

**Episcopal Church of the Ascension
Vestry Meeting
May 28, 2017**

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**Episcopal Church of the Ascension
Vestry Meeting Agenda
Sunday, May 28, 2017**

- I. **Relational Bible Study: Randy**

- II. **Set Agenda Times**
Consent Agenda for Acceptance
Questions/concerns should be raised in advance of the meeting. Acceptance of the consent agenda implies approval of the following:
 - a. *Minutes from previous month's Vestry Meeting*
 - b. *Current month's Treasurer's Report*
 - c. *Mission Area Reports*

- III. **Oral Reports:**
By Exception for Discussion or Action items
Budget Tiger Team report

- IV. **Old Business**
 - a. Sanctuary church – invited speaker Siobhan Wilkinson
 - b. Victor Sogah situation/rental contract – Berenice
 - c. Adopt-a-Space volunteers: Phyllis and Kate story - Betsy
 - d. Javier Visa report
 - e. Ascension counting program review – guest Paul Whitmore

- V. **New Business**
 - a. Farewell to musicians - individual farewells with a Vestry member at each service?
 - b. Washington Academy of Music visit – Meredith
 - c. Next bilingual OneAscension Sunday worship style - Meredith

- VI. **Open Mic**

- VII. **Adjournment and Closing Prayer**

Closing Prayer: John Pruessner

**Next Vestry Meeting
Sunday, June 25, 2017**

**Episcopal Church of the Ascension
Vestry Minutes
April 23, 2017**

PRESENT: The Rev. Randy Lord-Wilkinson, Betsy Hasegawa, Janet King, Rose Buck, Gordon Donnelly, Meredith Horan, Avin Lalmansingh, Gary McLaughlin, Zadinga Ogada, Berenice Rodriguez. Absent: Luis Pedron, John Pruessner. Departing seminarian Jason Cutshall joined the meeting briefly to say farewell, and Victor Sogah was invited to present information.

The meeting opened at 1:40 with a Lambeth Bible Study.

CONSENT AGENDA: At 2:20 Janet moved that the consent agenda be adopted as presented; Zadinga seconded the motion, and it passed.

ORAL REPORTS

Final pledge appeal mailed with next quarterly giving statements. As agreed last month, Avin wrote an additional pledge appeal; he reported that this was mailed with the quarterly statements.

Cookbook report. Zadinga reported that the committee is continuing making progress. The current focus is on a tasting of recipes at next week's One Ascension Sunday luncheon after the service.

Tee shirts. The order has arrived and Berenice has been busy getting them ready to be given out. Extras were ordered so that people can buy them at the One Ascension Sunday luncheon. To date, we have about \$400 in profits. Berenice said that baseball caps would be available at a cost to us of \$9, to be sold for probably \$15.

Renting Ascension House. Janet reported that she had spoken with parishioner Frank Sanya about renting space in Ascension House. He knows a commercial appraiser who would be interested in renting the first floor, would share the kitchen with Javier, and would use very little in parking spaces. We would need to draw up a lease.

Church office review. The Vestry discussed ways to make the church office more cost-efficient. Positions discussed were the bookkeeper, the Parish Administrator, and the Media Specialist, with possible redefinition of each and personnel consolidation.

OLD BUSINESS

HVAC contract. Another proposal was received for this maintenance contract, from Parker Pearce Service Experts, with an excellent price. Avin moved that we contact with the company to provide maintenance as cited in their proposal for the price specified. The motion was seconded by Berenice and passed.

One Ascension Sunday. This is also Youth Sunday, so the Youth Group will do the liturgy. As mentioned above, tee shirts will be available to purchase at the luncheon. Randy will send out an announcement to all parishioners reminding them of the changed service time and the luncheon.

The luncheon main course will be chicken purchased from Sardi's; the Parish Life committee members had planned to bear the cost, but the Vestry agreed to chip in \$15 each. Janet recommended paying with the church credit card.

Victor Sogah rental agent proposal; alcohol / insurance. Mr. Sogah came to the meeting to answer questions. He has a State license allowing him to serve alcohol. He is required to personally stay at any location that he has rented where alcohol is served. He said the license covers the church. Berenice strongly opined that he would need to get specific coverage for her to feel comfortable. After a great deal of discussion, Avin made a motion to table the discussion regarding alcohol; Gary seconded it and it passed. The vestry approved Mr. Sogah's renting our facilities in meantime, as long as no liquor is served. As suggested by Janet, Berenice will contact other facilities under contract to him to inquire about their alcohol policies.

NEW BUSINESS

Letter in support of Enid Cole's candidacy to the Diaconate. This letter was prepared and brought to the meeting. Gary moved, and Meredith seconded that Enid's candidacy be approved; the motion passed unanimously and the Vestry members present signed the letter.

Town Hall meeting report. A town hall meeting took place earlier in the day, between services, to inform the congregation about Vestry actions concerning our financial status.

Vestry Liaison choices. New and continuing Vestry members chose committees to liaise with in the coming Vestry year. The cookbook committee was added to the list of Ad-Hoc committees, with Zadinga being the liaison/committee chair.

OPEN MIC:

Kathryn Brooke gift. Randy reported receipt of a check for \$50,000 from the estate of Kathryn Brooke. Gordon made a motion that the check be placed in the Restricted Funds category until further information about the gift can be obtained. Berenice seconded the motion and it was passed.

Dishwasher problem. Berenice noted that the dishwasher retains a stinky pool of water in the bottom, since it's used rarely if ever. She recommended that it be run weekly or be removed.

