

**Vestry Meeting**  
Wednesday, January 15, 2014 - 3:00 pm  
Rector's Study

**PRESENT:** The Reverend Caroline Hines, Transitional Priest-In-Charge, James Clunan, Lauri Fernald, Linda Lewis, Maude March, Nancy McCormick, Beth Renault & Joe Renault. **By Telephone:** Donald Graves, Jackie Lowe, Morris Kellett, Steve Mahoney and Beth Renault.

**OPENING PRAYER:**

The Reverend Caroline Hines offered prayers thanks for warm & beautiful day in Northeast Harbor, blessings for those who cannot be with us and prayers for guidance in decision-making today.

**APPROVAL OF MINUTES:**

The minutes of the December 11, 2013, meeting were approved on a motion by Maude March and seconded by Linda Lewis. MSP.

**REPORTS:**

**PARISH HALL PROJECT**

**JOE RENAULT PRESENTATION**

Joe Renault, Sid Graves met on 1/6/2014 with Putnam engineering to evaluate the information received on the repair and upgrade of the Parish Hall. Options include:

- Repair roof in place (\$124,000-128,000), with a 3 month work time frame.
- Remove roof and fix (\$179,000-185,000) with a 4 month work time frame.

It was noted that electrical should be taken care of as well. Electrical estimates are from \$12,000-\$50,000. E.L. Shea did include a dollar breakout in their quote for electrical.

- We need to assemble a project budget, and need to consider the electives. Sid Graves & Maude March met on project on the kitchen remodel, which, aside from required rewiring would be an optional project. Subsequently, they met with Kim Keene, the town code person.
- Sid Graves estimates \$130,000 for the kitchen. Rob Shea will be involved in the bid to see if we can get a cost estimate. Rob will contact the Fire Marshall about what is required with respect to installing sprinkler systems, wiring, egress considerations, etc.
- On a related matter, it was noted that the furnace in the Parish Hall is going out every night. Northeast Plumbing has been coming by every morning since the problem began to attempt to diagnose the problem.
- Joe Renault concluded that we need a project budget for all this:
  - \$350,000 is our initial estimate, but it could be \$400-\$450,000. No contingency is included.
  - Additional repairs of the exterior vinyl siding will come to around \$3,000.
- Joe Renault will meet again on Monday with potential contractors.

**REPAIR FUND RAISING**

- Linda Lewis said, when we have the information, we should go out to the Parish to see if we can raise money.

- We could, for example, raise money for the kitchen, if the more expensive \$130,000 remodeling is favored.
- Discussion of Neighborhood House vs our upgrade or renovation.
- ADA standards were mentioned. We are in compliance at this time. (Ramp, Bathroom and Elevator).

## **FINANCE REPORT**

Lauri Fernald provided the financial report to the Vestry

- Lauri said the committee approved the finance minutes of November.
- She offered highlights on the final month of the year. Looking at P&L Budget vs Actual for December 2013
  - Pledges were off by 6.7% in 2013.
  - Total unrestricted offerings were off by 5% in 2013 to \$190,169.
  - The Diocesan Assessment dropped 16.2% in 2013 and will drop another 4.3% in 2014, per formula. Jim Clunan asked for the derivation of our assessment and Lauri advised that our Parish used the formula from the Diocese.
- The 2014 budget was reviewed and discussed. Some increased expenses for 2014 include:
  - Pledges were budgeted for 2014 at \$150,000.
  - Total unrestricted pledges were budgeted for 2014 at \$183,200.
  - Health and Life Insurance, higher overall and as a result of our new Rector's family coverage.
  - Restricted expenses will drop in 2014, reflecting the end of the discernment process, but moving expenses estimated at \$15,000, will be incurred
  - The shortfall in pledges vs budget in 2014 is made up through releases from
    - Endowment: \$75,452
    - Alter Guild Fund, Music Fund: \$1,000 each
    - Foulke Fund: \$8,000, which requires a motion.
      - A motion from Morris Kellett, seconded by James Clunan to approve removal of \$8,000 from the Foulke Fund for St. Jude's Rector housing.
- **APPROVAL OF 2014 BUDGET:** Motion to accept the 2014 budget with Lauri checking the diocesan assessment was made by Maude March and seconded by Linda Lewis. MSP

## **TPIC REPORT**

### **Stewardship**

Stewardship was discussed. Per Carolyn, have 116 pledges for \$133,792.

- 53 are the same and
- 31 have increased
- 18 are new pledges,
- 14 decreased and
- 35 are not in. One of the 35 is quite large.

**ACTION ITEMS:** *(require a vote or decision):*

- Approval of 2014 Budget: **MOTION:** Motion to accept the 2014 budget with Lauri checking the diocesan assessment was made by Maude March and seconded by Linda Lewis. MSP
- Stroud Committee recommendations
  - Island Readers and Writers approved at \$3,000, allowing two trips to schools either on the island or nearby down east.
  - The other \$5,000 allocated to the Campfire Coalition for fuel assistance.
  - Maude M, Jackie 2<sup>nd</sup>.
  - We discovered that when checks are sent out, no cover letter comes with them. We will send a different letter. Scott Planting will write the cover letters for the grants approved for the next two years.
  - Jim noted that Tanny Clark and Jim Clunan's terms are expiring in January, 2014. They will stay over to the next
  - Phyllis Partridge has said yes to serving on the committee. Nancy McCormick (absent at this discussion) is assumed to be willing to serve. Jackie will serve on the Stroud Committee if Nancy does not.
  - To keep continuity, we discussed a second three year term or 4 year terms as future possibilities.
- Jackie Lowe replaced Elizabeth Carey. She will go off in May, but will serve out her own term starting in May if she agrees.
  - **MOTION: A motion was made**

**DISCERNMENT ITEMS** *(for discussion):*

- Annual Meeting Planning
- Nominee Preview -
  - Attendees for the convention: Maude, Sydney, Beth & Linda, Jackie. Sheila also volunteered (for October 23<sup>rd</sup> to 26<sup>th</sup>)
  - Nancy McCormick for Stroud Committee
- Agenda and Presentation Format
  - Discussion of Finances / begin w/ budget discussion & amount needed to pull from leadership.
  - Discussion of building and scope of the project
    - What people have on their wish list
    - What they are willing to do without
    - It was noted that we should have a time limit on speakers at the meeting.
  - Hand out questionnaire?
  - Hand out summary of meeting in two weeks

**OPEN DISCUSSION**

Morris Kellett reintroduced the discussion of how is the Parish Hall project to be funded. Leadership Fund would pay for the minimum and , per Linda Lewis, the remainder might or should have to be raised by the congregation. For example, the question needs to be posed: "If you want to exceed \$150,000, what should we do to get there"

Note that the Parish Hall project doesn't need to be done by this summer if we do not have the money as we had the reinforcing beams.

### **CLOSING PRAYER & ADJOURNMENT**

The Reverend Caroline Hines closed with a prayer at 5:10 pm.

Respectfully submitted,

Donald Graves  
Clerk of Vestry

### **Dates to note**

January 16-19- Caroline away for funeral; John Wingert supplying on January 19  
January 20 - Office closed for MLK Day  
January 26 - Annual Meeting, with "guest appearance" by Jane  
January 27 - Jane's first day  
January 31 - Caroline's last day  
February 19 - Next Vestry Meeting - 3:00 pm