfield Debra Shield

Not Present: Bill Hyde

1. **Opening Prayer** - by Lynette
2. **Quorum** - 100 % of the Vestry were present



3. **Minutes** - The August Vestry minutes were approved without exception.
4. **Financials** - Rick J was present to report that pledge revenues, as expected, were less than budget for August, but in fairly good shape YTD. YTD revenues exceed expenditures by ~ \$ 17,000 and the current operating account balance is ~ \$ 27,000. Report gained Vestry approval.
5. **Expenditure Accounts** - After some discussion the Vestry agreed to make an attempt when approving funds to designate which expense account money should be charged. In most cases, however, a discussion between Rick and Savanna is most likely the best way to land the expenditure in the correct expense account.
6. **MEHOP Fund raiser** - postponed with no information relative to a new date.
7. **Bishops Visit** - has been postponed to June, 2018 at a date yet to be determined
8. **Bill Hyde** - As soon as arrangements can be made, the Hyde's will begin staying during the week ends at our Rectory rather than the Hampton Inn. The Rector is basically ready for move in - repairs & renovations are complete. Debra noted that a through interior cleaning, however, would be a good idea. Discussed several options/possibilities for providing furnishings - Lynette will speak to Bill H. to sort out the best approach here. In the meantime, we will hold open the offer for the Hyde's to stay at the Rectory beyond just the week ends during Bill's interim - will likely depend on how arrangements for the renovation of their Dickinson home progresses.

**A.I. Lynette** to contact the Hyde's to determine what they may need to live in the Rectory and determine the best approach to take.

**A.I. Lynette**, based on feedback from Bill H, to set and communicate a date for interior cleaning of the Rectory, and attempt to establish a move in date.

Further, the Vestry approved a monthly **\$ 1,000 gift** to the Hyde's beginning in September and for each month until the end of 2017 (= total of 4 months). Important to distinguish this as a "gift" from the church, and not stipend or an adjustment to his salary.

**A.I. Lynette** to work this out for proper accounting with Rick and Savanna.

**9. Service Time - Due to the large favorable response relative to the last two Sunday's combined service time at 9:00 AM, the Vestry agreed to move to a single combined 9 AM service for the rest of the year beginning this coming Sunday. This, of course, is subject to change should we receive a new Rector before the year end, or thereafter.**

**A.I. Lynette** to request this message go out via phone tree, a separate e-mail, and, of course, in the bulletin.

**10. Parish Hall** - Recently there was a breakdown in responsibility for straightening up the Parish Hall following an event. It was agreed that the office should notify, in order, 1) the St. Marks parishioner sponsoring the event if appropriate, 2) the Jr. Warden, or 3) the Vestry Person of the week for this responsibility.

**11. Sunday School** - As previously announced we will have an intergenerational session for the school agers once a month on the

last Sunday of the month, and an adult class each Sunday - time and start date to be determined and publicized.

12. **Sound System Training** - Vestry training was postponed until October's meeting.
13. **Search Committee** - John Arlitt and Watt Hinson, co-chairs of the Search Committee, were present to discuss the selection process they are using and to update the Vestry relative to progress to date. The Search Committee is . . . "searching".
14. **Closing Prayer** - by Debra

**Next Meeting = Monday, October 9<sup>th</sup> , 6:30 PM**

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Secretary, Bill Cornman

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Senior Warden, Lynette Cooper

### **August 14, 2017 Meeting**

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig  
Carol Butler Tim Frawley Bill Cornman  
Bill Hyde

Not Present: Helen McAda Kelly Mayfield Debra Shield

1. **Opening Prayers** - By Bill Hyde

2. **Quorum** - A quorum was certified to be present
  
3. **Financials** - Rick Johnson reported that YTD revenues are ~ 5% below budget, which is historically fairly typical for us during the summer months. The operating account balance is a positive \$28,150 and there is \$39,000 in the checking account. Rick & Savanna have been working to consolidate the accounts in our special account, for the most part, by folding in a few of the small, lesser used accounts into the building account (which now stands at ~ \$40,000) - a little more work to be done here. Current balance of the Endowment Fund = \$958,000. The financial report was accepted by vote of the Vestry.  
**AI.** By way of a suggestion from Tim, **Rick** will survey electrical providers to see if an improved rate may be available to us.
  
