

Church of the Holy Nativity

Minutes of the Vestry Meeting
June 20, 2017
Meeting Room

Present: **Ex-officio:** Austin Nakoa, Eva Eglinton, and the Reverend Luis Rodriguez
Treasurer: Jean Steele
Lay Members: Rich Miller, Bill Seeley, Justin Donahue, Nina Livingston, Natalie Okeson, Ken Zitz, and Louisa Le Roux

Absent: Ed Moore and Wyn Aubrey-Child

Call to Order: The meeting was called to order at 6:00 pm by the Senior Warden, Austin Nakoa.

Devotion and Prayer: E Pule Kakou was offered by Fr. Luis Rodriguez

Minutes:

The minutes of the May 16, 2017 Vestry Meeting were approved. Natalie Okeson motioned to approve the minutes as written. Louisa Le Roux seconded the motion. The motion passed unanimously.

Reports:

Rector Report:

Building Use Task Force

Rev. Luis Rodriguez motioned that the Task Force be comprised of: Louisa LeRoux, Linda Sayeguesa, Jyo Bridgewater, Tiffany Chaiko, Scott Schroeder, Austin Nakoa, and Rev. Luis Rodriguez. Rich Miller seconded the motion. The motion was unanimously approved.

Correspondence

Rev. Luis Rodriguez indicated that he received a thank you note from Dawn regarding the Vestry's going away gift, as well as the AA group that used to hold their meetings at HNC.

Outreach Sub-Committee

Rev. Luis Rodriguez motioned that the sub-committee be comprised of Rev. Luis as Ex Officio, Wyn Aubrey-Child as Vestry Liaison, Lucia Bu and Louisa Le Roux as representatives of the worshipping community-at-large, and one open position. Justin Donahue seconded the motion. The motion carried unanimously.

Personnel Update

Thrift Shop Manager, Operations Manager, Music Director

Rev. Luis Rodriguez has held three Thrift Shop interviews. He would like to offer the position to the interviewee who has the ability to bring continuity to the position and to hit the ground running. The position of Operations Manager has not been posted. The

job will be posted after the Financial Review. The Music Director position will be posted soon, but Rev. Luis was given a lead.

Pastoral Assistant / School Chaplain

Louisa Le Roux motioned that Rev. Luis move forward with contacting and interviewing Brittney Cox to serve as a shared employee between HNS and HNC as Pastoral Assistant/School Chaplain. It will be a 30 per week position, with the Nellie Hartman Fund funding the church's portion of the personnel expense.

Hospitality

A letter was shared that came from a visitor, which addressed no one at Holy Nativity greeting or talking with them during their visit. The vestry discussed making visitors feeling more welcome as the highest priority.

Town Hall "de-brief"

Rev. Luis Rodriguez thought the town hall went well and feedback from the congregation was good.

Junior Warden:

Eva Eglinton reported on the roof, which is progressing on schedule. The school side will be finished July 21st. The yard will be cleared of any nails, etc. to ensure safety for the children. The grease trap is finished.

Senior Warden:

Austin Nakoa requested additional funds for the meeting room renovations. Bill Seeley motioned that we approve up to \$500. Justin Donahue seconded the motion. The motion passed unanimously. Austin described further items that are going to be donated.

Austin reported that the Bishop covered a payment for an unexpended expense related to the Church Pension Fund. The church will need to pay back \$15,000 of the \$18,000 expense. Austin indicated that we will need to be frugal with our spending for the rest of the fiscal (calendar) year. The Vestry agreed that HNC needs to reinstate our pledge drive this fall.

Treasurer's Report:

Jean Steele presented the finances, and the various ways of understanding our current cash flow situation. Jean suggested that the Grease Trap should be paid through the Capital Improvements Fund (\$45,000) and additional expenses should be paid through the Operational Fund (\$35,000). Due to the amount of time it can take to get money from the Diocesan accounts, Jean also presented the idea of investing \$25,000 in the church's bank savings account for cash that can be accessed more quickly.

Justin Donahue motioned that we draw down a total of no more than \$45,000 from the Capitol Improvements Fund and no more than \$60,000 from the Operational Fund, of which \$35,000 will be used to cover other expenses and \$25,000 will be invested in the church's bank savings account. Rich Miller seconded the motion. The motion carried unanimously.

Signature Card

Natalie Okeson motioned that the Signature Card reflect signature authority for Jean

Steele (Treasurer), Eva Englinton (Junior Warden), and Austin Nakoa (Senior Warden). Wendy Yu should be removed from the signature card. Justin Donahue seconded the motion. The motion passed unanimously.

New Business:

Louisa Le Roux suggested creating a Church Growth Committee.

Nina Livingston mentioned that the signage on the campus is inaccurate, and that we are in need of a new bench outside of the meeting room.

Announcements:

Next Vestry Meeting: Tuesday, July 18th 2017 at 6:00 pm

Adjournment:

With no further business, the meeting was adjourned at 7:26 pm



Natalie Okeson
Clerk