***Christ Episcopal Church, Dearborn***

**Vestry meeting – Saturday, January 21, 2017 at 9am**

**Meeting Minutes**

**Attendance**: Carolyn Blackmore, Diana Brehob, Chris Burkhalter, Selia Danes, Margaret Green (from 10.45am), Rosine Kubwimana, Matt Quam, Daniel Pawa (until 12.40pm), Terri Pilarski, Thomas Trimble, Mitch Yudasz

**Absent:** none

**Guests:** Dennis Kirchoff, Matt Sallman (Treasurer)

**Recording Secretary**: Nicholas Bell

**Opening Prayer:** Terri called the meeting to order and opened with prayer at 9.08am

**Agenda**

* Approve the Christ Episcopal Church budget for 2017

**eMail Motion and Voting on minutes of January 8, 2017 Vestry meeting**

* On January 11, 2017 Diana made an eMail motion to approve the minutes of the January 8th Vestry meeting.  Thomas seconded the motion.  Voting ended the same day (January 11th) and the motion passed with eight Vestry members approving and one abstention

**Finance Commission 2017 budget proposal – Matt Sallman**

* Matt Sallman summarized his January 19th meeting with Diocesan Officers Mark Miliotto (Treasurer) and Jim Gettel (Congregation Development) on sustainable budgets. Mark Miliotto commented on a number of items:
	+ CEC Office is open longer hours than many other churches with associated costs
	+ The Diocese offers five different health coverage options and that provides options that Finance can consider for the next renewal (November 2017)
	+ Sexton costs are higher than similar churches, likely because of longer opening hours (building access, Chapel Day etc.)
	+ Comprehensive Insurance costs appear low. Matt Sallman reminded Vestry that CEC insurance had paid for recovery from basement flood damage
	+ Building and Grounds budget is not unusual (neither high or low)
	+ Asked clarification of equipment leasing costs
	+ Stated that there is no requirement for an external audit – Matt is following up in this because of the ambiguity of language in the Diocesan Canons
	+ Questioned 150th Anniversary Celebration expense and why we are paying for dinner for parishioners who could pay for themselves (suggested that we should provide coverage for any parishioner not able to pay)

**Additional Budget Discussion Points**

* Discussion about salary for Choir Master/Organist
* Diana asked that the Treasurer prepare a report of the total salary plus benefit cost for each staff member
* Vestry needs a future conversation about reducing paper use and move further to digital
* Daniel commented that parishioners are often engaged and inspired by specific mission areas, like Education, Evangelism, and Worship. How do we help them understand the budget through the many areas of CEC mission?
	+ Chris noted that donations for mission areas like Blessings in a Backpack, Liberia S.C.H.O.O.L project, Food Pantry are not reflected in the operating budget. Matt will look for a way to make this visible to parishioners
	+ Matt Sallman will pull together a summary of mission spending for the Finance review on January 22nd to provide visibility for spending in things like Food Pantry, Blessings in a Backpack, Liberia S.C.H.O.O.L project, and so on
	+ The expenses for salaries and buildings and grounds support these mission areas (the building and office expenses enable Chapel Day, for example)
		- The budget could be reframed to reflect this view of the budget. This could be an outcome of the mission and sustainable budget and ‘Requiem or Renaissance’ event in March, but cannot be done in the timeframe of the current 2017 budget cycle
* Rosine commented that we should look for opportunities to engage more church members and combine volunteering with fund raising. For example, the parish could provide seed money for events that participants pay for (a recent example was the jazz and pipes event as part of 2016 organ refurbishment fundraising)
* Matt Quam commented that the cumulated deficit ($42,078.70 - as on 12/31/16) is effectively funded, in cash flow terms, from the dedicated accounts

**The following discussion & motions refer to the Jan 20th Finance budget recommendation**

Thomas recommended that a line by line review of the budget and the use of formal motions to decide on changes to the Finance recommendation for the 2017 budget. It was agreed that the budget, as recommended by Finance, would be the baseline to which any changes would be made