4. **Bishop Harrison's Visit** - The Bishop will not be present for a church service this year due to the absence of candidates for confirmation. She has requested, however, to meet with the Vestry - Monday, October 16 was selected as the proposed date for that meeting. **Bill H.** will contact the Bishop's office to confirm the arrangements.
  
5. **Junior Warden Report** - Tim reported that tree trimming around the church and parking lot is complete, with more trimming to go on the property south of the alleyway. \$1,200 spent so far, with ~ \$600 yet to be spent. The Rectory is in good condition, although a few minor items still need some follow up. Repair was made to the church HVAC (capacitor failure), and Carol is working with our sound system contractor to develop a SOP for operating the camera in the church.

- 6. Senior Warden Report** - Lynette reported the search committee has made two interview trips and continues to . . . . “search”.

Debra S’s survey work indicates there is good interest in an adult Sunday School class/group, but little/no enthusiasm for children or high school Sunday School. So it appears we’ll likely start the school year with an adult class and no Sunday School for the school agers. There was some discussion relative to forming a task group to rebuild/strengthen our Acolyte program in the absence of Sunday School - nothing concrete decided - will discuss further at our next Vestry meeting.

- 7. Rally Sunday** - Will be **Sunday, September 10<sup>th</sup>** with one service at 9:00 AM to be followed by a Vestry provided brunch, and then a guest speaker (TBD).

- 8. Rectors Report** - The Loyalty dinner will be held on **October 11th** at the new Kubecka Lodge on FM 2668 - more details coming later.

**9. Miscellaneous**

- a. The Vestry elected not to advertise in the Yellow Pages (\$19 / month).
- b. St. Marks will purchase 2 tables for the MEHOP fund raiser at \$500 each. **Lynette** will lead the effort to fill the tables with St. Markans.

- 10. Closing Prayer** - By Lynette

**Next Meeting = Monday, September 11, 2017, 6:30 PM**

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Bill Cornman (Secretary)

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Lynette Cooper (Senior Warden)

### **July 10, 2017 Meeting**

In Attendance: Lynette Cooper Brent Marceaux Helen McAda  
Kelly Mayfield Carol Butler Tim Frawley  
Joe Ledwig Bill Cornman Debra Shield  
Bill Hyde

Not Present; None

1. **Opening Prayer** - by Bill Hyde
2. **Quorum** - A quorum was certified to be present.
3. **Treasurer's Report** - Rick Johnson reviewed the current financial report noting the overall picture had actually improved some vs last month. The operating account balance is ~ \$ 37,900 and YTD revenues are 115% of budget, while expenses are 98.6% of budget. Report was approved. Historically, we should expect a dip in revenues over the summer months.
4. **Special Accounts** - After a good deal of discussion Rick was asked

to come to the next meeting with a proposal to cleanse the list of accounts by combining / eliminating those that have no planned intended use and low funds.

5. **Brick work and painting project** - Funding for this work will come from the gifts given in memory of Jane Wendt, Lois Deshotels, Marion Hudson, and Milton McWilliams. A commemorative plaque will be secured & prominently placed.

Using some of the available funds in the special account to reduce our debt (~ \$22,000) was discussed. It was decided to take no action at this time, but to revisit the topic toward the end of the year.

6. **Capital Campaign** - In view of our ability to fund the church and rectory renovation projects with memorial gifts, it was decided not to conduct a capital funds campaign at this time.

7. **Electronic Payment** - The Vestry favors the idea of providing the capability for parishioners to electronically transfer funds to the church, but more information is needed before taking action.

**AI** - Bill Hyde to ask Savanna to research this and bring a recommendation back to the Vestry.

8. **Bishop's Visit** - Planned for September 10<sup>th</sup>, but we are to provide feedback to the Bishops office by Aug 1, to determine if we have enough of those to be confirmed or received to warrant a service to be conducted by the Bishop. The Bishop does desire, however, to meet with the Vestry sometime on the 10<sup>th</sup>, even if she is not present for a service.

