

Reminder: Next Vestry Meeting is September 18, 2013

Minutes of the Vestry
St. Timothy's Episcopal Church
August 21, 2013

The regular meeting of the Vestry opened at 6:45 with Evening Prayer. Those present:

Vestry

Don Dewey

Joe Fox

Gina Frey

Betsy Gee

Angela Mitchell-Phillips

Carolyn Moore

Danielle Pennel

Joy Rouse

Peter Wangler

Dennis Whittington

Staff

Marvin Foltz, Rector

Jan O'Neil, Deacon

Others

Alice Fritsch, Treasurer

Anne Teymouri, Clerk

Ron Batty, Building Committee

Building Project Update: Ron Batty reported that inspection of the new construction should occur on or before September 20. However, inspection of the education wing is not expected to take place until the end of September or even early October. Work has stalled on the fifty-year old building for five weeks as contractors wait for permission from the Creve Coeur Fire Marshall to continue using the fire code standards from 1960s construction era. The old Parish Hall section of the building will require a system of fire dampers to bring it up to code. The Building Committee is meeting with architects to work on ways to best address this issue in as cost effective manner as possible.

Ron reported that the water main installation is the second major hurdle in the construction project. Committee members have scheduled a pre-construction meeting with the plumber next week and hope to begin work after Labor Day. In the meantime, the committee is requesting clarification from Missouri American Water Company on pipe requirements as they have given conflicting specifications. Also, Committee members will ask the County to allow trenching into Mason Road during the ongoing construction of the bridge to save the extra costs of tunneling under Mason Road. And last, they will meet with neighbors to explain what will happen during the work on the water main. Again, costs will fluctuate on this depending on answers received regarding the piping and the road work.

Ron next switched to financial matters for the vestry to consider. He presented vestry members with a written summary of cost estimates of items for which the parish will pay separately from the building construction. He expects a shortfall ranging from \$6000 to \$38,000 with more exact figures available once the water main and fire code questions are resolved. In addition, Ron presented a written wish list for the education wing drawn up in a meeting with Peggy Huesemann, Michael Wyland and Caryl Fox. Casement (cabinetry) for five Sunday School rooms would cost approximately \$14,000 if done all at one time. However, if cabinets are installed later in individual rooms at different times, costs will go up to approximately \$5,000 per room. Ron added that he has asked Caroline Kelsey to obtain estimates from landscapers to complete the grading in the Columbarium area (Musick will do an initial grading of the area) and to install the rock hardscape.

Ron asked that the vestry discuss and consider how much debt the parish should assume, depending on which of the remaining items they wish to complete and which they choose to defer for future consideration. Carolyn noted that the Finance Report with more exact figures will be presented at the September vestry meeting, so vestry members can think about the question of debt in the interval.

Ron left at the end of his presentation, and the vestry continued discussion of the question of debt assumption and setting priorities. Don Dewey asked that the Finance Committee obtain information of payment costs of various levels of debt. Marvin Foltz suggested that the vestry invite Peggy Huesemann and Caryl Fox to the September vestry meeting to present their recommendations for furnishing the classrooms. Then discussion turned to when and how Sunday school classes would begin. Rally Day was originally set for September 27, but the issues with the fire codes and fire dampers in the education wing are pushing that date further down on the calendar.

Minutes: A motion to approve the minutes from July 24, 2013 was made, seconded and passed.

Treasurer's Report: Alice Fritsch reported that the budget is continuing in good shape with income ahead and expenses behind. Anticipated future expenses include those associated with the new rector and materials for Sunday school curriculum. Alice also reported that Communications will probably go over its budget this year to cover much needed expansion of the parish webpage and monthly updates of pictures on the television in the Gathering Space. She expects our present surplus of \$56,000 to go down somewhat during the remainder of 2013.

A motion to accept the treasurer's report was made, seconded and passed.

