

Meeting of the Vestry
Chapel of the Cross
April 19, 2017

Present:

Molly Meeks, Senior Warden
Jon Woodward, Junior Warden
The Rev. Ben Robertson, Rector
The Rev. Will Compton, Associate Rector
Oscar Hartman, Treasurer

Vestry Members Present:

Amy Barker
George Ezell
Dick Lawrence
Debbie Lominick
Brian Martin
Richard Roberson
Jim Russell
Bob Williams

The meeting was called to order by Ben Robertson, followed by a reflection led by Jon Woodward.

Minutes

Minutes from the March meeting were reviewed.

Motion: Bob Williams made the motion to accept the minutes as written. Brian Martin seconded the motion which passed unanimously with aye.

Finance Report (Oscar Hartman)

Oscar went over the financial statements. He called attention to the Statement of Income revenue of \$31,658 from March. It is showing \$25,000 under budget in collections. We will look at the number once again at the end of April.

a. Post-Audit Finance Committee Recommendations: He went over the auditor's comments. From an accounting standpoint, the Vestry needs to manage accounts in a different manner (general accounting acceptable practices) regarding our ODR (other designated/restricted funds) funds. He passed out a sheet showing an overview of ODR funds. The Finance Committee decided to go through each of the accounts/funds and tried to designate accounts/funds (Program, Dormant and Designated). The Vestry needs to be more responsible for determining and overseeing all accounts. Everything needs to be shown in the monthly statement. The Vestry needs a written policy on every fund we have (for example the Altar Guild was given \$5,000 in budget process- including documentation of what Vestry has allowed them to spend). Each fund needs a Policy Statement. The information needs to be public. Donors cannot dictate how the money will be used; the Vestry is not obligated to approve. We have a policy: the Vestry must approve and the Vestry will authorize expenditures. Capital Campaign- The Vestry has

complete authority over receipts and expenditures of the Capital Campaign. We need a written policy in place to address what we would do if we don't use the money. Procedurally, nothing will change, but the Vestry will adopt the auditor's recommendations. Any time a new fund is opened, it will only be opened at the approval of the Vestry (with a policy). We are not in accordance with accounting rules. We also need to be transparent at the Annual Meeting. The Finance Committee will get together to re-do budget. Hopefully, it can be reconciled by May. The balance sheet will show: Restricted, Unrestricted and Designated Funds. Vestry reviewed the Dormant Funds. Ben reminded Vestry that the budget directly reflects the Chapel's values. All Chairs need to know about new changes.

Motion: Brian Martin made the motion accept the Financial Report. Richard Roberson seconded the motion which passed unanimously with aye.

Motion: Bob Williams made the motion motion to approve the recommendations given by the auditors as explained by Oscar. Jon Woodward seconded the motion which passed unanimously with aye.

Action to Take/Motion: Brian Martin made the motion to agree to a written policy. Richard Roberson seconded the motion which passed unanimously with aye.

Senior Warden's Report (Molly Meeks)

Molly expressed her thanks for the reception honoring her friends from Uganda.

Junior Warden's Report (Jon Woodward)

The AC went out in the PDO building. He felt the grounds looked great for Easter. No wasps have been in Chapel for several weeks. The septic system will need to be looked at.

Building Report (Amy Barker)

Motion sent via email on April 10, 2017: Molly Meeks made the motion to approve the task order for surveying/mapping services and the expenditure in the amount of \$3,700.00. Richard Roberson seconded the motion which passed unanimously, ***via email***, with aye.

Amy informed Vestry of decisions that have been made since March Vestry Meeting including the approval of Engineers Site Survey and formation of Building Committee. She stated that a 'kick-off meeting' will take place in May. A letter will be sent to members regarding the building committee. She has reviewed some site survey plans. She will have an updated master plan citing document for Vestry. The geotechnical investigation will happen once master plan has been determined. The choir is going to record music with acoustition for acoustical analysis.

Motion: Bob made the motion to approve an allocation of up to \$10,000 from cemetery

funds to scan property (approximately \$7,000) to identify possible unmarked graves. Jim Russell seconded the motion which passed unanimously with aye.

Amy passed out a new rendering of family restroom and information on material changes for the balcony. She went over several of the follow up questions from past Vestry Meeting.

Motion: Brian Martin made the motion to accept the recommendation to leave the balcony unfinished (with the understanding that it would be built with the ability to complete construction at a later date). Bob Williams seconded the motion which passed unanimously with aye.

Roofing Materials Change: Amy provided the Vestry with documentation of roofing product comparisons. She showed pictures on the computer as well.

Action: Vestry would like the Building Committee's recommendation on dormers, janitor's closet, family restroom and covered walkway. She will come back via email with recommendations and the Vestry will vote via email.

Motion: Dick made the motion to accept the architectural shingles for new building (30 year architectural shingle). Jim seconded the motion which passed unanimously with aye.

Rector's Report (Reverend Ben Robertson)

- a. Ben is so very grateful to everyone for making Lent and Holy Week so successful.
- b. Numbers: 478 attendees in 2015, 533 attendees in 2016 and 615 attendees in 2017
- c. Chapel will now have an Annual Visit from the Bishop in May 2018. Vestry needs to think about upcoming confirmation class.

Curate's Report (Reverend Will Compton, Associate Rector)

- a. Tamale orders this Sunday (young adults group)
- b. They are talking about how youth can make donations to Chapel
- c. Average age of Chapel members is 40 yrs old

Old Business- none

New Business- none

Adjourn

Motion was made by Dick Lawrence to adjourn the meeting. Bob Williams seconded the motion which passed unanimously with aye.

Respectfully submitted by Grace Simmons. Vestry Clerk