9. **Rally Sunday** - Tentatively planned for September 10<sup>th</sup> entailing a single 8:30 AM service, a camo themed luncheon, followed by an

inspirational speaker. Will have sign up stations for service organization volunteers.

**AI** - Lynette to secure the speaker (in order of preference, Lupe Florez, Dr. Marshall Scott, Nate McDonald, Loy Sneary)

**AI** - Debra to develop a proposal for a Sunday School program of some nature & recommend a start date.

**AI** - Bill H to ask Pam to develop a roster of St. Marks school agers.

10. **Jr. Wardens Report** - Tim reported he is working to put the nurse pages in good order. It was agreed to keep the rear Parish Hall door unlocked during nurse hours. At the Rectory, Debra is working to get the fence repaired, and Joe is working to install a new culvert. The Rectory exterior has been painted at a cost of \$4,800. Tim was given approval to secure a contractor to trim the parking lot trees at a cost not to exceed \$ 2,000. Kelly noted the lights in the sanctuary need to be changed with a brighter bulb.

11. **Sen. Wardens Report** - Lynette noted the search committee was also meeting this night, and that prospective candidate names may be forthcoming in a month or so.

12. **Minutes** - Minutes of the June 12<sup>th</sup> meeting were approved.

13. **Food Pantry** - Approved \$ 750 in support of the food pantry.

14. **Closing Prayer** - by Bill Hyde

**Next Meeting = Monday, August 14, 2017, 6:30 PM**



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Lynette, Cooper, Senior Warden

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### June 12, 2017 Meeting

In Attendance: Lynette Cooper Carol Butler Tim Frawley  
Bill Hyde Joe Ledwig Bill Cornman (late)

Not Present: Brent Marceaux Debra Shield Helen McAda  
Kelly Mayfield

- 1. Opening Prayer** - by Bill Hyde
- 2. Financials** - Rick Johnson presented the May & May YTD financial reports, which were discussed, but not approved due to a lack of a quorum present. Will formally approve at the July meeting.
- 3.** A Quorum was present after Bill C. arrived late.
- 4.** The May 8<sup>th</sup>, 2017 **Minutes** were approved, signed and placed in the parish Secretary's mail box.
- 5. Financial Audit** - Joe L. reviewed the 2016 audit report submitted by Rick Glassett. Report was approved by the Vestry.
  - A.I.** - Joe will develop a summary listing of the exceptions noted in the audit report for Vestry tacking to achieve resolution & closure. Assignments for follow up will be made at our July Vestry meeting.

## **6. Jr. Warden's Report**

- A number of minor repairs made in and around the Church
- Rectory renovation in good shape with a few items still in progress, including the replacement of a corroded drainage culvert.
- A request for funding support for the Food Pantry Outreach was discussed, but no action was taken.
- Discussed the possibility of purchasing the corner lot & home adjacent to our parking lot, which has come up for sale. After some discussion it was decided that, although it would be advantageous for the church to have control of this property, we should pass on the opportunity due to the lack of a plan to finance the purchase, and to finance the on going cost of ownership.

## **7. Sn. Warden's Report**

- Contract for brickwork project signed and mailed
- Barry Richardson has submitted prayers to be read for the search committee.
- Lynette & Bill H. to follow up on typo's in Church correspondence.
- Search Committee training was conducted and went well. Committee prioritized desired attributes to be sought in potential candidates, and selected **Sherry Mayfield** to chair the committee.
- Vestry approved \$ 450 of outreach funds to be given to the teen pregnancy center - Lynette to handle.

**8. Brickwork Funding** - Brent, Tim, & Bill C. met and designed the basis for a capital fund drive to support the project to renovate the exterior of the church & parish hall. Further research, however, revealed that adequate funding, with a few exceptions, already

exists in the Special Accounts + the building fund. Still, though, there is no contingency provided for the \$ 88,000 brick work project, it is desired not to completely deplete the building fund, we desire to paint the sanctuary, and we currently carry a \$ 22, 400 debt. Therefore it was suggested that a “soft” capital campaign be conducted along with the annual year end pledge drive to cover these costs. The Vestry will consider this approach at our next Vestry meeting, discuss again the wisdom of the capital campaign, and decide which “bucket” of money to use for the \$ 88,000 contract (this work is expected to begin ~ ~ in the late summer/fall).