Sr. Warden's Report: Carolyn Moore stated that she had attended all three services for Marvin's first weekend in St. Louis. She found the excitement at those services "palpable." Marvin thanked Carolyn for all her help during his family's move. She then reported on several items:

- Carolyn reported that she had delivered the paperwork required for a temporary loan from White Funds to the Cathedral.
- Carolyn recently met with Stan Viglione to discuss unpacking the pods and repairing some metal shelving from the storage areas. Stan suggested that the vestry involve younger members of the parish. Don suggested that providing child care on a Saturday might make it easier for younger families to help with the unpacking. Carolyn relayed Stan's willingness to lead the unpacking job, but said that he would like help from someone to work with him on the overall project. Stan sent a written outline of the unpacking job for vestry members to review. His plan suggests that teams form to handle specific groups of items. Carolyn asked vestry members to help recruit a leader for each specific group of items who would in turn recruit others to help. Time for unpacking will be set in late September or early October.
- Bishop Smith will visit St. Timothy's on September 29 and would like to meet with vestry members during that visit.

Jr. Warden's Report:

- Joe Fox reported that he is presently trying to anticipate costs for next year for the larger building. Ameren has set a fixed higher cost for the coming year to cover the cost of installing a new transformer. However, that updated transformer will improve efficiency once it is in place.
- Joe reported a leak in the Sacristy after a plugged hose caused an AC drip pan to overflow. He requested the vestry consider setting up a contract with Al-Don to provide service for the HVAC system to prevent such problems. Alice Fritsch noted that there was an ongoing contract with Al-Don, so this item is already in the budget. However, in consideration of liability issues, Al-Don has stopped calling to set up service calls and now requires its customers to call in their requests. A motion was made to renew the contract with Al-Don for HVAC service, and the motion was seconded and approved.
- Joe reported there had been a leak in the Gathering Space. A roofer inspected and resealed an expansion joint in the roof. Once it rains again so the efficacy of the repair can be checked, the damaged ceiling tiles will be replaced.

Deacon's Report: Jan O'Neil reported on several activities:

- Jan reported that St Timothy's has received a thank you note from Circle of Concern for a grant of \$5000. Those funds will pay for gift certificates for back to school supplies.
- The work on Deaconess Anne House is finished. Jan reported that she had attended the open house there last weekend.
- KIVA has provided funds for six more loans. Sara Vanacht has been taking a leadership role in the group.
- Place at the Table is asking everyone to send post cards or messages to congress people to minimize reduction in SNAP (food stamps) funding in order to provide better nutrition.
- St. Timothy volunteers helped with the Peace Meal at St. John's on August 24.
- St. Timothy gardeners delivered vegetables to the food pantry.
- Sigel School has a new principal this year, so tutoring may be delayed for a while.

Rector's Report: Marvin reported that he has already held a staff meeting and also has met with each staff member individually, finding St. Timothy's staff outstanding. He also expressed appreciation for Jan's ministry as Deacon at St. Timothy's. Marvin stated that he has also been getting to know parishioners and stressed the importance of vestry members cultivating strong listening skills to better listen to parishioners and to understand their needs. He told vestry members that he welcomes direct communication with and between all.

Marvin added that he has met with members of the Building Committee to try to "get up to speed" on the progress of the expansion. He will accompany Ron Batty to meet church neighbors to discuss the project with them. He believes the next phase at St. Timothy's will require parishioners to actively shape how the new building shifts and readjusts relationships. He suggested that we use the potential of the new space to both increase the effectiveness of programs at St. Timothy's and create new partnerships with those outside the parish.

When asked if he plans to review staffing needs in the near future, Marvin answered that he wants to maximize the strengths of staff and lead them in working toward common goals. He foresees a potential future gap in pastoral care which is right now largely in the capable hands of clergy associates Roy Moore and Nathaniel Pyron. As the parish grows, more help will be needed in that capacity. Marvin asked the vestry to consider giving all compensation to Roy and Nathaniel in the form of housing allowance for its tax advantage. He will check to see if that is allowed in the Diocese of Missouri and let vestry know if this is an option.

Marvin also stated that he plans to provide written rector's reports to the vestry that can be emailed to the parish. He will invite ministry chairs to make personal and/or written presentations on their activities to the vestry and parish as well.

Respectfully submitted,

Anne Teymouri, Clerk