

April Vestry Meeting Minutes

April 16, 2024

Those in attendance: Joyce Bott, Natalie Castro, Tim Cavins, Jason Evans, Jacqueline Howell, Carlyle Knox, Niki Manke, Bob Murphy, Diana Smith

Those not in attendance: Mary Amos, Anne Binns, Tom Cooke

Clergy: Greg Brown, Cat Connolly

Guest attendees: Karen Crane- Finance, Holly Williams- Parish Administrator, Paul Maxwell, Russell Weil, and Vicki Bott

1) Opening Prayer – Joyce B.

2) Agenda Approval – Joyce B. – Tim moved to approve. Niki seconded. Approved by all

3) Scripture/Bible Study – Diana S. – read Matthew 3:7-12

4) Associate Rector's Report – Cat C.

- Children and Youth Ministries are meeting every other week. They are doing great.
- Someone is in process of being interviewed for the minister position.
- There was a wedding on April 6th. There were lots of compliments about the church.
- Cat will be on Vacation 5/8.
- Cat is going to a Young Clergy person's conference on 5/9-5/10 in NYC.

5) Facility Rental Update – Paul Maxwell

Paul Maxwell joined. Per Paul – he put together a more formal rental agreement for the facilities that will encompass different size rooms. The document informs potential renters the rules for use and requirements. It also addresses church liability, appropriate of use, any restrictions we want to put in.

- He discussed the need for a potential second document for repeat renters for possible weekly or ongoing rentals.
- He mentioned possibly consolidating the above documents.
- Diana asked about age limits for rentals. Paul mentioned that 21 would be appropriate for the contract.
- Will there be a checklist for after the rental has been completed?
- Paul said he put a lot of insurance requirements and risk management into it to cover HOCO for different rental situations.
- Cat asked if the Vestry needed to take any action. Paul said that the documents should be reviewed for consolidation.
- Holly said that the contract should list only wine and beer allowed as that is from the diocese.
- Bob moved that we move forward with fully setting out the parameters for the rental. Tim C. seconded. Approved by all.

- There was a discussion regarding the “sections” or areas of the church and buildings, that will be available and not available during rentals. Holly mentioned that there could be some areas in the church that need to be discussed, such as the door to the lower level – La Escuelita and the choir room. Holly mentioned that the door to those stairs does not have a lock.
- Holly mentioned the need for other discussion regarding rentals to for profit and non-profit groups. She also mentioned for profit groups were banned. She will get some information out.

6) Finance Report – Karen Crane

Mar2024 Financial Statements

- YTD pledge receipts were favorable to budget.
- Total revenue was favorable to budget.
- Facilities rental is under but that is because we have not really started rentals.
- YTD expenses favorable to budget.
- Good news is revenue was up and expenses were down.
- The balloon payment is due in November. Karen and Mitchell had preliminary discussions regarding a refinance of the balloon payment.
- Holly mentioned that facilities should be recovered once the interest goes down.
- Total cash decreased by \$221.8k due to the discretionary accounts – Alden Music fund for the choir trip, increase in Special Occasion Flowers, decrease in ministries accounts.
- Karen shared a model of deficit projections for upcoming years to achieve a balanced budget in 2028 with a net of 20 new pledges per year at \$2,650.

7) Sidewalk – Russell Weil

Russell discussed the proposed new crosswalk. The city has proposed a new crosswalk on Park Rd., across Sunset Drive and connecting to 2729 property. There was a monetary value offered.

- The biggest concern is foot traffic to our playground.
- This would encumber the property next door and limit the driveway.
- The amount offered from the city was not very much.
- Russell spoke with the agent and the engineer. The agent emailed Russell and said that they were going to get an appraisal and send us an offer.
- The appraisal is in process. Russell suggested that one of the Wardens write back to the agent and ask for the reasoning for the crosswalk.
- Russell stated he believes the city has a budget for walkability.
- Carlyle asked if the crosswalk can be moved. Russell stated he asked the question and did not get a sufficient response.
- Bob asked what happens if the city says they will move ahead. Russell said that we would then need to hire our own engineer.
- Niki asked if a Signal Study was done given its proximity to the two other traffic lights. Russell said it is not on the plans or we have not seen any evaluation or traffic study.

- Russell said that there has only been one conversation with the engineers, and he was told that we should put up a No Trespassing sign.
- Carlyle offered to write a letter with guidance as the Junior Warden.
- Russell said that he mentioned to Mary Lindsey to see if she can make a call.
- Russell said we can get a real estate broker to do an appraisal on the impact to the property.
- Holly mentioned that we would need to pay the water runoff fees.
- Russell will write a letter to the city for Senior & Junior warden's signature.

8) Genesis II & Parish Survey – Vicki Bott

a) Parish Survey

- Vicki requested feedback on parish survey.
- The survey was requested by Greg and Pathfinders group. This will help the ministry groups as they plan for 2024-2025.
- Copies of the survey will be mailed, emailed, and there will be physical copies.
- Groups have been submitting questions to be added to the survey.
- The survey should take between 10-12 minutes.
- The draft includes a coversheet with instructions.
- The questions are simple and general, but there are some big questions as well as target questions. There is a demographic section at the end of the survey.
- There are 2 optional questions at the very end of the survey to address Income and Name.
- Vicki asked if there are any topics that the vestry wants included?
- Jason said that he feels the survey is a lot of questions. He suggested that he would like to go through and ask questions where action can be taken. Vicki agreed that the questions should be actionable.
- Joyce asked if some questions should be rank order rather than select all that apply.
- Bob asked if there was a question about contemporary service, meaning a wider variety of music. Vicki tabled the question and suggested that the vestry review the survey and send her further questions to her for review.
- Jason asked the question about the Name being on the survey. Vicki agreed that perhaps we can remove the Name question.