9. **Bishop’s Visit** - planned for September 10<sup>th</sup> - have yet to decide on a meal or reception type event.
10. **Rector’s Report** - Bill H. will conduct training for those desiring confirmation in preparation for the Bishop’s visit on 9/10.
11. **Closing Prayer** - by Bill Hyde

**Next Meeting = Monday, July 10, 2017, 6:30 PM**

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Bill Cornman, Secretary (submitted 6/13/3017)

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Lynette Cooper, Senior Warden

**May 8, 2017 Meeting**

In Attendance:     Joe Ledwig             Bill Hyde             Helen McAda  
                          Lynette Cooper       Debra Shield         Kelly Mayfield  
                          Brent Marceaux     Bill Cornman         Tim Frawley

Not Present:        Carole Butler

1. **Opening Prayer** - by Bill Hyde
2. **A Quorum** was present.
3. **Financials** - Rick briefly reviewed March & April's financials, which showed a positive operating account balance of ~ \$30,000, with \$ 176,000 residing in the special accounts. Financials were approved.

Rick also presented a Diocesan spreadsheet with a draft salary proposal for a new Rector - once approved, this will be forwarded to the Diocese. A good deal of discussion followed. No action taken - will appear on June's agenda.

**AI - Lynette** will contact the Diocesan office to see if typical salary ranges / guidelines are available to us.

**AI - Rick** to forward an electronic version of the spreadsheet to the Vestry members.

4. **April Vestry Minutes** - previously approved by e-mail.
5. **Rectory Report** - Debra presented the low bid (\$ 4,800) for painting the rectory, which was approved. Outstanding, is repair to the fence, resetting the mail box + some minor miscellaneous items.

Debra has in possession a current contract for masonry work on the church and parish hall exterior, and painting the church's interior - nominal cost = ~ \$ 100,000 - the project was approved. Financing will come from a previous \$ 50,000 gift to the church, and a line of credit to be secured. Rick has been in conversation with a local bank that is willing to finance the line of credit. In the meantime we will launch a capital campaign to limit, as much as possible, funds borrowed from the line of credit.

**AI - Rick** to execute a line of credit, capped at \$ 50,000.

**AI - Brent, Tim, & Bill C.** to design the capital fund campaign.

6. **Disaster Shelter** - all agreed to once again volunteer St. Marks parish hall as a disaster shelter.
7. **Instrumental Policy** - draft policy revision proposed by Margret Hinson was approved.
8. **Food Pantry** - cash contributions are encouraged to facilitate bulk purchases of goods - helps standardizing the goods + lowers cost.
9. **Mother's Day Luncheon** - Lynette will check in with Nancy Kubecka for needs.
10. **Search Committee & Vestry Social** - to be held on **Saturday, June 3<sup>rd</sup> at Debra Shield's home**. Purpose is to have a kick off celebration for the search process, with an update to the committee relative to what we know at the moment. Brent volunteered to prepare chicken for all, while the rest of us are to provide a side dish. Lynette will invite our Diocesan representative. The formal Diocesan search process training is not yet scheduled.
11. **Sharing Faith Dinner** - decided not to do this
12. **Junior Warden Report** - All filters have been serviced as well as the kitchen equipment.
13. **Senior Warden & Rector's Report** - none
14. Doug Ecard, who owns the house and lot adjacent to our parking lot, has asked if the church is interested in buying the property. Although we would like to have control of this property, the church has no short or long range plans for it's use, + we would need to add to our debt (which soon may be quite high) for the purchase + there's the on going cost to the church for home ownership. Likely our answer is no, but **Tim will get an asking price figure from Doug** for further discussion.
15. **Closing Prayer** - by Lynette.

