

# Christ Church Vestry Minutes

Dec. 19, 2019

## Dinner

*Thank you for dinner, Chuck!*

Present: Rev. Emily Williams Guffey, C. Galli, R. Basse, D. Faust, J. Powell, C. Atwater, L. Jones, D. Jones, B. Warner, J. Treenee

Absent/Excused: P. Brown

Written reports received: Finance; Buildings & Grounds; Stewardship; Rector; Staff (Operations, Communications & Stewardship, Music, Facilities, Christian Education & Community Engagement)

6:30 pm

**Prayer**

## Celebrations (and comments)

- Partners for Sacred Places, Workshop 1
- Feast of Christ the King: Pledge Ingathering & Blessing. Suggestion: Next time, send out an advance notice, say with the quarterly statements
- Annual Pledge Campaign as a whole
- Advent
  - o Advent by Candlelight
  - o Advent Vespers at Trinity
  - o J2A Greens Sale and Holiday Bazaar - all with Square! Very successful.
  - o Intentional music and flowers/greens throughout
- Chip's Ordination to the Sacred Order of Deacons (the diaconate)

**Minutes (November 19, 2019) Approved.**

## Stewardship

Jim Treenee

Annual Pledge Campaign progress: See Beth Ann's staff report and committee report. Of the 102 pledges received so far, 75 were either new or an increase – 74% of the total. Commendation on the campaign's spoken and written words. Next steps: Planned giving.

## Finance

David Faust, Christine Galli

We did a thorough review of 2020 Budget Draft.

Faust: Regarding the Buildings & Grounds part of the budget, the Finance Committee feels we need a project supervisor to make sure the right things are done in order, especially regarding the three main projects. Galli: In the 1980s, we had an overall facilities assessment of what needed to be done. She recommended, back when Patrick Warner started identifying needs, that we find out what all needs to be fixed. Now the Finance Committee feels it's in our best interest to have another comprehensive assessment done, focusing on cash-flow implications, i.e., what expenses are likely to be due when. We also discussed KaClarence's role in overseeing these projects. One possibility: Bump him up to 29 hours/week, with pension, but short of full time. Atwater: Yes, let's assess what

needs doing, but don't delay those items that need to be done asap. D. Jones: We may need an assessment for 2021, but not for 2020. We know what needs to be done now.

Emily: We need to discuss the budget thoroughly tonight, so we're able to adjust it and take it to the congregation at the annual meeting. She suggested we return to B&G issues later – adding that this Vestry (and 2020's) should consolidate the assessments we already have and the timelines.

Budget discussion points. \*Praise for the footnotes, which anticipated a lot of questions. \*The draft 2020 budget sees a net loss of \$163,692.90, partly offset by a 5% "prudent draw" of \$80K. To cover all of the loss, we will need a 10% draw from our endowment, i.e., double a "prudent" draw. \*The committee sees room to increase revenue from facilities fees, and is looking into that. E.g., we're seeking to provide transparency for weddings. We don't rent our building for weddings (despite requests); weddings done here need to be in accordance with the Book of Common Prayer. But if we market ourselves better, we might attract more folks for whom this is a good fit. E.g., Emily's sister will be wed here, and will use Ledyard Hall for the reception. \*Health Insurance Reimbursement refers to St. Mary's in-the-Hills in Lake Orion (Andy's church), which pays us because he's covered under Emily's insurance. \*Parking lot generates \$60K in revenue, but property tax on that is about \$23K. \*The budget assumes KaClarence will move to 29 hrs/week in 2020, from 25 hrs/week at \$18/hr currently. \*In 2020, new hires will be here one year. This budget doesn't include a raise for them (except Ed); raises are likely in 2021. \*Largest staff increase is for education/community engagement coordinator. We also increased nursery staff per Safe Church policy requiring two adults where youth are present. \*Office expenses down in part because a change in software will save us \$300/mo. That line also was high in 2019 due to purchasing computers for new staffers. Brief discussion on where we get, and might get, supplies, including Altar Guild's. \*Diocesan apportionment is an average of three years' budgets, so 2020 is the lowest it will be, reflecting the years of no rector salary. It will go up in 2021. \*Bell tower tuckpointing is a capital project, not maintenance, because it a) increases the value of the tower, and b) will be bundled with the other two major projects. \*Do we need to increase the budget for parking-lot security for more night events? \*Emily is exploring whether our insurance covers a member who recently fell in the church. We might file a pre-emptive claim using our liability insurance. The member may need to submit her medical expenses and see what's covered. \*Budget includes a \$2K increase in the choir budget, anticipating more events.

Motion: That we give the Director of Music a 5% raise in 2020. **Approved.**

Motion (an annual December task): That the Rector's housing stipend for 2020 be set at \$24,000, down from \$25,200 in 2019, when Emily was moving and setting up the house. **Approved.**

## Buildings & Grounds

Desmond Jones

The (rusted) west door to basement replaced on Dec. 17. Also, see Facilities Manager's Staff Report. Other current and scheduled projects:

\*Moving forward with security camera & cabling upgrades. We met with the assigned contractor. Some issues came up; agreed on <\$17K. Concern: Do we need to have a camera in every single room, to be able to review any incident that might happen? That was never in our plan. We asked for cameras in five rooms, plus Cary Lounge, Kitchen, and Ledyard Hall, facing the entrance. Total of 8 new cameras. We're waiting on a quote for that. They'd purchase camera kits; relatively cheap on Amazon; the system will include ability to view the feed online, e.g., on your phone.

