

# Church of the Holy Nativity

Minutes of the Vestry Meeting  
February 27, 2016  
Holy Nativity Chapel

**Present:** **Ex-officio:** The Reverend Debra Vanover, Barbara Poole-Street, Eva Eglinton, and Wendy Yu  
**Lay Members:** David Callies, Justin Donahue, Lila Johnson, Louisa LeRoux, Ed Moore, Austin Nakoa, Bill Seeley, and Mike Sen  
**Guest:** Barbara Abe

## Call to Order:

The meeting was called to order at 9:15 am by Rev Deb.

## Devotion and Prayer:

A devotional reading was offered by Rev Deb.

## Presentation:

Barbara Abe presented on the Melaleuca fundraising opportunity. Products (such as oils, vitamins, and cleaning supplies) are sold to persons who sign up as Melaleuca Preferred Members. The proposal is to designate the church as a non-profit umbrella that benefits from sales to members.

Barbara Poole-Street moved that we accept the offer for Holy Nativity to be the recipient of the funds from sales of Melaleuca products. The motion was seconded and carried.

## Approval of Minutes:

Rev Deb offered to tape record meetings if more detailed information is requested than the proceedings documented in the minutes. Consensus was to not record.

The minutes of the January 12, 2016; January 17, 2016; and February 15, 2016 Vestry Meetings and the January 12, 2016 Executive Committee Meeting were approved as circulated.

## Treasurer's Report:

The 2015 Parochial Report was presented for review. The question arose as to including legal fees in non-operating expenses, also how Thrift Shop revenues and contributions are calculated. There is a need for clarification as to what expenses are allowed. Treasure Wendy Yu will meet with Peter Pereira from the Diocese. The Report will be approved at a special meeting and filed subsequently.

Wendy Yu presented the Treasurer's Report and pointed out clarifications. Yu proposed using QuickBooks as the financial software for future financial reports. Also discussed was the checking book and credit card fees report. Yu suggested consideration of online banking.

David Callies moved to remove Greg Kwan's name from the checking account signatory form and replace it with Wendy Yu's name. The motion was seconded and carried.

The Treasurer's report was filed subject to audit.

#### **Junior Warden Report:**

Eva Eglinton reported that there are a number of capital improvement tasks that need to be accomplished for maintenance and repair. Austin Nakoa and Bill Seeley will assess the needs to present to the Vestry.

Louisa LeRoux asked if there is an annual line item budget for the property maintenance and repair. Callies moved to refer this to the Finance Committee. The motion was seconded and carried.

Rev Deb described the unfinished renegotiation issue of the cell tower project. Nakoa will work with Greg Kwan and Yu to resolve this.

Yu asked what about the long term plans for the church kitchen. The grease trap has to be replaced. Kristy Monroe is currently paying monthly rent for the use of the kitchen. The plan is to have dual use of the kitchen (by the church and also as a commercial kitchen). Everything is currently out of code and needs to be rewired.

The business plan that was conducted by the Chaminade Business School graduate students will be shared with the new Vestry. Nakoa moved to table the discussion for a future meeting. The motion was seconded and carried.

#### **Senior Warden Report:**

Barbara Poole-Street thanked the Vestry for the joint meeting last evening and acknowledged the involvement of the previous and new vestry members.

#### **Priest Report:**

Rev Deb asked if the Vestry would like to have Barbara Ching return to complete the second half of the retreat activity. The rector will be away two weeks after Easter.

#### **Unfinished Business:**

Settlement Agreement is awaiting signatures. There has been no timeline set.

#### **New Business:**

Discussion took place regarding the Vestry opening to replace Steve Street since his resignation. It was suggested that the person who was next on the list of votes received at the Annual Meeting be considered. There was a question as to the location of the ballot report. Persons from the previous Vestry might also wish to be considered for the position.

Mike Sen moved to table the decision until the next meeting. The motion was seconded and carried.

**Orientation:**

The Conflict of Interest Statement was discussed. A correction was pointed out in the definitions. It was recommended that this be revised and when approved, it should be signed by each Vestry member.

The Oath of Office form was created by Father Dennis Maynard and presented to the previous Vestry to define interpersonal interactions. Signing to be considered and discussed at the next meeting.

Meeting date and time schedule: The third Tuesday in March and thereafter the third Wednesday of the month at 6:30 pm.

Callies moved to recess the meeting until after the Corporation Meeting. The motion was seconded and carried.

**Recess:** The meeting was recessed at 11:05 am



Lila Johnson  
Clerk