## **Nest Meeting = June 12, 2017, 6:30 PM**

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Secretary, Bill Cornman (submitted May 9, 2017)

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Senior Warden, Lynette Cooper

### **April 3, 2017 Meeting**

In Attendance:     Joe Ledwig             Carol Butler             Helen McAda  
                         Lynette Cooper         Debra Shield             Kelly Mayfield  
                         Brent Marceaux         Bill Cornman

Not Present:         Tim Frawley             Bill Hyde

1. **Opening Prayer** - by Lynette
2. **A Quorum** was present
3. **New Sound System** - Ernie Kee was present to report that the installation of the new sound system is in progress. Design criteria = standardize the equipment and keep it as simple as possible. System will include 1) new controls in the PH to replace the console, 2) new speakers, 3) 3 new headsets for the Priest, 4) rafter mounted camera in the church broadcasting to the TV in the PH - + some other features. The vendor will conduct training at a date yet to be determined - Ernie will coordinate with Lynette to see if we can get 2 or 3 others to attend in addition to Ernie. The need for a simple instruction booklet was also noted.

4. **Holy Week - Wednesday** - Lenten study group. **Thursday** - 1 service, **Friday** - 2 services. **Sunday** - the normal 2 services with a brunch and Easter egg hunt in between.
  
5. **Financial Support for Bill Bullard** - It was decided to honor the previously agreed to Vestry pledge specifically for financial support to Bill Bullard for his Iona education costs en route to the Bi-Vocational Priesthood. This will amount to \$ 1,000 / year for 2015 & 2016 = \$ 2,000. Lynette to secure receipts from Bill for accounting purposes.
  
6. **Church Renovation** - Debra once again reviewed the scope for repairing the brick mortar throughout the exterior of the church and parish hall, sealing the brick work, and painting the sanctuary interior + some miscellaneous items - all at a total cost of round about \$ 98,000. It was decided to move forward with this project by using the \$ 50,000 that already exists in the building fund and borrowing the remainder, using endowment fund proceeds as collateral. Debra will wait to release the contractor until the total financing package is in place.  
**Action Item** - **Lynette** to contact **Rick Johnson** to begin the process of securing the loan.
  
7. **Search Process** - The parish profile has been sent to the DOT, and Lynette is working with Ernie Kee and Freda Runk to secure church pictures for their inclusion.

Those committed to the search committee so far are:

Lisa Morales	Jessica Russel	Kathy Westmoreland
Watt Hinson	Gene Kubecka	Sherry Mayfield
John Arlitt	Martha Johnson	

Five more names were raised during the meeting and individual Vestry members were assigned to make contact with them, and feedback the results to Lynette. At least 9 search committee members are desired - but more would be better. Search committed training will be conducted by the DOT, and will be scheduled when the total committee is in place.

8. **Rectory** - Debra has an estimate for painting the exterior of the Rector. The Vestry would like to move forward with this but would like at least 1 other bid for the work.

**Action Item** - **Debra** will gain further bids for the painting work and bring it back to the Vestry for approval.

9. **Endowment Fund** - There was some discussion that indicated some level of dissatisfaction with the customer service we are receiving from Wells Fargo. It was decided to raise this issue with the Endowment Committee and encourage them to research our current situation to see if a better arrangement is advisable.

**Action Item** - **Lynette** to contact the Endowment Committee

10. **Closing Prayer** - by Lynette

**Next meeting = May 8<sup>th</sup>, 2017, 6:30 PM**

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Secretary, Bill Cornman (submitted 4/4/2017)

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Senior Warden, Lynette Cooper

### **March 5. 2017 Meeting & Retreat**

In Attendance:    Tim Frawley                      Carol Butler                      Helen McAda  
                                 Joe Ledwig                              Lynette Cooper                      Debra Shield  
                                 Kelly Mayfield                              Bill Cornman                              Rev. Bill Hyde

