

# Church of the Holy Nativity

Minutes of the Vestry Meeting  
May 16, 2017  
Chapel

**Present:** **Ex-officio:** Austin Nakoa, Eva Eglinton, and the Reverend Luis Rodriguez  
**Lay Members:** Wyn Aubrey-Child, Justin Donahue, Louisa Le Roux, Ed Moore, Nina Livingston, Bill Seeley, and Rich Miller.

**Treasurer:** Jean Steele

**Absent:** Ken Zitz, Natalie Okeson

**Guest:** Jyo Bridgewater, school principal

## **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 Rev. Luis Rodriguez

## **Minutes:**

The minutes of the April, 2017 were approved, as amended including Nina Livingston as in attendance. Jean Steele agreed to record the minutes for this meeting, in Natalie's absence.

## **New Treasurer (Jean Steele):**

Jean Steele was introduced and welcomed.

## **Reports:**

### **Head of School Report:**

Jyo reported that the school is grateful for the use of Glantz Hall, as 7<sup>th</sup> and 8<sup>th</sup> grades are being added to the school's offerings. Items stored there will be removed by June 1, although the church will continue to have access to materials stored in the attic space (archival). The school is joyful about the new partnership and anticipates 4 students in the 7<sup>th</sup> grade in 2017-2018. The school anticipates a total student body of 140 or more, waiting lists for pre-K and Kindergarten. The 5<sup>th</sup> grade has returned from a successful trip to Maui. Scott Schroeder, also present, is the school's board chair.

### **Rector Report**

The Rev. Luis Rodriguez reported that the Safeguarding Policy page with Vestry signatures was lost and all members present signed a substitute page. It was moved, seconded and voted to approve and adopt the policy.

Fr. Luis acknowledged Natalie's assistance in crafting two new job descriptions: 1) Operations Manager (bookkeeper, personnel actions, property manager with an emphasis on maintaining and building our facilities business, and 2) Thrift Store

Manager, 19 hrs a week, with Caroline continuing, with a focus of empowering the (40) volunteers, working in teams.

The Memorandum of Understanding between the Holy Nativity [Church] and Holy Nativity School for use of Glantz Hall and the email from Tim Spurrier on May 8, both attached, were discussed. The school's portion of shared expenses will increase by 11.5%, estimated to be \$24,777 in 2017; their commitment is for two years. Acceptance of the MOU as amended by the Spurrier email was moved, seconded and approved by the Vestry.

Fr. Luis proposed a Property Task Force [see attached], to be comprised of 7 members, to create vision and strategy, from which recommendations will emanate. Individuals will be considered in June and named in July, having their first meeting then. A full report will be due in January 2018. The committee should note both the Chaminade study and the master plan previously created.

A Church/Chapel Policy was proposed by Fr. Luis. These two spaces are set apart as sacred and intimate spaces; they are not meeting rooms, etc. The single exception in for NAMI (National Association for Mental Illness). The church office will book uses of the spaces.

With reference to weddings for non-members, Fr. Luis believes the parish should charge a flat rate of \$1000, inclusive of all the spaces and support offered by staff, without bargaining over components of the operation. If Fr. Luis is officiant, the worship will use the Book of Common Prayer; if someone else conducts the service, Fr. Luis must approve the text of the service two weeks in advance. (The current policy is non-member weddings at the discretion of the Rector.) Having no fee for member weddings will continue; close relatives of members may have free weddings but will be encouraged to make a donation. Fr. Luis was encouraged to review the policy with a wedding planner to obtain any comments for improvement on the plan.

There will be a Town Hall meeting for the congregation on Sunday, June 4, following a single service of worship occurring at 8:30 a.m. It will an opportunity for members to ask questions about decisions and events progressing at Holy Nativity. All Vestry members are asked to attend. (Personnel issues will be excluded.)

Fr. Luis recommended two sub-committees of the Vestry: 1) Thrift Shop: Rector, Thrift Shop Manager, Vestry member (liaison), church member and a non-member shop volunteer; and 2) Outreach: Rector, Vestry member (liaison) and 3 church members at large. Names will be discussed at the June meeting, with the aim of forming the committees mid-Summer.

Fr. Luis asked the Vestry to recognize that the 7:30 Sunday service would benefit from Keane Ishii supporting its music. The Vestry was amenable to increasing his salary to enable this extension of his work.

Vestry members were invited to a webinar Tuesday at 1 p.m. at the Rectory. The subject is guidance for Episcopal Churches with schools.

Fr. Luis has bought a gift (and has a card for Vestry members to sign) for Dawn who is leaving the school after more than fifteen years.

### **Junior Warden Report**

Eva Eglinton reported that our insurance company is providing almost one million dollars to reroof the church and school. The Vestry felt she had done a great job in obtaining this settlement. Construction will begin in mid-June and end by the first of August and must stop whenever there is a wedding.

### **Senior Warden**

Austin Nakoa had no report.

### **Treasurer's Report**

Jean Steele distributed the April 2017 Statement of Activities and the Statement of Financial Position reports for April together with Highlights, prepared by Wendy Yu. Thus far the parish has a negative income and shrunken cash balances. Giving exceeds the budget but thrift shop and space use revenue are both than 15% short of the budget year-to-date. Personnel and office expenses significantly exceed the budget due to special circumstances. The auditor's review is expected to be completed by the end of May. The Senior Warden asked the Treasurer to prepare a 3-month cash flow analysis (CFA). He also noted an open issue concerning the final payout the a former clergyperson.

### **Other Business:**

A down payment has been made of the required work for the grease trap but the permit has expired; it is necessary to re-apply with the original drawings.

Justin Donahue reported on the solar project. The contact person has been Jason Clark of Hawaii Energy Connection. The diocesan attorney has signed off. The project creates the opportunity to have more HECO meters. Austin and Justin will consider their locations. The project results in a reduction of 15 cents per kilowatt hour.

Justin also reported that June 16-17 he will be Los Angeles competing in the National Treeclimbing Masters. (Justin has won New England 5 times, New York once and is the present winner in Hawaii.)

A concrete slab 28 feet square has been donated by Amira Solomon, overcoming the muddy area in Osco Field.

The next Vestry meeting will occur in the newly renovated meeting room. Bill Seeley and Eva have worked on this and are still seeking an air conditioner which meets our budget. It was noted that the labor is all-volunteer.

Wendy Yu is willing to continue as the Holy Nativity School Treasurer for another year; the appointment was moved, seconded and approved by the Vestry

### **Announcements:**

Next Vestry Meeting: Tuesday, June 20, 2017 at 6:00 pm

**Adjournment:**

With no further business, the meeting was adjourned at 7:30 pm

  
Jean Steele