

St. Martin's-in-the-Fields  
Vestry Minutes  
September 20, 2005

- Present: Father Michael Bullock, Ann Braithwaite, Warren Darby, Steve Johnson, Bosie McElveen, Chuck Meehan, Paul Palmer, Neil Rashley, Jeannie Saylor, Tom Stepp, Garfield Stuart, Freddy Vang, Betsy Biega (Lay Associate), John Henderson, Stewardship Board Chair. Absent: Steve Johnson, Chuck Meehan, Libby Nicholson, and Garfield Stuart
  
- John Henderson, Stewardship Board Chair, presented an update on the 2005 canvas. On October 16, 2005, 6:00 P.M. the Stewardship Board will present “5P”, a Pig Pickin, & Pledge Party in the parish hall.
  - Mark Clevenger, Canon to the Ordinary, will speak at the event.
  - The board will call identified parishioners before the event to solicit pledges before the event and to get the campaign started before the event.
  - A picture puzzle of St.Martin’s with 10 pieces will be used to depict our progress.
  - Part of the presentation included a call for the vestry to make a stewardship statement. The vestry indicated that they would present an appropriate statement.
  - John Henderson asked that the Vestry and the Vestry agreed to honor his request to refrain from any other fund raising activities during the canvas/pledge drive.
  
- Father Michael offered devotion about Cyprian, the 3<sup>rd</sup> Century Bishop of Carthage; and he offered a prayer.
  
- The Vestry accepted the minutes for the August 16, 2005 Vestry meeting.
  
- Betsy Biega, Lay Assistant, addressed several items about the physical plant and personnel.
  - Vinyl cladding will not begin until the roofing is complete. The vinyl project will need to be re-bided as the bids are now out of date.
  - There are a number of punch list items for the roofing project that need to be completed. Freddy Vang, Junior Warden, stated that if the contractor does not promptly complete the work that he will engage another contractor to correct the punch list items and deduct the costs from the \$27,620.17 still not paid to the contractor for the roof.
  - Substantial AC repairs are anticipated in the spring and Betsy will provide more details later.
  - Grounds maintenance – Our agreement with Don Hair now includes mowing the point as needed and weeding of flower/shrubbery beds. The charges for the weeding have been reasonable.
  - Office pc’s have been upgraded, and we will be giving the old pc’s to Habitat for Humanity.

- Kim Buchanan has redesigned the St. Martin's web site, but all the content is not yet there. More pictures and content will be added; the calendar needs to be updated, and process for updating content needs to be developed and implemented.
- Wendy, the new Financial Assistant has been working out quite well. She is up to speed on the administrative functions, and she is making good progress with her on her training for the technical accounting functions. Warren Darby, Treasurer, confirms her good progress with her training to date.
- Father Michael presented a long list of agenda items, which he sent in advance via e-mail.
  - 2<sup>nd</sup> Priest Search – We have made no material progress with the prospects that we identified from the list from the national church. They have found other placements or have simply decided to stay where they are. We will renew our effort by attempting to generate prospects from other sources and networking.
  - Outreach – We are getting engaged with several outreach programs.
  - Virginia Lacey, Crayton Principal, and Michael will be meeting soon to work on our partnership.
  - In terms of the Haitian project, St. John's, Shandon, St. Michael's, St. Francis, Chapin, and us are forming a coalition ("City Churches for Haiti") to "adopt a village" (Chapateau) for five years. The initial project is to raise \$55,000 to build a school and \$2500 per year thereafter for maintenance.
  - This project is one that Michael has unilaterally chosen to fulfill our "national/international" outreach lens. (It has been 15 months since we completed the strategic plan, and there is not a functioning outreach board to handle these choices.) While Michael would rather not function like this, we need to jump start things; and Michael has been involved in conversation for over six months. Freddy Vang has attended the first two meetings of our metro group with me. The merits of the project are that we are forming partnerships with other parishes in order to do together what we are not able to do alone; we are meeting a profound need, while giving ourselves an equally profound opportunity "To Love; To Grow; To Serve." Moreover, we will be picking up the diocesan baton and continuing a twenty-five year legacy of life-giving ministry and mission. Since the Diocese does not have the funds to "do" Haiti all by itself, local groups like us are franchising this outreach and continuing it. Ironically, this ends up deepening the ownership and spreading the impact.
  - The Diocesan leadership will be holding an overnight convocation at Greenwood on 9/23-24 to speak about this mission. I would like to send some representatives there, but at this point cannot readily identify anyone. Your suggestions are welcomed.
  - In consultation with English Morris, Michael proposed and the group accepted that we use the March performance of the "Bishop of Brindisi" as a major fund raising effort for the "Adopt-a-Village" project. The

