

The Fork Church – Vestry Meeting

October 1, 2014

Present: Nik Forti, Paul Newell, Jim Smythe, Michael Woods, Kathy Thomas, Jenny Smith, John Rickman, Hugh Campbell

Absent: Mac Chenault, Tony Droppleman, Scott Smythe, Rick Alderman

1. Welcome and Opening Prayers

2. Positive Fork experiences during the last month:

Sunday school well attended with new and returning kids; Youth Group thriving; WHEAT donations are up

3. Cemetery Committee Report (Hugh Campbell)

Hugh Campbell met with Graconi about headstones in need of repair. Graconi does not recommend re-cutting lettering due to the poor condition of the stone; Hugh presented other options – 12 x 12 stone markers (\$75 each); bronze plaques (\$153); aluminum plaques (\$116) and bronze markers (\$422). Vestry will defer to Hugh's recommendation – Hugh recommends stone markers. Approximately 12 new stone markers will be purchased and installed. Hugh will also investigate bleaching other stones which are covered in a dark film.

Hugh also voiced his opinion that the property should be clear cut rather than selectively cut and that the pine tree adjacent to the church should not be cut down.

4. Minutes from previous meetings were reviewed and approved.

5. Old Business

a. Greg Muniec's request to purchase a portion of Fork Church's property has been withdrawn.

6. Kitchen update

a. Income = \$16,885 (includes contributions; donations from the Memorial Fund and cookbook sales)

b. Expenses = \$39,518 (includes stove, down payment for other appliances, first payment to Bromac and cookbooks). 35 more cookbooks need to be sold to break even.

c. Wiring in Parish House was approved (\$1240) – includes ceiling outlets for stage lighting; does not include dimmer switches.

d. Approved purchase of 11 flush-mounted ceiling lights. Jenny Smith will pick between two options provided by Bromac.

e. Table and chair storage – will experiment with existing storage options – closet behind small classroom for the chairs and the stage for the tables.

f. Cabinet for robes in vesting room – defer this discussion until Kitchen Renovation expenses solidify.

6. Financial Report (Kathy Thomas)

a. Audit of 2013 financials – Greg McChesney provided three options based upon his preliminary review of the 2013 financial reports. These options were based upon the fact that our 2013 financials are out of compliance with Diocesan guidelines since the books were maintained on a cash basis. Harrison, Hardy and Johnson could do a full or limited audit on the books after converting them to accrual basis (expensive). Alternatively, they could conduct a review and provide recommendations and benchmarks for future accounting practices and Fork Church would conduct an in house audit. This third alternative was approved. Andie Warfield will be directed to deliver the 2013 financial files to Harrison, Hardy and Johnson.

b. Opening balance in new software – As of January 1, 2014, the account balances in Quickbooks do not match the account balance at SunTrust Bank. Account balance at SunTrust will have to be used to establish the opening balance in Church Windows software. This issue will be discussed with Greg McChesney in conjunction with the 2013 audit. Fortunately, the account balance at SunTrust is greater than the balance in the Quickbooks software. Reconciliation reports created prior to June 1, 2014 indicate that the account balances never matched.

c. Balance Sheet – 2014 records have been converted to Church Windows and are being maintained on an accrual basis. Liabilities include Accounts Payable and Pass-Through Accounts (ie. CARITAS, WHEAT, etc.)

d. Treasurer's Report – pledging YTD below budget but total plate is positive to budget; total expenses YTD is below the budget although several expense accounts exceed the YTD budget including Clergy Salary, Secretary Salary, Mechanical and Electrical Maintenance; Gas/Oil and Computer Services. Quarterly donation statements will be created for those who are behind on their pledges.

e. Opera Proceeds will be moved from the General Fund into the Kitchen Renovation Fund.

f. Five donations in the Memorial Fund from 2009 to 2013 totalling \$310 will be moved into the Kitchen Renovation Fund. Two designated Memorial Funds will remain in honor of Mark Licata and Oriana Hargrove. How these funds will be spent is yet to be determined.

g. A new Expense Request Form was presented and approved. Committee chairs and/or Wardens will need to sign off on expenses in the future. Two signatures will be required for expenses over \$1000. This form is for expenses which are not directly billed to the church.

7. IT Upgrade

Trey provided a proposal for upgrading and networking computers. This proposal exceeded our budget (\$5,000) considerably (\$11,000 plus \$600/mo fee). This proposal was rejected.

8. Transition

Dessert and Coffee Meetings have been well received and beneficial to Nik. Additional meetings: Michael and Angela Woods - October 15; Scott and Lindsey Smythe's - October 23 and Anne and John Rickman – Oct 27. Efforts will be made to reach out to members who have not attended recently.

9. Vestry Candidates

Paul Newell has identified Mike Miles; John Rickman has spoken with Joe Cox (Joe is not a member of Fork and is not an Episcopalian); Jim Smythe will complete the term of James Palmer and Michael Woods has yet to identify any potential candidates.

