

St. Stephen's Episcopal Church

Vestry Meeting

June 21, 2011

The Vestry of St. Stephen's met on Tuesday, June 21, 2011. Those present were the following: Becky Boyers, Mary Anne Burke, Hank Chambers, Beese Craigie, Keith Dull, Betsy Fauntleroy, Bill Goodwin, Mark Krudys, Andy Luke, Alice Meadows, Benita Miller, Duncan Owen, Cotes Pinckney, David Shuford, John Sherman, Betsy Tyson, and Bill Mears – Assistant Treasurer.

Staff attending: Gary Jones, David Anderson, Weezie Blanchard, Janet Allen, Sarah Bartenstein, Taylor Mundy Raquet, and Steve Simon

Also present: Lowndes Burke, Carol Dickinson, and Eppa Hunton

The June Vestry meeting was called to order by the Rector, Gary Jones. Betsy Fauntleroy gave the opening prayer.

The minutes of the May 17, 2011 meeting were approved.

Capital Campaign – Lowndes Burke, Carol Dickinson, Taylor Mundy Raquet

The proposed projects continue to generate excitement among parishioners. After a meeting with Kate Roy and Dixon Christian, Carol said she realized that the capital projects and campaign are about openness and accessibility – opening doors throughout the Church for all. Carol announced that a weekly newsletter, “Campaign News”, will begin July 10, 2011. It will highlight a different aspect of the campaign each week. Carol and Lowndes will also continue to update the Vestry through The Loop.

Lowndes started the discussion about where the process is headed over the next three to five months. He said how excited he is about St. Stephen's looking forward and planning for the future. Lowndes emphasized that there is no set agenda, and that the discernment process is an opportunity for the Church to think about the future. Of the proposed projects, some we have to do, some we might want to do, and some we may not be able to do now. Lowndes went on to say that he and Carol want to be good stewards of the money allocated and so far, the committee is within the amount budgeted last year by the Vestry and is also staying within the amount of the gifts pledged. They have not accessed the line of credit. So far, money has been spent on consultants, architects, and administrative fees.

Carol and Lowndes next gave updates on the project committees.

LH Ginn recently chaired a meeting convened to discuss the HVAC system in the Church, wiring, chancel, baptismal font, sacristy (sub-committee), refurbishment, and accessibility. Most of these projects are interrelated and therefore requires a coordinated effort during the planning process. A summary from this meeting:

- The goals for the HVAC are to have cleaner air and a more efficient system. The proposed plan calls for a combination of forced air and radiant heat. Air ducts would be added in the Chapels and the existing side panels would be removed. The radiant heat would require removal of the wooden floor under the pews which would be replaced following the heating work with terra cotta tiles that match the existing ones.
- It has been determined that some of the wiring has exceeded its life expectancy and should be replaced. There is also a need for a more effective way to access the accent lighting (large hanging lights in the Church) to replace bulbs. At present, scaffolding has to be brought in to do this.
- For the chancel expansion, the first four rows of pews on each side of the center aisle will have to be removed. It has been determined that the area where the sacristy is today could be used to store the piano. This would allow for easy movement of the piano into the chancel when needed.
- While there has been much discussion regarding flexible seating in the Holy Spirit Chapel, more work is required before any recommendation can be made.
- It has been determined that processions can move easily around the proposed permanent baptismal font. Terry Eason presented the committee with a rendering of a new font that was described as stunning.
- The planned sacristy will greatly expand the work space from 336 square feet to over 1,000 square feet.
- Because of water damage, the refurbishment plans will include repairing some of the plaster walls.
- It is fairly easy to add a gradual ramp for access to the Grove Avenue entrance of the Church. It is more challenging to add a ramp to the Three Chopt Road entrance but electronic door openers can be installed there and as well as at the side breezeway doors. A small elevator has been proposed for the entrance to the Parish House off the parking lot. Space would be taken from the Vestry Room.
- The issue of mobility inside all of the Church buildings is continuing to be reviewed.

