

# Church of the Holy Nativity

Minutes of the Vestry Meeting  
August 24, 2016  
Holy Nativity Chapel

**Present: Ex-officio:** The Reverend George Clifford, Barbara Poole-Street and Eva Eglinton

**Lay Members:** David Callies, Justin Donahue, Lila Johnson, Louisa Le Roux, Ed Moore, Austin Nakoa, Mike Sen, Bill Seeley, and Wendy Yu

**Absent:**

**Guests:** Tim Spurrier, Nobuko Loncar, Scott Schroeder

**Call to Order:**

The meeting was called to order at 6: 37 pm by Father Clifford.

**Devotion and Prayer:** Fr Clifford offered a scripture reading from Ephesians followed by a prayer

**Minutes:**

The minutes of the May 18, 2016 Vestry Meeting, June 19 and July 20, 2016 Special Vestry Meetings were approved as circulated.

**Priest's Report:**

Fr Clifford reported that Annabeth is leaving mid-September. He met with the Bishop Fitzpatrick. He attended the Diocesan Leadership Conference. Pastoral care issues need to be addressed, and we need to hire someone for that position. The decision also must be made about compensation and whether the person must be a priest. Maintenance is taking much more time than it should. On September 24<sup>th</sup>, the school has scheduled a Make a Difference Day to get a series of projects done. The rectory is now being rented at \$4,000 a month. The renter wants to do some maintenance. This can only be done with advance approval. The Chuuk congregation has met in our sanctuary for two weeks.

**Senior Warden Report:**

Barbara Poole Street reported that in her recent travels she met with Father Larue Downing, former Interim Priest at Holy Nativity,

**Junior Warden Report:**

Eva Eglinton reported she has signed the rental contract for the rectory. She is also working on the contract for the church kitchen.

**Treasurer's Report:**

Wendy Yu presented the July Statement of Activities, the Balance Sheet with Previous Year Comparison, and Financial Highlights Year-to-date through July 2016. The documents were circulated for comment and discussion

### **Facilities Committee Report:**

Austin Nakoa addressed several issues needing immediate attention. The air conditioner in the chapel needs to be replaced. The current one is not effectively functional. Bill Seeley volunteered to do the rewiring.

Nakoa moved that the Vestry approve the purchase a Two Ton air conditioner unit at \$850. The motion was seconded and carried.

He advised that the kitchen grease trap issue must be finalized. Permits are currently being secured. Nakoa moved that the Vestry authorize the allocation of \$50,000 to install a grease trap for the kitchen. The motion was seconded and carried.

Other needs also exist for a commercial kitchen, such as fire suppressant.

### **Unfinished Business:**

#### **New Business:**

The July 2016- July 2017 Goals were discussed and individuals volunteered to take the lead for each.

#### 1. Governance:

- a. Develop by September 2, 2016, and then implement a Holy Nativity staffing plan: Ed Moore and Barbara Poole Street
  - i. Work with Priest-in-Charge to develop skill set, qualifications, and duties of a part-time pastoral assistant
  - ii. Review current job descriptions of staff to assess best staff configuration for next year
- b. Develop parish profile: David Callies and Mike Sen
  - i. Select a Search Committee (December)
  - ii. Task Search Committee to complete a parish profile (May)
- c. Implement the mutual ministry process: Father Clifford and Ed Moore
  - i. Establish teams (September) to be responsible for the 10 goals. Complete goals and their components (May)
  - ii. Create a dashboard of metrics (September)
  - iii. Conduct another Vestry planning day (May)
  - iv. 100% of clergy, parish officers, and Vestry members to be active givers (January)

#### 2. Stewardship

- a. Maximize rental income: Eva Eglinton, Justin Donahue, and Bill Seeley
  - i. Rent rectory (done)
  - ii. Review and increase rental rates for parish campus
  - iii. Fill gaps in facility usage
- b. Develop and implement a balanced budget for 2017: Wendy Yu (October)
- c. Improve communications with the whole parish (congregation school, thrift shop, etc.): Justin Donahue, Ed Moore, Tim Spurrier (November)

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**Absent:**

**Guests:** Tim Spurrier, Scott Schroeder, and Nobuko Loncar

**Call to Order:**

The meeting was called to order at 7:44 pm by Father Clifford.

**New Business:** Scott Schroeder, President of the Holy Nativity School Board, stated that the purpose of this meeting was to discuss board candidates for nomination consideration. They have been looking for three qualified individuals with a breadth of perspectives who would focus on the school, however, with a commitment to Holy Nativity as a whole entity.

Five nominees were presented

- Laurie Callies
- Tiffany Chaiko
- Kate Greenwell
- Nina Livingston
- Aaron Williamson

Bill Seeley moved to accept the five nominations. The motion was seconded and carried. David Callies recused himself from voting.

**Adjournment:** The meeting was adjourned at 7:52 pm



Lila Johnson  
Clerk