* There were no recommended changes to the income budget line items
* Line #509. Carolyn commented on the Clergy Discretionary line which is used for Kroger cards that are given to needy families. This supplements the Food Pantry item
* Line #508. Matt Quam made a motion that the Food Pantry line item be reduced to $1. Margaret seconded.
	+ Discussion
		- Chris noted that a prior agreement moved the Miscellaneous Outreach budget to Food Pantry
		- Chris commented that this would move Food Pantry to a dedicated account, but effectively zero out outreach in the operating budget
		- The discussion of how we manage outreach, service
	+ Matt called the question. The motion failed with two vestry members approving, six opposed and one abstaining. The budget therefore remains $1,200 as recommended by Finance
* Line #521. Thomas made a motion that the Worship Expense be increased by $300 to $950 to allow for purchase of a new headset remote microphone for Terri’s use. Selia seconded
	+ Discussion
		- Matt Quam commented that this is an expensive microphone. Terri’s experience is that inexpensive microphones have not been durable or reliable
	+ Thomas called the question. The motion passed with six Vestry members approving, two opposed and one abstaining
* Line #535. Carolyn made a motion to increase the substitute musician budget from $0 to $750. Margaret seconded.
	+ Discussion
		- CEC offers year-round music during worship. This amount will cover musicians for five Sundays
	+ Carolyn called the question and the motion passed with seven Vestry members approving, two against and one abstention
* Line #681. Margaret made a made a motion to set the budget for Memorial Garden Maintenance to $0. Matt Quam seconded.
	+ Discussion
		- The dedicated account can be used for this purpose
	+ Margaret called the question and the motion passed with all nine Vestry members approving
* Line #682. Thomas made a motion to revise Labyrinth Maintenance to $0. Margaret seconded
	+ Discussion
		- This will move decisions on this spending item from the Rector to Property
		- Chris suggested that we could ask the community gardeners to maintain the flowers around the labyrinth
	+ Thomas called the question and the motion passed with six vestry members in favor, two opposed and one abstention
* Line #680. Carolyn made a motion to revise Outdoor Landscaping and Flowers to $0. Margaret seconded.
	+ Discussion
		- This is consistent with the decision for line #682, above
		- Volunteer and donations will be solicited for planters
	+ Carolyn called the question and the motion passed with six Vestry members approving, two opposed and one abstention
* Line #557. Margaret made a motion to Set Solemn Communion to $0. Diana seconded.
	+ Discussion
		- Terri supports this proposal
	+ Margaret called the question and the motion passed with all nine Vestry members approving
* Line items # 573 & 574. Thomas made a motion to revise the budget for Rite 13 and J2A each to $185, with an expectation that these mission areas will be funded to a total of up to $500 each by drawing from the residual J2A-YAC dedicated account. Diana seconded
	+ There was no discussion. Thomas called the question and the motion passed with all nine Vestry members approving
* Line #593. Margaret made a motion to reduce Parish events to $500. Carolyn seconded
	+ Discussion
		- Chris thinks that seems like a major cut and would favor a smaller reduction
		- The importance of Parish Events was reiterated, but this is the time to find other ways to fund (self-funding, volunteers, donations), rather than operating expenses
	+ Margaret called the question and the motion passed with all nine Vestry members approving
* Line #592. Selia made a motion to reduce Hospitality to $600. Margaret seconded
	+ Discussion
		- This amount should cover coffee hour needs
		- Seek to minimize (or eliminate) use of paper goods
		- Rely on pot luck to provide main course (meats etc.) for picnics and other meals, rather than operating expenses
		- There should be times when we celebrate as a parish without asking for donations
	+ Selia called the question and the motion passed with seven Vestry members approving, one opposed and one abstention
* Chris made a motion to combine Parish Events and Hospitality. Thomas seconded.
	+ No discussion. Chris called the question and the motion failed with two Vestry members approving, five opposed and two abstentions
* Anniversary Celebration. Matt Quam made a motion to reduce the budget to $500. Margaret seconded
	+ Discussion
		- If the dinner is self-funded by participants the cost could be less than $1,000
		- This amount will provide seed monies and also underwrite the cost for anyone who may not be able to pay for the dinner
	+ Matt called the question and the motion failed with two Vestry members approving, five opposed and two abstentions. The budget therefore remains $1,000 as recommended by Finance
* Line #606. Margaret made a motion to reduce Supply Clergy to $0. Matt Quam seconded.
	+ Discussion
		- Terri supports the recommendation
		- Mitch will lead morning service without Communion for the five Sundays that Terri is on leave
	+ Margaret called the question and the motion passed with all nine Vestry members approving
* Line #613. Carolyn made a motion to reduce Children’s Music Director to $0. Margaret seconded
	+ Discussion
		- This could lead to loss of the Christmas pageant, unless others volunteer
		- The pageant is important and needs to be supported
		- Other mission areas (choristers, prayer room, youth leaders, other children’s education) do not benefit from paid leadership
		- We need to give some formation to the youngest children and engage families on Christmas eve
		- We could cut Lenten and retain Christmas pageants
		- Impact to the pageant is more than just the Director, it brings in additional young people as volunteers
		- Agreed that it needs focus, but there is no specific rationale for this paid position, compared with other aspects of children’s and youth formation that are staffed with volunteers
	+ Carolyn called the question and the motion failed with four Vestry members approving, five opposed and no abstentions. The budget therefore remains $1,000 as recommended by Finance
* Line #613. Diana made a motion to reduce Children’s Music Director to $500. Margaret seconded
	+ There was no discussion. Diana called the question and the motion passed with eight Vestry members approving, one opposed and no abstentions

