

St. Anne's Vestry Meeting  
February 11, 2018  
Corrected and Approved March 11, 2018

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PRESENT:

Rector, Rev. Ginny Wilder

Senior Warden, Donna Cowden ('19)

Junior Warden; Martha Murphy ('20)

Assistant Treasurer, Paige French (non-voting)

Clerk, Julie Meiburg (non-voting)

Vestry: Ian Davis-Huie ('19), Ray Leonard ('18), John Myracle ('20), Addison Ore ('20), Sandy Sheldon ('18)

Guest: Kim DeWindt.

1. OPENING: Ginny Wilder opened the meeting with prayer.
2. FINANCIAL REPORT: Paige French, Assistant Treasurer, presented the Financial Report on behalf of the Treasurer, Gerry Link.
  - a. 2018 Budget was presented. **Sandy recommended approval, Ray seconded, and the 2018 Budget was approved as follows:**
    - Total Revenues - \$292,926**
    - Total Expenses - \$291,480.70**
    - Revenues/Expenses - \$1,445.30**
  - b. January 2018 Financial Report was received into the record as follows:
    - i. Revenue for January

Pledge payments in January totaled \$16,268 as compared to the January projected budget of \$20,500. Non-pledge/loose plate income/miscellaneous income totaled \$1,771, below the January projection of \$2,625. Restricted revenues totaled \$4,530 for the month as compared to a projected budget of \$1,292. Revenue from all sources in January totaled \$22,570 against a monthly projection of \$24,410.
    - ii. Expenses for January

Expenses for all purposes in January totaled \$25,747 against a monthly projected expense budget of \$24,291. Expense exceeded revenue by \$3,177.
    - iii. Items of Note

Personnel expenses were over the January monthly budget for two reasons (1) Medical insurance expenses for both January and February for the Rector and Parish Administrator were posted on the January 31 statement. Typically, the February expense would have been accrued and then posted to the February statement. Since that did not occur, both payments are showing as expenses on this report; and (2) The Church's contributions to the HSA accounts for the Record and Parish

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Administrator occur in January and February, after which those will be completed for 2018.

- c. A list and description of the Church's Reserved and Restricted Funds was received for information, and is included as an addendum to the February 11, 2018 minutes. It was noted that the creation of a restricted fund requires the approval of the Vestry. Some funds, including Labyrinth, Stephen Ministry, and Center for Urban Ministries-Reynolds were mentioned as being inactive for some time. The question arose whether Stephen Ministry was active. Ginny will review the status of the Stephen Ministry at St. Anne's with members of the congregation.
  - d. The Moore Ad-Hoc Committee Recommendations were reviewed, and Appreciation and thanks were extended to the Ad-Hoc Committee for its recommendations and continued follow-up on the management of the Moore bequest.
    - i. A check of \$500,000 from the Moore Estate was sent at the end of January 2018 to the Common Trust Fund of the Episcopal Diocese of North Carolina. Deposits are made quarterly. These funds will be deposited into the Common Trust Fund April 1, 2018.
    - ii. It was recommended that \$100,000 be deposited with Woodard and Company Asset Management in Advance, NC for short term investment. **John moved, Addison seconded, and Vestry approved the recommendation.**
    - iii. Approximately \$100,000 of the Moore Estate will be retained in a short-term cash fund such as a 6-month CD for immediate needs.
    - iv. Once 2017 taxes on the Moore Estate are completed, the balance for the short-term cash fund can be calculated and reported.
3. DeWINDT DISCERNMENT:  
St. Anne's Parish Lay Discernment Committee (PLDC) recommends and Ginny Wilder affirms Kim DeWindt for the Ordained Ministry. Dr. DeWindt shared her spiritual journey and her reasons for pursuing ordination in the Episcopal Church. **In keeping with Canon III.5.2, a letter of support was signed by two-thirds of the Vestry and the Rector, and attested by the Clerk.** This letter will be forwarded to the Diocesan Committee on Ministry.
4. FUNDRAISER RQUEST:  
David Pegg requested approval for a Fundraising Performance (Variety Show) for the Annette G. Pashayan Choral Scholar's Fund and Project Pearl.

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**Donna made the motion to approve the request, John seconded, and the Vestry passed the motion.**

5. JANUARY MINUTES APPROVED:  
**The minutes of the January 14, 2018 Vestry meeting were approved with the following addition for clarification under Item 8, Page 4:**  
    "The Rector is only eligible to vote when it is necessary to break a tie. St. Anne's Vestry has nine voting members, and requires a quorum of seven for approvals."
  