Not Present                      Brent Marceaux



1. **Opening Prayer** - By Rev. Bill
2. **A Quorum** was present.
3. **DOT Vestry Seminar** - Tim F., Debra S. & Joe Ledwig attended and briefed the Vestry on their experiences. Some of the key learnings were;
  - Methods to improve communications within the parish
  - Need to inventory the contents of our Church & include photos.
  - The DOT has the capability to hold, manage, & invest individual church major fund accounts (including Endowment Funds)
4. **Vestry Committee Assignments:**
  - Buildings - Tim F., Joe L., Debra S & Helen M.
  - Worship - Lynette C., & Carol B.
  - Administration - Brent M., Kelly M., & Bill C.
5. **Lenten Series** - The Wednesday evening program will be a DVD based study entitled "He Chose The Nails". So far Lynette C. & Carol B. will lead the sessions - still need others to volunteer to lead and a few more to sign up for providing the light meal.
6. **Parish Profile** - the bulk of the meeting time was spent editing the parish profile draft done by Sherry Mayfield and Jessica Russel. Would like to include pictures of the Church and church activities - perhaps Ernie Kee &/ Frieda Runk could assist with this.  
**Action Item:** - **Lynette** will incorporate edits & e-mail to the Vestry
7. **Search Committee Members** - Reviewed the criteria for committee membership. Agreed to begin the selection process at the next Vestry meeting.  
**Action Items:**
  - **Lynette** to clarify the provision "is not related to anyone on the Vestry", because that doesn't seem practical for our situation.
  - **All to come** to the April 3<sup>rd</sup> Vestry meeting with ~ 2 or 3 names to consider for possible committee membership.

8. Decided to move forward our next **Vestry meeting to April 3<sup>rd</sup>** to provide time to review, discuss and plan activities relative to upcoming Holy Week
9. **Closing Prayer** - By Rev. Bill

**Next meeting = Monday, April 3, 2017, 6:30 PM**

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Secretary, Bill Cornman (submitted 3/5/2017)

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Senior Warden, Lynette Cooper

### **February 13, 2017 Meeting**

In Attendance:	Brent Marceaux	Carol Butler	Helen McAda
	Tim Fraley	Joe Ledwig	Bill Cornman
	Rev. Bill Hyde	Rick Johnson	

Not Present:	Lynette Cooper	Kelly Mayfield	Debra Shield
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1. **Opening Prayer** - By Rev. Bill
2. A **Quorum** was certified to be present.
3. **Financial Report** - Rick J. reported that all bills were paid by YE, 2016, and current year financials were very strong as of Jan 31 with a \$36,600 balance in the operating account. This, in part, due to ~ \$20,000 in 2016 revenues, which were received in 2017. The special account balances also have had moderate gains.
4. **Officer Elections** - Tim F. was elected Junior Warden, and Bill C. was elected Secretary, both by affirmation.

5. **Vestry Minutes** - Minutes from the Jan 9<sup>th</sup> Vestry meeting and the Annual Parish meeting were approved.
6. **Junior Warden Report** - Joe L. is researching the possibility of securing a contract for preventative maintenance for our kitchen appliances. Verbal cost from the El Campo firm that supplied the appliances = \$462 / year. No action taken - need more information relative what services this covers.
7. **Senior Warden Report** - none
8. **Vestry Conference** - To date, 3 (Lynette, Joe, & Tim) plan to attend the session on Feb 25<sup>th</sup>
9. **Lent 2017** - Light Lenten dinners will begin March 8<sup>th</sup>, which will include a brief program. Seeking volunteers to sign up for food preparation.
10. **Parochial Report** - distributed and approved
11. **Newspapers in Education** - appears to be a request for program funding, but no cost information provided or propped, so no action taken
12. **Vestry Retreat** - Those present agreed to hold this planning session just after church, **12N - 4:00 PM, on Sunday, March 5<sup>th</sup>**, with a light lunch provided. Will check with Lynette, Kelly, and Debra to see if that date suites them as well. Predominate focus likely to center around the search process.
13. **Search Process** - Work on parish profile in progress.
14. **Old Business** - Discussed the wisdom of selling our van and renting a vehicle for youth ventures as the need arises. Concluded we really need to better compare the economics of “owning” vs “renting” to reach a decision. Also need to have an estimate of the sale value of the van, and include Kathy Westmoreland in the discussion. Will hold this topic over to the next agenda.
15. **Closing Prayer** - By Rev. Bill

**Next meeting = March 13, 6:30 PM**

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Secretary, Bill Cornman - submitted 2/14/2017

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Senior Warden, Lynette Cooper