David Shuford reported that his committee has been studying the HVAC systems in the Parish House. Upgrades are needed including additional ductwork to improve the efficiency of the system. The committee is waiting for two estimates for this work. Regarding technological improvements, David said his committee is looking into the possibility of streaming videos of our services off site. The company that St. James used has been to St. Stephen's and is preparing an estimate for consideration. The committee is also studying the possibility of installing computer monitors in the Parish House that would have a schedule of daily activities and their

location. He reiterated that all of these initiatives are still in the discussion phase and the committee will know more about what direction to recommend once the various estimates are reviewed.

Regarding Outreach, Betsy Fauntleroy announced that conversations are ongoing with our partners in the East End. She is very excited about the potential for collaboration with Peter Paul, St. Peter's, and Anna Julia Cooper School.

Carol brought the Vestry up to date on the activities of the Parking Lot Committee. There are three potential options for the parking lot – resurfacing the existing lot as is, a \$400,000 redo of the existing lot making it 'greener' and improving the drainage, and the constructing a parking deck. The expense of building a parking deck is high and if that is determined to be the best option, it may be put off until a second phase of the campaign. Carol noted here is strong interest and need among parishioners for additional parking. To help the parking situation in the short-term, there will be a mini 'advertising push' to encourage those who can to park at St. Catherine's.

Carol and Lowndes are recruiting an individual to organize and manage a committee for review of the proposed Memorial Garden. They are also planning to select a Campaign Treasurer who would serve as the Capital Campaign watchdog and at the same time, coordinate with the Church Treasurer.

After reviewing the committee activities, Lowndes and Carol began discussing the next steps. Lowndes noted that they are not at the fundraising stage. It is a cultivation phase. The plans are for one on one (or two on one, or two on two) conversations with parishioners to discuss the overall vision of the campaign – including openness, accessibility, flexibility – as well as describe the content of the proposed projects. John Sherman and Wesley Wright have agreed to help with this. This phase will then be followed by the feasibility study.

It is projected that the feasibility study would begin after Labor Day. A case statement describing the proposed set of projects and a questionnaire will be sent to parishioners. The Campaign Consultant from the Episcopal Church Foundation will help design the case statement and survey as well as analyze the results. It is projected that the feasibility study would be completed by the end of October or early November. The results will determine how willing the parish is to commit financially to the campaign and will confirm the projects that we will pursue. Plans are for the Capital Campaign to begin in early 2012.

If we want to start the HVAC work next summer, the prep work including the development design, selecting a contractor, estimating costs, and filing information with the city needs to begin now. Carol and Lowndes have proposed a dual track plan that would allow the prep work to be done simultaneously with the cultivation and feasibility phases. It is feared that if the prep work is done after the feasibility study, the actual work would be put back a year.

Lowndes asked the Vestry to approve \$225,000 to cover the costs of the architect, civil engineer, acoustician, Terry Eason, and others over the next three to five months. This figure would allow the architect to design the development plans which would include drawings of both the inside and outside of the Church. It was noted that these plans could be used in the future if the decision is made not to move forward with the projects at this time. The Vestry was reminded that the HVAC has to be replaced and in doing so, the chancel and sacristy will be affected. Steve Simon did suggest that the committee explore the possibility of accessing the basement through the coal chute on the courtyard side of the building. It was stressed that by operating on a dual track over the next three to five months, the plans and permits can be in place for work to begin in June 2012. Bill Goodwin questioned the dual track plan. He felt that there was the possibility of undermining the process when you say you want to bring the parish along while at the same time you are moving forward with design plans. It was brought up that at the last meeting the Vestry gave the Capital Campaign Committee the go ahead to continue their work. (It was actually the April 2011 Vestry Meeting.) Carol and Lowndes both stressed that nothing is locked in, and that there is a lot of flexibility and time to respond to the feasibility study. However, they noted while no decisions have been made there are some things that have to be done sooner rather than later including the Church HVAC and the Memorial Garden.

Bill commented that the June 2012 put a lot of pressure on the committees and the parish. There was then further discussion about the timing of the process.

Following the discussion, Lowndes reiterated his enthusiasm and excitement over the proposed projects, and his hope that the Vestry will allow the committee to move ahead with the feasibility/cultivation process and then cut back if necessary.

Becky Boyers asked if it would be possible to get the costs for the individual pieces of the projects and then have an overall cost as well as the cost for a 'cut back' plan. The response was that it might be possible but most likely the costs would be higher if projects are implemented piecemeal. Discussion continued on what exactly the Church would be getting for the \$225,000.