**Note**: Daniel Pawa had to leave the meeting at this point to go to work

* Line #623. Margaret made a motion to set Childcare Providers to $1,500. Chris seconded
	+ Discussion
		- Assumes that, as in 2016, there will be no child care provided during the summer season
	+ Margaret called the question and the motion passed with all eight Vestry members approving, none opposed and no abstentions
* Line #618. Margaret made a motion to set Bookkeeper to $4700. Carolyn seconded
	+ Discussion
		- No support is required for audit work
		- Consistent with 2016 actual spend
	+ Margaret called the question and the motion passed with eight Vestry members approving, none opposed and no abstentions
* Line # 657. Margaret made a motion to set Machine Maintenance to $600
	+ Discussion
		- The proposed increase was to fund the cost of the migration to a ‘cloud’ based church management system (CMS), or migration to another system.
		- Use 2017 to develop a plan to migrate to a new software and continue to use the current desktop system
		- Label of line item is confusing and will be changed to reflect that this is software spend
	+ Margaret called the question and the motion passed with eight Vestry members approving, none opposed and no abstentions
* Line #659. Matt Quam made a motion to reduce Postage to $300. Margaret seconded
	+ Matt accepted a friendly amendment to set this budget to $500
	+ Discussion
		- We should be doing more online & digital to move away from paper and mailing
		- Need to protect for bills paid with paper checks.
	+ Matt called the question and the motion passed with seven Vestry members approving, none opposed and one abstention
* Line #686. Matt Quam made a motion to reduce Contracted Ground Services to $3,600. Diana seconded
	+ Discussion
		- This covers snow removal only and would not pay for salting of parking lot
		- Concern about risk of slip and fall
	+ Matt called the question and the motion failed with two Vestry members approving, five opposed and one abstention. The budget therefore remains $4,500 as recommended by Finance
* Line #687. Matt Quam made a motion to reduce Grounds to $11,250. Margaret seconded
	+ Matt accepted a friendly amendment to set the budget to $13,500
	+ Discussion
		- Property spent ~$10,000 in 2016
		- Vision request was to complete additional projects – including sprinklers around Plaza and planned planting around the digital sign
	+ Matt called the question and the motion passed with seven Vestry members approving, one opposed and no abstentions
* Line #689. Matt Quam made a motion to reduce Building Maintenance to $10,000. Diana seconded
	+ Discussion
		- Need to pay for an elevator weight test in 2017 to meet state certification requirements
		- The vision request does not cover repair/replace of any Stacy Hall doors
	+ Matt called the question and the motion failed with four Vestry members approving and four opposed and no abstentions. Terri was called on to exercise her tie breaking vote and abstained. The budget therefore remains $13,000 as recommended by Finance

**Summary of Changes**

* This creates a budgeted 2017 deficit of $26,138.33
* Margaret made a motion to accept the budget as reviewed and modified. Thomas seconded
	+ There was no discussion. Margaret called the question and the motion passed with seven Vestry members approving, one opposed and no abstentions
* Parishioners will be asked to supplement their pledged giving to increase Income and eliminate this deficit
* Carolyn commented that Vestry must make financial management, including budgeting, part of its continuing work on ministry and sustainability
* Thomas congratulated Vestry on a good set of discussions in the meeting that had tackled a difficult topic and set of decisions effectively

**Meeting Close**

* Terri closed the meeting with prayer at 1:12pm

*Respectfully submitted by,*

*Nicholas Bell*

**Next Vestry meeting:** Short Vestry meeting January 29, 2017 - - immediately following the Annual Meeting

**Future Meeting Reminders**:

* Monthly Vestry meeting dates TBD
* Dialog on mission & sustainable budget: evening of Thursday, February 23rd
* Vestry Retreat: evening of Friday, February 24th
* Required Diocesan training for Vestries on race relations and diversity: all day, Saturday February 25th
* Requiem or Renaissance (Vestry & other CEC leaders): all day, Saturday March 25th

**eMail Motion and Voting on minutes of January 21, 2017 Vestry meeting**

* On January 27, 2017 Carolyn made an eMail motion to approve the minutes of the January 21st Vestry meeting.  Daniel seconded the motion.  Voting ended the same day (January 27th) and the motion passed with all nine Vestry members approving