

All Saints' Episcopal Church
Regular Vestry Meeting Minutes
May 20, 2019

PRESENT: The Rev. Cynthia Caruso, Associate Rector; Alan Nelson, Senior Warden; Gregg Free, Junior Warden; Cynthia Beeman; Phil DeFalco; Kit Garvin; Olga Garza; Karen Mountain; Charles Stuart; Gary Thompson; Robert Wells; Kate Wood; Sandra Kelley, Clerk; Patricia Goubil-Gambrell, Treasurer.

ABSENT; Johanna Hartelius

GUESTS: Cindy LaPorte, Head of Day School; The Rev. Travis Helms, Episcopal Student Center Missioner.

OPENING PRAYER: The Rev. Cynthia Caruso

DEVOTIONAL. Robert Wells
Robert led the vestry in hymn singing.

MINUTES: Sandra Kelley
The minutes of the April meeting were approved as corrected.

DAY SCHOOL REPORT: Cindy LaPorte
We welcomed Travis Helms, Student Center Missioner and showed him around the school gave him a Day School Prayer Book and a bouquet of flowers from the garden.

We hired Grace Ozor as our intern during the month of May. She is a graduate of the Day School and just graduated from St. Andrew's Episcopal School.

We still have spaces available in Early Learner's class for fall.

Cindy thanked the vestry for their support throughout the years.
We participated in Amplify Austin this year and, received \$500. Katherine and Peter Terry started a support group "In Lieu" as a way for parents and grandparents to support the school.

NEW BUSINESS; Ratified the electronic vote electing Gregg Free to the fill the vestry position of the recently resigned Bill McLellan, through the end of 2019! in naddition a motion was made and seconded to elect Gregg Free to the Junior Warden position. The motion passed on voice vote.

TREASURER'S REPORT: Patricia Goubil-Gambrell
The Treasurer's report, as presented, was approved on voice vote.
Explained that the Intra-church activity reflects the reimbursement from the Diocese for the resigned rector's salary/insurance. It has not yet been received.

ASEC Finance Committee Report

May 2019 Vestry Meeting

1. Recommendation: Repayment to PDO

The Finance Committee recommends that the vestry approve a payment each December toward what is owed to PDO of no less than \$5000 and no more than \$10,000 until amount owed has been repaid. Following discussion the

motion was made and seconded to repay the PDO debt with a minimum payment of \$5000 to be paid in December with a target of \$10,000 annually but no firm cap, using funds as they are available and to repay the Acolyte fund debt \$500 in December with a target of \$1000 annually. The motion passed on voice vote.

2. ECW Assessment We received a thank you note. For the 2019 payment.

3. Strategic Use of the Endowment The Finance Committee would like to meet with the Buildings and Grounds Committee in early June to review their list of long-term and short-term projects with dates for when B&G expect funds will be needed and with estimated costs.

See the report (Vestry Endowment Report) attached to the Bookkeepers May Vestry packet that details the funds and the amounts we have available. We will provide this report to the Vestry each month.

4. The Finance Committee wants funds earmarked for these long-term and short-term projects identified by the B&G Committee. We anticipate that the funds remain in the endowment earning interest until needed. For example, if a ten-year project requires \$100K, the Vestry Endowment Report will show a \$10K reserve for the project each year for ten years and the amount of Endowment funds available for use in a current year not include the total for reserve funds, i.e., the Vestry will have a clear idea of how much money in the Endowment that is available for current needs.

5. ASEC Financial Policies and Procedures Manual

The Finance Committee continues its review of our Financial Policies and Procedures Manual. The current ASEC manual is modeled on the "Episcopal Church Manual of Business Methods in Church Affairs."

As noted in the April 2019 Treasurer's report we have addressed transfers from the operation account to the Rector's Discretionary Fund and church credit card use. We have begun work looking at the procurement policies "Episcopal Church Manual of Business Methods in Church Affairs."

When we complete this work, we will make a recommendation to the vestry for revisions to the ASEC Financial Policies and Procedures Manual for its approval.

JUNIOR WARDEN:

The B&G Committee will develop plans on the use of the Endowment for some of the long deferred maintenance of the church and Gregg House. Junior Warden Gregg Free gave a report and explanation of the needed roof repair on the main church/chapel building. A motion was made and seconded to accept the \$5600 bid estimate from J.C. Construction for the roof repairs. In addition motions were made and seconded to accept the bid estimate of \$7704.96 to replace the HVAC unit in the Student Center, and to accept the charge \$150.00 by Gabriel Martinez to replace the baseboards damaged by the flood, and to accept the charges of \$4645.00 from ServPro for flood remediation. All charges will be reimbursed from the Endowment Fund.

SENIOR WARDEN; Alan Nelson

Alan announced the appointment of Bobby Wright, Polly Moore and Mary Irvine to the Search Committee for an Interim Rector. They will meet for the first time this coming week.

COMMITTEE REPORTS; Children and Youth Ministry, Robert Wells

The job position is posted on the Diocesan and National Church websites. There was one applicant, but did not meet the full requirement. It was suggested that perhaps some contact with the local seminaries be made to see if there might be someone among the students that might be interested or perhaps a spouse of one of the students. The committee will give it consideration.

OLD BUSINESS: Communication

Various vestry members expressed concern about the lack of information that is being shared with the parish. Given the circumstances, some vestry members are being asked just what is being done to ease the parish fears. It was recommended that vestry members give a brief report at each of the Sunday services. Even if it is just to say there is nothing the report. But it would allow the parish to know they were being thought of in the process. Cynthia Beeman, Robert Wells, and Kate Wood agreed to serve as a vestry communication committee.

FEATURED CONVERSATION

Much of the conversation was held during the report from the Building and Grounds and Junior Warden. In conjunction with the Finance Committee the Building and Grounds Committee will begin the process of determining in what order of importance the list of deferred maintenance will be done and help to establish a strategic use of the Endowment Fund.

STUDENT CENTER: the Rev. Travis Helms, Student Center Missioner introduced himself and reported on the recent flooding situation in the Student Center Offices, At the request of the Missioner, the Junior Warden presented the following motion:

Motion: Functional and Cosmetic Improvements to the Episcopal Student Offices (Church Basement).

The Campus Missioner, on behalf of the Episcopal Student Center, requests authorization of the All Saints' Vestry to undertake modest functional and cosmetic improvements to the three NW-most offices in the church basement. Specifically, the ESC requests permission to tear out the carpet squares currently in place, and to stain the concrete. The ESC hopes that stained concrete flooring will provide for easier water removal, in case of future flooring, and spare All Saints' and the ESC the time and expense required to dry and clean the carpet, as well as the walls and baseboards. Stained concrete will also help produce a more pleasing visual aesthetic, and enhance the office ambiance. We would also like to repaint these walls, some of which were damaged during the removal of the baseboards. The ESC proposes to fund any and all cost of these improvements out of its operating budget.

A motion was made and seconded to accept the Student Center proposal. The motion passed on voice vote.

Meeting adjourned at 9:30 p.m.

Sandra Kelley,
Clerk of the Vestry