Carol noted that the feasibility study will include a case statement that will include a brief description of each proposed project (more detailed information can be found in the discernment brochure) and a questionnaire for parishioners to complete. The response will be either yes, we're excited and willing to make a financial commitment, or no.

Bill Goodwin suggested a compromise: Phase I - spend the \$225,000 over the next three to five months to get design development drawings done, further refine costs, and complete the feasibility study. Phase II would include a review of the feasibility study results as well as the cost refinements to determine what projects should be done. He also encouraged Lowndes and Carol to go ahead and hire a general contractor as they can be a valuable resource for cost management and the project planning process.

It was stressed that communication to the congregation is a key factor to consider. The parish needs to know that the money being spent is for planning purposes only, and that no decisions about the different projects have been made.

Beese Craigie moved to approve the \$225,000 request from the Capital Campaign Committee. Lowndes quickly noted that the figure did not include the fees needed for the parking lot and gardens and amended the amount to \$250,000.

The \$250,000 would be spent as follows:

\$76,000 – Architect, Harry Harris

30,000 – Civil Engineer, Bruce Hulcher

30,000 – Liturgical Consultant, Terry Eason

11,000 – Acoustician, Dana Kirkegaard

43,000 – Design/Architect Consultants for Exterior Projects (Parking Lot and Gardens)

60,000 – Consultant, Maurice Seaton, and Dedicated In-house Staff, Taylor Raquet

\$250,000 Total

What we would get for these expenditures:

- 1.) The architect will start the process to get the ‘Plan of Development’ (POD) approved by the city for all of the proposed projects
- 2.) The architect will prepare the design development drawings
- 3.) The work needed by the civil engineer for the site approval process
- 4.) The related work needed by the liturgical consultant and the acoustician
- 5.) The next phase of design work for the outdoor projects – the Memorial Garden, Meditative Garden, and Parking Lot
- 6.) The consultant for the feasibility phase (case statement and survey design, analysis of results) as well as in-house coordination

This phase of work will also allow for the refinement of costs for each project.

Beese amended her proposal to reflect the additional expenses. The motion to approve the request for \$250,000 from the Capital Campaign Committee was seconded. After a brief discussion, the motion passed.

Standing Committee Reports

A. Finance Committee – Bill Mears

Bill discussed the attached Revenue and Expense Report. He noted that during May, expenses exceeded income and this will most likely be the case until fall. Over the summer, we will use the line of credit to cover expenses as opposed to borrowing from the Reserve Fund which we have done in the past.

Bill announced that the National Church requires that by December 31, 2012 all church lay personnel be members of either a defined benefit or a defined contribution retirement plan sponsored by the Church Pension Group. He said that currently over one-half of our lay employees were members of the Church's defined contribution plan, with the balance covered by three other plans. Therefore, the Finance Committee recommends that we adopt the Church's defined contribution plan for all new employees and for those currently covered under the other plans. For existing employees, accrued benefits would not be reduced and future funding of the defined contribution plan on their behalf would remain at the same level as the funding of their prior plans. A motion was made and seconded to accept the Finance Committee's recommendation of adopting the defined contribution retirement plan sponsored by the Church Pension Group as St Stephen's retirement plan for lay employees. After some discussion, the motion passed unanimously.

Gary announced a generous gift from the estate of Robert Livy. Mr. Livy, a long time St. Stephen's member, left his home at 5205 Cary Street Road which is assessed at \$920,000 as well as \$150,000 to St. Stephen's. Mr. Livy stated that these gifts are to be used for the general purposes of the Church. Cotes Pinckney proposed the following resolution granting the Executive Committee the authority to determine the best plan of action for the property – Resolved that the Executive Committee of St. Stephen's is hereby authorized to sell the property at 5205 Cary Street Road, Richmond, Virginia, if it decides such sale is appropriate, for such price and upon such terms and conditions as the Executive Committee may determine, and each of the Wardens is authorized in the event such a sale is so authorized to execute and deliver a deed conveying such property, such deed to be in such form and to contain such terms as such Warden may determine to be appropriate, the signature of such Warden thereon to be conclusive evidence of such determination. The Vestry unanimously approved the resolution.