- metro group will supply the cost of production (about \$5-6,000) in return for taking the proceeds and applying them toward the \$55k goal.
- We have given away \$15,000 for aid and virtually heard nothing in return in terms of building relationship. Our focus for involving ourselves in outreach must be to engage our members in the needs of the world and to provide for mutual transformation. There is no partnership with Grenada, and that must be acknowledged; and we must move on.
  - The movement to rehab the youth house is underway. We have team leaders who are gathering the people to do the necessary work. The family we met has found permanent housing in Aiken, where the wife's grandparents live. We received a phone call from her, thanking us and informing us of their circumstances. We will receive a family from SC Cares. Michael has written a letter to each household in the parish, explaining what we are going to do and how everyone can help.
  - Survey - We have made no progress about engaging Professor Teel for a survey. Michael pressed the vestry to either move on this or end our stated interest. Tom Stepp indicated that the survey is important and that Professor Teel had been sick and may be ready to be engaged for our survey needs. Tom will contact Professor Teel.
  - 2PF Fund follow-up – We discussed the need to make follow-up contact about the 2PF fund after the canvass is completed. Neil Rashley, Warden, agreed to initiate this follow-up after the canvass.
  - We are entering a lease agreement for a networked color printer. It will enable us to print the Messenger in house. It will also enable us to print our service in the bulletins.
  - Michael reported that the bonuses for parish staff were met with great appreciation and enthusiasm from the staff for this unexpected affirmation of their work at St. Martin's.
- Warren Darby, Treasurer, briefly presented a summary of our financial status and budget to date making reference to the financial report and his memo to the Vestry and Finance Committee dated September 5, 2005 as well as the Cash Flow Analysis & Budget Recap. Our income was greater than budgeted. However, we had several reasons for our loss of \$5,275. The largest items were the staff bonuses of \$4,000 and the purchase of several new computers for \$8,570. Overall, we are over budget on income and under budget on expenses and have a projected income of \$37,172.
  - Warren Darby, and Neil Rashley, Senior Warden, discussed an informal examination of the education wing last July they had with Freddy Vang, Junior Warden, and Paul Palmer, Clerk. This group surmised that this facility is in dire need of radical change. Warren met with John Boudreaux on September 14, 2005 to begin a discussion about how we might wisely replace the education wing.
    - Warren displayed a plat of St. Martin's as a focal point of discussion about our facility needs for the future, including the Community House, the Youth House, Carolina Music Academy. We also mentioned our future

needs and possibilities such as a five day program for pre-school, Crayton support/after school.

- Neil presented orally a letter from John A. Boudreaux, The Boudreaux Group, outlining a three step approach to make careful strategic decisions for the facilities at St. Martin's.
- The Vestry accepted unanimously a motion to engage John Boudreaux and the Boudreaux Group to complete a master plan for our facilities as outlined in his proposal letter dated September 18, 2005, as follows: John Boudreaux "will assist in identifying the short and long-term needs of the parish to reach what would be the ultimate "build-out" of facilities. The need analysis will try to look into the future needs for some 15 -20 years, as best we can, to assure that any proposed construction is done in a deliberate way that considers the total ultimate needs of St. Martin's. After meetings with your committee and others you may select, we would assist in identifying the probable overall approximate space needs and complete a master plan that we began with you many years ago. We would assist in assigning probable construction budgets to the renovations and/or new construction of facilities using today's cost parameters with a average inflation factor looking forward. This assessment is to assist us in prioritizing the needs and pan phasing as may be necessary. Compensation for this "Step 1" will be the fixed sum of \$14, 200.00, plus any printing reimbursable at cost plus 15%. The delivered Master Plan would be kept to a basic drawing, but professional enough to be shared with whomever you desire."

- Upon a motion and a second, we resolved to adjourn.
- We adjourned with a prayer.

Respectfully submitted by Paul Palmer, Vestry Clerk