6. ALL PARISH MEETING – March 18:  
**Martha moved, Addison seconded, and the Vestry approved the call for an All Parish Meeting on March 18** to report on the following topics and respond to the congregation's questions and comments. There will a combined service at 10:00 a.m. on Sunday, March 18 with the parish meeting occurring during lunch hour.
  - a. The Moore Fund
  - b. Update on the Parish Website
  - c. Strategic Planning
  - d. Policy Statement on Contract Work
  
7. BELIEVE OUTLOUD DATABASE:  
Ginny introduced the Vestry to Believe Out Loud, which identifies church communities that welcome LGBTs. St. Anne's has already identified itself as a church that welcomes LGBTs. If registered on the database, St. Anne's website can display the Believe Out Loud icon, and will be recognized as a "gay affirming church". Ginny will draft a statement of welcome for the database and our website, and bring it to the Vestry for approval.
  
8. POLICY REVIEW:  
The Vestry reviewed a draft of "Policy Statement on Contract Work" presented by Donna. Ray made a number of suggestions for amending the draft and offered to send them to the Vestry via email. It was determined that a new draft incorporating suggested changes would be sent out to the Vestry via email, and an email vote for approval would be taken.
  
9. VEHICLE ASSISTANCE:  
A request for a grant to assist people who are transporting members to and from St. Anne's services and events was presented. Questions were raised regarding insurance needed for this program. It was determined that drivers in this program should have a statement on file at the Church confirming that they have liability insurance coverage. Donna will ask Hoppy to draft a form

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for this purpose. As an aside, Donna mentioned that she compiled a list of the Church's insurance policies currently in place.

10. COMMITTEE REPORTS:
  - a. Stewardship (John Myracle): Scheduled January meeting was snowed out. No report.
  - b. Building & Grounds (John Myracle): No report.
  - c. Outreach (Donna Cowden): Under consideration by the Committee is the replacement of the annual AIDS fundraiser with a fundraiser for the Children's Defense Fund (CDF) Freedom School literacy program. The funds raised will assist in purchasing books. More discussion will take place at the next Outreach meeting at the end of February.
  - d. Personnel (Ray Leonard): Rector's Package and the need to update the Personnel Policy Manual were mentioned. As an aside, Vestry questioned status of Administrative Policy Manual. No Administrative Policy Manual currently exists, but it was agreed that the Church should have one. Donna will look into that matter.
  
11. VESTRY RETREAT:

Ginny reminded everyone of the Vestry Retreat on Saturday, February 24, at the Church. The Vestry will make lunch together. Each member was assigned a chapter in "Beyond Business as Usual" to read and present to the group. Discussion will address the questions, "What is God calling us to do?" and "Where are we heading?"
  
12. ADDITIONAL DISCUSSION:
  - a. FUZZY FRIENDS: Ginny mentioned a request from John W. that Fuzzy Friends come out from under the Outreach Committee umbrella. Ginny will ask him to attend a Vestry meeting and talk about his request.
  - b. BLUE TIME-LINE: Question arose about the Blue Time Line that is no longer hanging up. Further discussion will be part of Vestry Retreat.
  - c. REVIEW OF BY-LAWS: By-Laws are to be reviewed and approved annually. Further discussion will be part of Vestry Retreat.
  
13. UPCOMING EVENTS:
  - a. NEXT VESTRY MEETING: March 11
  - b. Bishop Anne Visit – March 4
  - c. Ginny/Barbie Dinner Sign Up
  - d. Lenten Services
  
14. CLOSING: Ginny Wilder closed the meeting with prayer.

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**St. Anne's Episcopal Church  
Reserve and Restricted Funds**

**I. Reserve Funds**

Reserve Funds are established wholly by the authority of and at the discretion of the Vestry. In each case, excess cash derived either from capital campaigns or from unrestricted gifts to the Church may be set aside as a reserve for a particular purpose. Once that purpose is accomplished, or at any time at the discretion of the Vestry, the monies in a reserve fund may be transferred back to the Principal Fund Balance or to another reserve fund as needed for future use. St Anne's currently has one such reserve fund:

**The Facilities Fund** was established in 2009 from excess cash received from the two most recent capital campaigns as well as transfers of unrestricted gifts, and is to be used for ongoing maintenance and replacements in the existing Church facilities.

**II. Restricted Funds**

Restricted Funds are established wholly by the authority of and with the approval of the Vestry, and are funded by restricted gifts to St. Anne's for that purpose. St. Anne's currently has a number of permanent and temporarily restricted funds. The vast majority of these are designated for Outreach efforts of the Church; a smaller number are designated to support the ongoing operations of the Church; and a few are intended to support specific programs of the church.