Weekly collection handling. Gary noted that the Welcome Team members are tasked to put the money collected on Sundays into specific envelopes and put the envelopes into the safe; in some cases, the Welcome Team members are sorting the donations, which they are not supposed to do. Randy will speak to them.

ADJOURNMENT: At 4:45, Gary made a motion that the meeting be adjourned; Avin seconded the motion, and it was passed unanimously.

Respectfully submitted,

Sari Stoddard
Clerk of the Vestry

**Episcopal Church of the Ascension
Committee Chairs' and Liaisons' Reports**

CHRISTIAN FORMATION FOR CHILDREN, Megan Didavi, Chair

Children's Formation is thinking about a proposal from the Diocese to offer support for our programs.

PARISH LIFE, Janet King, Vestry Liaison

We assembled for the first time at the Vestry meeting on January 22nd. All were interested in helping to keep the commitment to Parish Life ongoing and active. The Committee includes: Anika Lalmansingh, Dorett Sutherland, Megan Didavi, Lovetta Willie, Berenice Rodriguez and Luis Pedron. We met again on Feb 12th to start organizing for the Shrove Tuesday Pancake Dinner.

OPERATIONS AND FINANCE REPORT, Howard Holland, Chair

Budget Development and Implementation

We continue to work with the Budget Tiger Team to implement changes to 2017 budget to reduce operating expenses and bring our income and expenses more closely into alignment. We have reviewed a number of scenarios built on changes both to personnel and how we carry out key functions, such as our accounting services. Our goal is to narrow the gap between income and expenses during 2017 and achieve a balanced budget by mid-2018.

In addition, we also continue to create an updated baseline for tracking income and expenses for the remainder of 2017. As we implement changes to the budget, we want to ensure that the monthly and year-to-date projections allow us to accurately assess the impact of any changes that we are making going forward.

Further, we also want to track the need for any additional use of money from the Endowment Fund to help meet operating expenses. Currently, we have not moved a set amount from the Endowment Fund into a restricted account to draw on monthly as we did for 2016.

April Financials

- Total income for April was \$46,557. Ascension received \$5,284 in plate receipts and \$35,144 in pledge income. Both are somewhat less than we might have expected given that Easter Sunday fell during April this year. However, Miscellaneous Unrestricted Income was \$3,569, helping to bolster our income totals, along with higher than expected Rental Income.

- For April, our total expenses were \$49,754. Most expense categories were at or below expected levels for the month. Our Salary & Benefits costs continue to reflect the added expenses associated with Father Javier's compensation, but Ascension's expenses in this category will change as we move into June. Our General Office Expenses were unusually low for the month, which we are double-checking.

- We had negative net income for April of \$3,197 based on the income and expenses figures just described. Year to date, we have income of \$173,677, against total expenses of \$198,377, creating a deficit of \$24,700 thus far for the year.

Finally, the Treasurer's Report shows that the balance in the Endowment Fund stands at \$279,587 as of April 30. Our Unrestricted Cash Reserves were at \$37,751 as of month's end. In addition, with the continued donations that we have received, we now have \$32,581 in the new Facilities Reserve Fund.

WORSHIP COMMITTEE, Carleton MacDonald, Chair

The choir will sing through Trinity Sunday, June 11. After that the tentative plan is to sing every two weeks as a pickup choir (no rehearsals, come at 8:15 am if you want to sing that Sunday). The normal date for the choir to return is the Sunday after Labor Day, which is September 10. This is tentative.

No other committee reports received.

**Episcopal Church of the Ascension
Parish Life Events Calendar
2016 - 2017**

Annual events:

Fifth Sundays	Potluck Luncheons May 29, 2016 July 31, 2016 Oct 30, 2016 Jan 29, 2017 (cancelled) One-Ascension Sundays with luncheon April 30, 2017 July 30, 2017 Oct 29, 2017
Shrove Tuesday Pancake Supper	Tuesday, February 9, 2016 Tuesday, February 28, 2017
Annual Meeting and Potluck Lunch	Sunday, March 13, 2016 Sunday, March 12, 2017
Pledgers' lunch (catered)	Sunday, April 10, 2016 cancelled for 2017 and in the future
Ascension Day International Potluck	Sunday, May 15, 2016 Sunday, TBD, 2017 (probably 5/28)
Parish Picnic at Bohrer Park Pavilion	Sunday, June 5 th , 2016 cancelled for 2017; replaced by July OneAscension
Special Events	Usually 2-3 per year (welcomes, farewells, dedications, etc.)

**Episcopal Church of the Ascension
Committee Chairs and Vestry Liaisons**

Standing Committees	Vestry Liaison	Chairperson
Christian Formation for Children	Gordon Donnelly	Megan Didavi
Christian Formation for Youth	Avin Lalmansingh	Angie Hight-Walker
Facilities	John Pruessner	Ted Bedell
Outreach	Gary McLaughlin	Paul Boynton
Parish Life	Janet King	On-Call volunteers
Pastoral Care	Zadinga Ogada	Randy Lord-Wilkinson
Personnel	Rose Buck	Jean Cohn
Worship	Meredith Horan	Carleton MacDonald
 Ad hoc Committees presently in effect		
Annual Giving Campaign	Luis Pedron - ?	Gary McLaughlin
Christian Formation for Adults	Berenice Rodriguez	TBD
Health and Wellness	Rose Buck	Laura Shay
Operations and Finance	Betsy Hasegawa	Howard Holland
Reshaping Ascension	Executive committee	Randy Lord-Wilkinson
Cookbook	Zadinga Ogada	Zadinga Ogada