10. Timber Sale (Michael Woods)

Progress has been made in marking the trees for selective cut. Upon completion of the marking, the timber will put up for bid.

11. Stewardship

The Stewardship committee has yet to begin the 2015 pledging campaign. Nik and Scott have ideas based upon a stewardship workshop that they attended last month.

12. By-Laws

Discussion of any changes to the By-Law will be deferred until 2015 when Paul Newell and Michael Woods will take up this issue upon completion of their terms on the vestry.

13. Communication

a. Beginning in 2015 Amy Newell will prepare and send the weekly 'Tines' via Constant Contact.

b. Nik has spoken with Lisa Licata who is willing to share the responsibility of maintain our Facebook page.

14. Rector's Report

Nik presented a detailed reported which divided his responsibilities into three categories – Pastor, Priest and Teacher.

15. Committee Reports

a. Finance (Scott Smythe) – no report.

b. Mission (Jim Smythe) – Donations for WHEAT have increased. Jenny Smith will contact Katie Goodman about talking with the congregation about WHEAT. Katie is very busy. The September 3 dinner at SJTL was a success.

c. Buildings and Grounds (Michael Woods)

A second opinion about the condition of the trees in the vicinity of the church was obtained and they agreed with the first assessment. A third opinion from Bartlett will be obtained.

A date for Fall Cleanup has not been set.

Additional bids for lawn maintenance will be procured.

The porch light on the church is out again.

d. Christian Formation (Tonny Droppleman) – no report; The time for Confirmation on November 9 has not been confirmed by the Diocese.

e. Pastoral Care (John Rickman) – Nik accompanied by Boo Smythe has been visiting many parishioners. These visits have been very well received.

f. Transition Committee (Rick Alderman) – no report.

g. Parish Life (Mac Chenault)

Bon Fire – Cave’s garage is full of furniture; no decision yet

Stew Sale – Gordon’s have not committed yet

Oct 26th – All Hallow’s Eve in cemetery with other local churches; Nik will coordinate with Mac about food (other than pizza) for this youth event

Confirmation – need to coordinate reception

h. Worship (Jenny Smith)

Altar candles being filled weekly

Need to comply with Safe Church requirements

Shrinemont weekend – Nik will discuss with Herbert Jones changing the date in the future so that it doesn’t conflict with Halloween and All Saints Sunday.

i. Administration (Paul Newell)

Efforts to overhaul office will continue into 2015.

Nik is pleased with Jacquie’s support. He is looking forward to Amy Newell helping with the Tines.

16. Old Business

Keys – questions were raised about what Vestry members going off should do with their keys.

Sign at Route 1 – Paul will coordinate the efforts to replace the sign.

New Sign for Eagle Scout project – Changes will be made to make the lettering legible and to make sure that the sign hangs esthetically.

Communication between Sanctuary and Parish House – walkie-talkies seem to be working. Walkie-talkies need a home.

17. Future Vestry Meetings

October meeting will be moved to October 28th to accommodate Nik’s schedule.

November 25

December 23

18. Action Items

- Hugh Campbell will contract with Graponi to produce and install stone markers.
- Jenny will look at the light fixtures recommended by Bromac and make a decision about the lights.
- Kathy will move funds from Memorial Fund to Kitchen Fund and create the Oriana Hargrove Memorial Fund
- Scott will direct Andie Warfield to deliver 2013 financial files to Greg Mcchesney
- Paul will direct Greg McChesney to perform an accounting review.
- Scott will form an audit committee for an in house audit.
- Kathy will move proceeds from the Opera to the Kitchen Fund.
- Kathy will create Donation Statements for those who are behind on their pledges.
- Jenny will communicate with Carol Hawk about cleaning schedule and accountability.

- Paul will communicate with Mac about how to proceed with IT improvements.
- Michael will identify his potential successor on the vestry.
- John will continue conversations with Joe Cox about being a vestry candidate.
- Michael will oversee completion of marking of trees and upon completion, start the bidding process for timber.
- Michael will coordinate with Barlett about performing another assessment of the condition of the pine tree.
- Scott will create a stewardship committee and quickly begin the process of stewardship.
- Nik will follow up with Lisa Licata about our Facebook page.
- Jenny will speak with Katie Goodman about speaking to congregation about WHEAT.
- Michael will set a date for Fall Clean Up.
- Michael will get additional bids for the contact to maintain the lawn and cemetery.
- Mac will coordinate with the Gordon's about the Stew Sale.
- Nik will coordinate with Mac about food for All Hallow's Eve youth service.
- Jenny will talk with Nik about Safe Church requirements.
- Paul will coordinate efforts to replace the metal sign at Route 1.
- Michael will identify a home for the walkie-talkies.

19. Meeting adjourned at 9:25 pm.

Respectfully submitted,

Kathy Thomas