*A. Restricted Funds for Operations* are those established for the purpose of supporting and ensuring particular operational areas of the Church. St. Anne's currently has the following funds of this nature:

**The Flower Fund** was established for the purpose of providing flowers and other like gifts for condolences and well wishes, as well as seasonal greenery and flowers as recommended by Altar Guild, Parish Life, and/or Pastoral Care Committee.

**The Columbarium Fund** was established for the purpose of covering expenses applicable to the Columbarium, which also includes financial assistance for those needing to buy headstones.

**The Music Fund** was established for the purpose of providing support for the Music Ministry of St. Anne's and is funded primarily through individual gifts, especially at the Easter and Christmas seasons.

**The Mueller Organ Maintenance Fund** was established in honor of John and Margaret Mueller to provide funding for the maintenance and repair of the Bediant organ in the Sanctuary.

**The Olivia H. French Music Fund** was established in 2008 for the purpose of supporting the Music Ministry of St. Anne's Church, including support of the

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general operating budget for music as well as any special musical events that may be desired and the Choir Ministry program. Use of the funds for this purpose will be at the sole discretion of the Music Director in consultation with the Rector.

**The Thomas M. Druga Buildings and Grounds Fund** was established in memory of Tom Druga by his wife and daughter. As requested by the family, the fund is to support any expenses needed to maintain the church and child care and any related facilities, plus any future structures as well as the church property surrounding all. The family intends to maintain the fund, as possible, and requests that the fund remain open until such time as there has been no activity in it for at least five years.

**The Chuck and Lynda Horney EYC Fund** was established to support youth-related activities and expenses.

*B. Restricted Funds for Outreach* are those established to support the many Outreach activities of St. Anne's Church. The Outreach Committee administers these funds. Included among this type of restricted funds are the following:

**F.O.R.E.** is a fund that receives contributions for the annual book drive for Old Town School. These funds should be expended on an annual basis.

**The Hunger Fund** was established in 2013 for the purpose of providing additional funds for St. Anne's Outreach activities around issues of hunger in the local community.

**International Peace Plaza Fund** was established to receive gifts from city-wide faith communities to purchase a Peace Pole to be placed in the downtown peace plaza once it is built. St. Anne's is actually the administrator of this fund.

**The Center for Urban Ministries – Reynolds Fund** was established through a \$2,000 gift from the Center for Urban Ministries in honor of Suzanne Reynolds and her service to the Center. It was specifically designated for Outreach activities.

**The Don and Elaine North Memorial Fund** was established by the North family in late 2014 to honor their parents. Income is received on a quarterly basis from the Don and Elaine North Education for Justice endowment held by the Winston-Salem Foundation and, by the family's designations, will *serve to fund educational activities aimed at creating a more level playing field for persons of color and other historically disadvantaged groups in our society. Thus, activities or events such as anti-racism training, enrichment programs in low income schools, workshops or seminars dealing with equality in all social justice areas, scholarship funds for economically disadvantaged students, and the like, are examples of appropriately funded programs. Decisions regarding the use of the annual income will be made at the sole discretion of the Rector, upon consultation with and recommendation from the Outreach Committee and the Vestry.*

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**The Stephen Ministry Fund** was started with a \$5,000 grant from the NC Episcopal Church Foundation to support the Stephen Ministry Program at St. Anne's, particularly the training of individuals for that program. Those grant funds were fully expended some years ago and proper reports made to the Foundation. Additional individual contributions have been made over the years and those gifts now constitute the balance of the fund.

*C. Restricted Funds – Other* are those funds established for purposes other than those outlined above and include:

**The Helen Hall Clinard Fund** was established in memory of Helen by her family for the purpose of supporting the ministries of the Church.

**J2A Pilgrimage Fund** has received contributions to the fund from previous Pilgrimages and occasional fund-raising events for scholarships and other Pilgrimage-related expenses.

**Labyrinth Fund** was established to support the cost of the current program and to build a fund sufficient to build an outdoor labyrinth. This is best viewed as a capital project.

**EFM Scholarship Fund** was established in honor of Ron Sigrist and in memory of Russ Hall, to give scholarship assistance to those in the St. Anne's EFM program.

**The Peace Garden Fund** was reinstated by Linda Winikoff in memory of her mother to provide necessary support for the maintenance of the gardens at the front of the church, off the parking lot.