

Church of the Holy Nativity

Minutes of the Vestry Meeting
February 17, 2015
Holy Nativity Conference Room

Present: **Ex-officio:** The Reverend Debra Vanover, Barbara Poole-Street, Eva Eglinton, and Greg Kwan

Lay Members: Lila Johnson, Mike LeHouck, Jane Loo, Bill Seeley, Robert Skillman, Bonnie Stevens, John Verghese, and Gretchen Yamaguchi.

Head of School: Tim Spurrier

Absent: Tusi Mayer

Guests: John Smith

Call to Order:

The meeting was called to order at 7:08 pm by the Reverend Debra Vanover. Rev Deb introduced John Smith as the new Thrift Shop Manager.

Devotion:

Offered by Rev Deb

Minutes:

The minutes of the December 16 were amended to include a notation that Greg Kwan resigned his position on the Vestry. The January 20, 2015 Vestry Meeting were approved as circulated

Treasurer's Report:

Greg Kwan commented on the budget noting a computation error. He is implementing a cost efficiency campaign, e.g., the cost of credit card processing in the Thrift Shop. The Finance Committee met and discussed issues regarding the First Hawaiian Bank charging significant fees for its services to accounts of the Church, and the bank is not providing interest on our accounts. Kwan stated he would be opening a Territorial Savings Account. It was recommended that Kwan meet with the Branch Manager of the Aina Haina Branch of First Hawaiian since there has been a long term relationship. Kwan has scheduled a meeting with Peter Perreira at the Diocese to discuss the assessment process for Holy Nativity. It was brought up that cashiers (who count the offerings and contributions every week) are restricted to two years. Kwan will research this.

School/Church Report/Senior Warden Report :

Barbara Poole-Street reported on the just completed school board meeting. The school is raising its tuition by 4%. Poole-Street shared that she informed the school board that the church has been covering all the repair costs for the church and the school. She commented that there are irregularities in the school bylaws. The president of the school board resigned 3 weeks ago. A new president, Travis Kikuchi has been appointed. Poole-Street pointed out that Holy Nativity bylaws allow for appointment of members to the school board. Two new members were elected by the Vestry, and have not yet been added to the school board. The school has decided to delay this election for two months.

Issues were discussed at length.

School Report:

Headmaster Tim Spurrier reported that the school is looking at ways to grow. There will be a 6 minute feature spot on *Hawaii News Now*. This is part of a strategy to try targeted marketing with more events. More money is needed for financial aid. 14% of the current student body are receiving financial aid. \$125,000 is dedicated to financial aid. The school recently received a \$20,000 grant from the McInenry Foundation. At the present time, there are 62 new applications. Spurrier thinks there will be good retention of current students. Spurrier stated that the student ratio is 9:1. There are 17 classroom teachers with 148 students. The goal is to have student body of 150 with 80% of the school budget from tuition and 20% from grants.

Junior Warden Report:

Rev Deb gave the update on the easement issue. The Diocese has requested that we not pay for shared upkeep of section C. For the property we share, we use land for the Keiki Ko-op. The paperwork regarding the arrangement with the shopping center is missing.

Kitchen plans. An architectural designer is looking at the kitchen and will submit a plan. A letter will be sent to Kristy that she may not be able to use the kitchen after May because of the needed reconstruction work to replace the grease trap.

Eva Eglinton reported that the phone lines are out-of-date, and the whole system is being revamped with the school.

There are issues with the roof since the last heavy wind. The roof above the altar is lifting, and there are worries about leaking. The insurance company has asked for pictures of damage

Bill Seeley discussed the plans for renovating the Conference Room.

Priest Report:

Rev Deb reported on a communication from a gentleman, referred by the Bishop, representing the Arcadia Group to discuss the potential for senior care. A walk-through of the Holy Nativity campus will take place next week.

A donation in the amount of \$20,000 has been received from the Tonaki family in memory of Jean Tonaki. Suggested usage of some of the funds area for a bench in the garden, a pall for caskets, an urn cover, a new, larger paten with engraving, and a professional cleaning of the altar candlesticks that are turning green.

Bill Seeley moved that the Vestry authorize the expenditure of up to \$1,000 for the Altar Guild in memory of Jean Tonaki. The motion was seconded and carried.

Assignments were given to vestry leaders to write articles for the Holy Nativity Weekly newsletter, the Banyan Tree.

The Parochial Report is to be submitted to the Diocese after approval. Bob Skillman has posed some discretionary comments. It was recommended that approval be postponed until there is opportunity for further discussion.

Plans for the Vestry Retreat: Dinner at 6:30 pm on Friday in the rectory. Saturday at 8:00 am in Glantz Hall with Rev Liz Zivanov in the morning with brainstorming as to where we want to go.

Unfinished Business:

None

New Business:

None

Announcements:

March 1st. Diocesan Youth Event 4:00 to 6:00 pm at Osco Field.

Adjournment:

There being no further business, the meeting was adjourned at 8:53 pm



Lila Johnson
Clerk