\*Awaiting info re: foundation repair (Still awaiting east wall estimate from Quinn Evans) & stormwater management

\*AED/CPR training set for Jan. 18, 9 a.m. – 12:30 p.m., run by the Detroit Fire Department.

\*Improvements to church sound system (See: Sound Planning bid). Discussion: Improvement #4, boom mics, don't increase the choir's volume, but improves the distribution of sound so that the choir sounds the same in the back as in the front rows. After discussion, including whether Ed Maki-Schramm has been asked for his opinion, we agreed that Improvement #1 (new microphones) was the most urgent. Motion: That we approve going to Sound Planning for Improvement #1, option B, at a cost of \$5,121.69. **Approved.**

\*Bell tower and façade work to be done by RAM Construction. Construction start date: as early as April 2020. Proposed down payment: 10% of first-year costs = \$27,500. Payment is required in early January to secure April start date. Invoicing agreement: Net 60 days. Monthly payments April-October will be \$20-30K, totaling \$275K in 2020. We have \$90K in hand earmarked for the bell tower, from Evelyn Sanom. She gave it two years ago. Motion: To pay RAM Construction \$27,500 in January to secure April 2020 start date for bell tower work. **Approved.**

## 175th Anniversary Planning

Rev. Emily Williams Guffey

- Recruitment for Planning Team! She's open to suggestions.
- Events: Special Music and Services so far...
  - o May 31, 2020: Day of Pentecost and Actual 175th Birthday
  - o September 2020: Hymn/Improvisation Festival?
  - o November 1, 2020 evening: Verdi Requiem. Expenses: \$5,000; this will be a separate anniversary budget, apart from the regular budget.
- Communications:
  - o Reaching out to former or lapsed members, choir members
  - o Daughter, granddaughter, and other related congregations
  - o City and civic relationships. Expect this to be aided by our Partners for Sacred Places project.
- Fundraising for Capital Projects (Bell tower, Foundation, Stormwater, Kitchen, Ledyard, Lower Level Ceilings, etc.):
  - o Anniversary Campaign a kick-off for Capital Campaign?
  - o Capital Campaign feasibility & planning begins
  - o Foundation: We'll be asking Diocese for grants as an emergency need.
  - o Events: Dinner Party? Other?
  - o Suggestion: Include a wish list (e.g., additions to the sound system, redoing the kitchen, etc.) with estimated costs in the Annual Meeting packet. Emily: we need to be transparent about what we need.

## Partners for Sacred Places

Rev. Emily Williams Guffey

Feedback discussion was positive.

Next steps: homework is to start discussing this with the entire congregation, communicating more widely. Roger Maki-Schramm has written a first draft. Galli: We should have something visible on the wall with updates on all of our projects: Stormwater, Bell Tower, Foundation, etc.

Have adult ed class in January on this. Galli: How about a class on former capital campaigns—what was achieved, and what was left on the list. That would help to explain why the kitchen keeps being left undone.

After Christmas, Emily will send out an email to reactivate our PSP activities. This means three task forces: 1) Explore our history and heritage; 2) assess our building (go through existing documentation, do a walk through, see what the inventory is and what's insured); 3) calculate our public value. Later, we'll add two more: Developing outside partnerships, telling our story.

## Vestry Recruitment & Planning

Christine Galli, Rev. Emily

We have a list. Divvied up names between Christine, Emily and Roger. About 6-8 candidates; need four, including one to be treasurer.

## Annual Meeting Planning

Rev. Emily Williams Guffey

Planning team for how to tell our story: volunteer to Christine/Emily. Annual meeting will have all the usual elements, but more visuals – slides, etc. Vestry will again sponsor lunch/coffee hour.

## New Business

1. Motion: To allow Rev. Emily to carry over unused two weeks of vacation from 2019 into 2020. (Expect to take vacation the first full week of January.) **Approved.**
2. B. Warner proposed that we use a laptop and Cary Lounge's screen to review the agenda, etc., so as to save paper.
3. Galli: Is there a way to create a scheduling program covering educational programs, events, etc., so everyone knows what's happening, what the hospitality needs are, and to see if there's too much on a given weekend? Start with the annual traditions. A planning/program committee which would approve adding items to the schedule. Emily: Call a calendar-planning meeting for next month. This also would help with strategic planning, to achieve our goals for the year. Powell: We especially need it because we'll start major construction in April, which will impact the parking lot. L. Jones: Create a calendar in the third quarter, putting in our major traditions, then add photos and sell it. Emily: Who needs to be in the room for calendar planning? Hospitality, vestry, Outreach—who else? Start with a plan in January, to have it for the Vestry retreat. Galli: Do it for 18 months starting with Pentecost.

**Adjourned at 9:20.**

## Upcoming Events:

- Christmas Eve: 5pm with Pageant, 9pm Bach's *Sleepers, Awake!*, 9:30pm Festival Eucharist with Choir and Sermon
- January 5, 10:30am, Inurnment of Tish and Erv Brown, followed by a special coffee hour
- January 26, 12pm: Annual Meeting
- February 1: Partners for Sacred Places, Workshop 2; May be held at Trinity to avoid space crunch with move-in day of Shelter Week
- February 1-8, Shelter Week
- February 21 & 22: Opera MODO performs *Dialogue of the Carmelites* in CCD
- February 25: J2A Shrove Tuesday Pancake Supper, Burning of the Palms
- February 26: Ash Wednesday
- March 1: British vocal ensemble Apollo5 performs at CCD
- March 7: Partners for Sacred Places, Workshop 3
- April 5-11 Holy Week
- April 12 Easter Day