

**St. Brendan the Navigator  
Minutes of the Vestry Meeting  
January 13, 2020**

Present: Lis Ingoldsby, Josephine Jacob, Barbara Kourajian, Meg Graham and Tom van Buren.

Present by video conferencing: Miriam Antich and Bill Scaife.

Judy Miller also attended the meeting by video.

Senior Warden Lis Ingoldsby called the meeting to order at 10:35 a.m. Barbara read “Mindful” by Mary Oliver for the opening prayer.

**Review and Acceptance of December 2<sup>nd</sup> and December 12<sup>th</sup> Meeting Minutes**

Meg moved to accept the Minutes of the December 2<sup>nd</sup> meeting; Miriam seconded the motion. The Minutes were approved.

Meg moved to accept the Minutes of the December 12<sup>th</sup> meeting; Jo seconded the motion. The Minutes were approved.

**Finance Ministry**

Review of December and 4<sup>th</sup> Quarter Financials: We were looking at the Preliminary Financials. Treasurer Bill Scaife reported that our finances look good. Pete Dane conveyed to Meg that we ended the year with a surplus and asked what we should do with it. Meg is recommending we put everything we can into the building because of the roof issue. The roof is an imminent need; shingles are blowing off in high winds.

Lis read the following from the Finance Committee: *The Finance Committee recommends that the surplus, once finalized, be 100% transferred to the Building Capital Fund.*”

The surplus is \$32,351.42 minus any bills Carolyn Mor has to pay. Lis asked if this begs revisiting our current budget. She requested the Finance Committee revisit the 2020 budget based on what we are looking at and make any prudent adjustments. Vestry would like to see this revised budget at the next meeting.

There was further discussion on the budget and tasks for the Finance Committee:

- Meg reminded us of the charge to the Finance Committee from the last meeting to consider the reorganization of the finances, endowment, capital reserve, etc. This needs to be addressed in the first quarter.
- Miriam is recommending we launch the Stewardship Campaign a week before the Annual Meeting as it is too much to do both the same day. She suggests the Finance Committee come up with a projection by mid-July so Stewardship has a valid goal for their campaign.

- Tom made two points:
  - 1) Some members of Outreach advocate the Outreach budget be considered a tithe – 10%. Tom has gone through great pains to justify the budget and asks if there is any way it could be increased.
  - 2) He stated that if Outreach did not have to justify the “building use income” line item that would help. He feels Outreach understands the philosophy of greater use of the building -- getting feet in the door. He felt it might be just as effective to put the money back into the Outreach budget. Tom suggested another way of doing this so funds are not deducted off the front end: when Outreach does an event, it transfers a certain amount back to the budget. Tom is asking the Finance Committee to revisit the line item on building use.
- Meg would like the Vestry to charge the Finance Committee to oversee the disposition of the funds we have with Maine Community Foundation and to recommend where they want the money to be held and invested.

In summary, Lis stated the Finance Committee is asked to do the following:

- 1) Consider Fr. Dufresne’s recommendations on reorganization from the last meeting
- 2) Make a recommendation on the Maine Community Foundation funds
- 3) Revisit the budget with a special eye towards Stewardship needs down the road and Outreach line items
- 4) Make a recommendation on what to do with the surplus

Miriam suggested we tithe 10% of the surplus to the Outreach budget. This idea met with Vestry approval.

### **Debrief of Search Process and Next Steps with Pastor Elaine Hewes**

Lis presented kudos to the Search Committee and said the process could not have gone smoother. She has met with Elaine and the Letter of Agreement has been finalized. Her salary will be \$26,663 plus a \$100 monthly reimbursement for her health care supplement. Elaine wants to start immersing herself in the life of St. Brendan’s. Lis mentioned she will need an office and asked Meg and Jo to start thinking of office arrangements and furniture.

### **Preliminary Discussion/Review of 2020 Nominating Committee/Process**

Lis stated we have a discrepancy between the Nominating Guidelines and the Bylaws regarding the length of time a person can serve on the Vestry. The Guidelines say a combination of five (5) consecutive years; the Bylaws say six (6). We are tabling this discussion until our February meeting. Meg said we might consider a Governance/Nominating Committee; she suggested the Nominating Committee could fulfill the function of Governance and make a recommendation on these issues.

## Ministry Review and Updates

### Building & Grounds:

- Meg stated the top priority is the roof. A metal roof was mentioned as an option. Lis suggested looking at Episcopal Church Foundation as a possible source for funding. Tom mentioned the possibility of putting solar panels on the south side of the roof. Again, is there a possibility for a grant?
- Generator: This has been tabled because it is very expensive. The more pressing priority is the roof.

### Outreach:

- Tom reported Outreach has sent a \$500 donation to WIN-Bangor (Welcoming Immigrant Neighbors). A \$500 donation went to WindowDressers, which completed donations for 2019. Outreach plans on giving \$500 to Island Heating. They have started discussion about their 2020 budget. Their next meeting is February 6<sup>th</sup>.
- Tom has picked up five of Susan Mangam's paintings and is storing them in his basement for now. He has looked into secure hanging of these in our space. The plan is to rotate them through the course of the summer for viewing. He will follow-up with our insurance company if we need a rider on our policy. Miriam suggested advertising we have an exhibit of Susan's paintings as a way of getting people into our space. An artist's reception was also mentioned.
- The question was raised on when to involve Elaine in Outreach. Lis suggested cc'ing her on Outreach Committee meetings.

**Worship & Music:** Barbara and Elaine are working together to schedule priests through early Fall. The schedule is complete through the end of June. The Worship & Music Ministry continues to meet on a regular basis to plan the upcoming liturgical season.

**Pastoral Care:** Miriam reported there is lots of action on the Prayer List. Parishioners have stepped up to help Diane Greenlaw.

**Welcoming & Hospitality:** Barbara moved that the Welcoming & Hospitality Ministry Description be adopted. Meg seconded the motion. The motion was approved. This now becomes Continuing Resolution #6.

### Personnel Committee: Recommendation & Discussion for Administrative Support

Meg referred us to the formal Job Description for the administrative position and the memo derived from conversations she has had with various people on how to get our new intern, Anna Edgerly-Moore started in her position. Anna will be working 15 hours a week; nine of these hours will be in the office. She will work Tuesday and Wednesday afternoons from 1:30 – 4:30 p.m. and Fridays from 9-12.

Anna will be keeping a log detailing her range of tasks and people and organizations she has contact with so we can learn what this position requires for the future. Meg is happy to keep in close contact with her as long as necessary. A number of Vestry members are staying after the meeting to meet with Anna.

Meg asked each of us to look at our particular area on the Job Description to make sure it represents what we need.

Lis expressed great thanks to Meg for initiating this intern position and for her well thought-out plan on how we might use Anna in this position.

### **Other Business**

- Hall Rental: A wedding is planned in September for 90 people.
- Lis has been in conversation with Tim Henderson about finding a refurbished laptop for the Conference Room for our Zoom meetings.

Our next Vestry meeting will be Monday, February 10<sup>th</sup> at 10:30 a.m. Our March meeting is tentatively scheduled for Monday, March 16<sup>th</sup> at 10:30 a.m. The Annual Meeting will be Sunday, July 26<sup>th</sup>.

The meeting adjourned at 12:22 p.m.

Barbara Kourajian,  
Clerk