Gary reported that the Bluegrass Bash was held on Saturday, June 18, 2011 and raised over \$5,000.

He also noted that some people have questioned the Church's finances after hearing that we now have a line of credit. He went on to say that some people might be unaware that the situation of expenses exceeding income routinely occurs during certain times of the year, that the Vestry in years past had routinely borrowed from

the Reserve Fund, and that in the future, instead of borrowing from the Church's Reserve Fund, the Finance Committee and the Vestry decided to establish a line of credit.

B. Building and Grounds – David Shuford

David noted that there were no items to present that required Vestry action. He reported that the Building and Grounds Committee met in early June and David explained the process for receiving funds from the Endowment Fund as well as how B&G projects are chosen and ranked. A high priority of the committee currently is determining the available options for the Memorial Garden. Remaining space is very limited. Space along the perimeter is being investigated as a short-term option while recognizing that the quiet, serene feel of the garden should be maintained. This is a critical issue for the Church at this time as space is severely limited and more individuals are choosing the Memorial Garden for their ashes. Also at the B&G meeting, the committee approved the expenditure of approximately \$3,600 to repair leaks in the small AC compressor. However, within hours of the approval, the air conditioning issue became a much larger one as the large compressor also stopped working. Thanks to Steve Simon and a group of technicians, the large compressor is now working (at no charge) and the small compressor is also working (charges unknown at this time.) Steve and crew were on the roof working day and into the night and through a thunderstorm to improve the situation. The Vestry gave Steve a round of applause for his hard work and dedication to correcting the problem.

Project Team Reports

A. Centennial Celebration – Weezie Blanchard and Mary Anne Burke

Mary Anne reported that the final two Centennial Celebrations were held in early June. On Sunday, June 5, 2011, over 600 people attended the 10:00 am service. Gary recognized each of the eight former clergy who attended. Thom Blair gave the sermon and the music included several commissioned pieces. Following the service, 350+ people went to the Parish House for brunch which was served throughout the building. Mary Anne noted that this festive day could not have happened without the assistance of the clergy, staff, and large group of volunteers. On Thursday, June 9, 2011, about 55 people were treated to a very special Evensong at the Roslyn Chapel. The Virginia Girls Choir performed and a reception followed. It was a lovely ending to a year-long celebration.

Senior Warden's Report – Keith Dull

A. Summer Vestry

Unless it is necessary, the Vestry will not meet in July or August. The Finance Committee will meet in July.

B. Book Shop

A group has been organized to explore the possibility of opening a Book Shop at the Church. The study group includes Gene LeCouteur, David Shuford, Alice Meadows, Martha Curry, and Ben Emerson. There has been a lot of interest in the books that have been offered for sale over the last year. David Anderson noted that we are experiencing a 'literary' transition as Glenna Bailey and Kay Remick who have lovingly taken care of the Church library for many years have 'retired.' David encouraged all to thank them for their service.

C. St. George Award

A motion was made and seconded to nominate George Moncure for The Saint George Award of the Episcopal Church to recognize his many years of service to Boy Scout Troop 400 and to St. Stephen's. The St. George Award of the Episcopal Church is a national recognition to acknowledge distinguished service by adults in the spiritual, physical, mental, and moral development of youth through service to the Church and through national youth agency programs. The motion passed unanimously.

D. Youth Vouchers

When youth are confirmed, the Bishop gives each confirmand a \$200 voucher for a mission trip. Two young members of St. Stephen's recently participated in trips – Franny Blanchard went to Haiti with a group from St. Catherine's and Caroline Jones attended the Urban Adventure in New York with Whitney Bender and other youth from St. Stephen's. Keith moved that the Vestry approve the use of the vouchers by Franny and Caroline. The motion was seconded and passed unanimously.

Rector's Report – Gary Jones

The Vestry went into Executive Session and there are no recorded minutes.

Following the Executive Session the meeting closed with a prayer from Keith Dull.

Note: Following the Vestry Meeting, Harry Harris was asked to respond to Becky Boyers' question about scaling back once the design drawings are complete. Harry said that the design drawings must be turned in a whole, not in pieces, to the city for site approval. However, after

the entire package is turned into the city, design changes can be made, scope can be scaled back from the 'all in' plan, and we would not be bound to any set sequence of work.