b) Genesis Overview

- Genesis is the national church's initiative for exploring how to "be church" in a new and uncertain times.
- There have been 7 Genesis projects with the church.
- We can submit for grants to assist with funding for these projects.
- Nuevo Amanecer (New Dawn) biannual conference of the Office of Latino Ministry at Kanuga.
- Fund summertime ESL.
- Other critical & ongoing efforts:

- Meaningful confirmation programs
- Outreach to religiously unaffiliated neighbors, incl. “Our Trespasses” book study, Thoughtful Seekers “Do I Stay Christian?” adult forums, and (proposed) Theology Beer Camp.
- Continue to engage the ‘hood through key neighborhood leader conversations, Waterman’s Community Night, (Waterman’s fish bar) Sedgifest.
- Neighborhood Profiles Report – highlights of the MapDash data

9) Mid meeting Reflection & Bio Break – Diana S.

Diana read “Lamb”, the gospel according to Levi who is called Biff.

10) Ministry Reports

a) Large Events – Bob M.

- Bob noted some past and upcoming events: Post Easter Service Mimosa event. Easter Egg hunt. Blessing of the Gardens. Costa Rica trip. Blessing of the animals. Oyster Roast.

b) Technology/Communications – Tom C.

- Paul Smith stepped back from heading the group. Let Tom know if you know anyone to take the post.
- They are looking to buy a new recorder for the church and a new projector.
- Kurt took the TV and put it in Henry Hall. They want a new monitor and put it up on Henry Hall.
- They want more microphones and will discuss the cost with Holly.
- The website continues to be updated to make it more user friendly, especially the calendar.

11) Rector’s Report – Greg B.

a) Ministry staff and leaders

- Staff, Clergy and Ministry leaders (inclusive of Vestry): Greg shared with staff during the most recent meeting that each person, role, and ministry involves “pastoral care” in a very broad sense. He asked staff and vestry to take care of people’s hearts regardless of how they may treat ours. We all need to act with integrity. We need to use our words to build up and to bring down. We are called to honor one another.
- Beginning with tonight’s meeting, a member of staff will begin attending vestry meetings, so that items pertinent to staff can be heard firsthand.
- A reminder that we will be moving to our summer worship schedule after Pentecost Sunday, English service at 9:30 am and Spanish service at 11 am.
- Jessica requested a month-long sabbatical and requested a \$250 support for a spiritual retreat. The vestry discussed at some length the request, but ultimately decided part time staff are not eligible for sabbaticals.

- Tim asked about status of bringing Daisy Colon to HOCO as a transitional deacon. As the approved 2024 budget did not have any monies set aside to hire additional clergy, there are no plans to bring Daisy Colon onboard when she graduates seminary at the end of May 2024. As a reminder, St. Peter's, St. Martins, and HOCO chose not to move forward with sharing a transitional deacon.

12) Senior Warden's Report – Joyce

a) Foundation Candidate

- Amy McKee has been put forward by the Foundation as the candidate to replace David Pond, due to his resignation from the Foundation's board. A motion was made and seconded and approved by all present.

b) Update Grant Writing Group

- There are 8 individuals that have volunteered to begin writing grants on behalf of HOCO. They are: Holi Adams, Maura Bosbyshell, Ann Bott, Mitten Brown, Elsie Garfield, Amy McKee, Joe Mynatt and Trish Stukbauer (staff). Additionally, Carlyle Knox and Joyce Bott are "Ex-Officio" members by virtue of their warden status on the 2024 vestry.
- The first meeting will be held Wednesday, May 17th.
- Already, different teams of two or three are working on NC diocesan level grants that have due dates that the end of this month or first of May. There are national church grants that the group will look at next and all have access to a grant search portal to look for other opportunities.

c) Office Structure

- Several individuals met with Bill Keith to request his assistance in assessing HOCO's office structure, position description, etc. Bill has decades long experience in HR and church office administration.
- This group met Wednesday, 4/10/25 to start the discussion. The group consisted of: Greg Brown (Clergy), Joyce Bott (Senior Warden), Sissy Poland, Joe Mynatt and Bill Keith.
- Bill's initial take on the current office structure is that too many people report to the Rector.

d) Evensong on Sunday 4/28 at 5pm

- Patrick Pope has requested attendance from vestry in a show of support as this is the last Evensong before the Choir leaves for their trip.
- The choir will be blessed on Sunday 5/5 during the 10am service.

13) Junior Warden's Report – Carlyle K.

a) HOCO Foundation request – Carlyle requested that the vestry approve our request to the Foundation's Building and Ground fund for the cost of the Water break – approximately \$21k.

- Carlyle made the motion, Bob M. seconded motion, and approved by vestry.
- Once Foundation approves the request, the funds will be deposited to the building and grounds designated fund.

b) Solar Update – Carlyle will give an update at another time.

14) Old Business/ Reminders – Joyce B.

a) Approval of Jan, Feb & March 2024 Minutes

- Niki moved to approve Jan/Feb/March vestry minutes. Carlyle seconded. Approved by all.

b) May Ministry Reports – Spiritual Formation (Anne B.) & Women’s Ministries (Mary A.)

c) BGG Speakers – May (Niki M.), June (Tim C.), July (Joyce B.)

d) May Vestry Assignments: Dinner (Carlyle K.), Open/Close Prayers (Bob M.), lead Scripture study (Mary A.), Mid-meeting reflection (Anne B.)

15) Closing Prayer – Mary A. Mary was absent, so Joyce did closing prayer. She read Psalm 23.