

St. Stephen's Vestry Minutes

October 13, 2011

Attendees: David Stein, Deane Blythe, Mark Dutil, Alan Giles, Frances Hammond, Don Ingersoll, Karen Morley, Michelle Pickering, Elizabeth Roberts, Norma Ross, Paula Somerville and Roy Waters.

Call to Order and the Sharing of Good News: , Senior Warden Dave Stein called the meeting to order at 6:40 p.m. The Vestry shared good news from each of their lives. Michelle Pickering led us in an opening prayer.

Clerk's Report: Don Ingersoll presented the draft minutes of the September 13 2011 Vestry meeting for approval. **Roy Waters moved, seconded by Michelle Pickering, that the minutes be approved as presented. Motion passed without dissent.** (Copies of approved minutes are filed in the office and posted on the Parish website.)

Finance Report: Deane Blythe provided a handout with final numbers for August. Specifically, August revenue were down a bit (\$24, 351) while expenses were up a bit (\$40,043). Revenue is down compared to the budget, while expenses are right on budget. Cash on hand was about \$40,000, which is good, but down from last year.

September numbers are estimated because David Williams has been out of town. Deane said there might be some adjustments during closing, but that the numbers are directionally correct. If the estimates are correct, we will have added \$9,500 to the deficit. We don't know why this is happening, but we need to start communicating our situation so folks know. There will be a blurb in the bulletin this coming Sunday sharing the numbers. Don Ingersoll has prepared another blurb, which takes a slightly different approach. It will be in the bulletin the week after next.

Considering this situation, Vestry members should ensure that their committees/missions eliminate unnecessary spending. We should meet any obligations we have made, and finish things we have started, but we should use judgment as spending opportunities present themselves.

Elizabeth Roberts wondered if the Diocese is aware of a pattern for giving after rectors leave. Dave Stein said that was worth looking into.

Motion by Roy Waters, seconded by Paula Somerville, that the August financial report be accepted. Motion carried without dissent.

Deane Blythe reminded the Vestry to submit their **budget requests** for 2012. He said to ignore what is happening this year, and ask for what you reasonably need to fulfill your mission's goals.

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New Business:

Survey/Focus Group Team and Plan The Vestry discussed all aspects of the parish survey as a part of the search process. The sense was that the survey needed to proceed sooner than later because of the congregation's need to see progress, and because the results might be needed shortly if we and the Bishop agree that some expedited search model may be appropriate. .

Comprehensive Communication Plan

After a discussion, the Vestry decided it will not develop a comprehensive communication plan until we select and begin implementing a search process model. In the interim:

- a. Dave Stein will send a weekly update to the St. Stephen's email chain,
- b. A copy of each update will be posted on the website and the bulletin board across from the washrooms.
- c. Articles will be included in the Witness.
- d. Vestry members may give updates during announcements.
- e. An update will be provided at the November 6 Household of God luncheon.

Other New Business

Karen Morley announced that **the revised website will go public** this weekend. She has prepared and will distribute small cards with the information during services on Sunday.

Dave Stein reminded vestry members to think about **possible replacements for the Vestry** members whose terms end in January. Let Dave know of anyone you think might be a good candidate and he will inquire about their interest.

Help is needed for the Household of God lunch on November 6th. Please sign up.

Adjournment: The meeting closed with a prayer at 9:03 p.m.

Respectfully submitted:
Don Ingersoll
Clerk