

**Episcopal Church of the Holy Spirit**  
**Vestry Meeting**  
**Sunday, December 12, 2010**  
**12 PM – 1:30 PM**

**Attending**

The Rev. Russ Matthews  
Paul Williams  
Rae McCartney  
Patricia Hall  
Cindy Krudop  
Paul Greene  
Maggie Castleman

Rob Schneider  
Don Stephenson  
Aaron Smyth  
Brooks Elliott  
Bill Hall, Chancellor  
Penny Dear Dellana, Treasurer  
Keith Jordan

Melissa Milligan  
Dir., Discovery Day School

- **Announcements, Acknowledgments, & Encouragements**
  - Each outgoing Vestry member, Ben Adair, Brooks Elliott, and Cindy Krudop, was presented with a prayer book signed by Vestry members.
  - Paul W. acknowledged this past year and the difficult challenges the Vestry faced. He encouraged prayers for the healing that ECHS needs.
  - Bill Hall offered a vote of confidence for Paul W. for this difficult year, especially the last two months.
  - Maggie Castleman thanked Paul W. for his spiritualism in leadership and Cindy, Brooks Elliott, and Ben Adair for what they have meant to her and the Vestry.
  - Vestry Clerk, Jeanne Payne, announced that she will leave the position as soon as a replacement is found. She thanked the Vestry for giving her the opportunity to serve the church as Clerk.
  
- **Stewardship (2010-2011):**
  - So far pledges for 2011 are down from last year. Jan 5 is the deadline for pledge cards.
  - Paul G. will draft a pledge reminder and send to Paul W. before tomorrow.
  
- **Budget (2011):**
  - Keith announced a Finance Committee meeting next Tuesday at noon. Vestry members are welcome to attend and to ask questions.
  - The Bishop is encouraging the Vestry to keep the budget the same.
  - Rev. Matthews has agreed to be the interim rector until May 1; he will work 1 Sunday, plus 1 fixed workday and 1 roving workday.
  - New Budget:
    - Added \$12K for mortgage paydown
    - Added \$12 building maintenance fund
    - Added \$5K for office copier (Shelley will provide the Finance committee with 3 bids)
  - Paul W. read the 2011 Apportionment Designation to the Vestry. Vestry needed to determine how much, if any, of ECHS's diocese apportionment (7.5%) will go directly to the National Episcopal Church or to other good works outside the diocese.
    - Russ explained the history of the apportionment vote.
    - Paul Greene moved that the Vestry apportion 50/50. Aaron Smyth seconded

the motion. Vestry voted and the motion failed.

- Patricia Hall moved to send 100% to the national church, Cindy Krudop seconded the motion. Vestry voted and the motion was APPROVED.
- Paul W. asked Cindy Krudop to be the Church Almner (in charge of distributing funds to the needy) and she accepted. (See *Addendum* at the end of these notes.)
  - There was a discussion of how the payment amount is determined and the process for distributing funds.
  - Russ Matthews would also be a signator on the account.
  - Cindy would need a copy of the individual's driver license and the invoice in question before a check is made out directly to the invoice vendor.
- **Discovery Day School (DDS) Discussion Points**
  - The school is a ministry of the ECHS. Our church treasurer is responsible for the accounting of the school. DDS approved a budget, but did not seek Vestry approval. Next year DDS will submit its budget to the Vestry for approval.
  - It was suggested that the Vestry adopt the DDS Board of Directors as an advisory board to make decisions for the school.
  - Russ suggested that the Vestry should elect the DDS board. A Vestry member could serve on the board as a Vestry representative (non-voting), with the Sr. Warden and Rector having ex-officio roles on the school board.
  - DDS bylaws should be approved by the Vestry.
  - Vestry should receive the DDS report every month.
  - Bill Hall added that the Vestry should also approve of the evaluation of teachers.
  - Maggie Castleman agreed that the Vestry should have a role in DDS, not to engage in day-to-day operations, but to insure the philosophy of DDS remains in line with ECHS's philosophy, officially tying the two together.
  - Paul W. asked Bill H. to lead a group to align DDS with ECHS.
  - Discovery Day School Report: Melissa Milligan
    - Oct 31 balance sheet: 4K assets, liabilities 4K. School currently has 20 students and will gain one student in January. So far, 85 people are coming to the school Christmas party. There was a successful Thanksgiving feast attended by families and board members. DDS now has four classes, with a maximum of six.
    - Melissa would like to have a plan to bring more children from parish families into DDS .
    - Maggie Castleman complimented Melissa and her staff on creating a loving school. Melissa complimented her teaching staff.
    - The 2011 Budget includes a DDS scholarship.
- **Vestry Ministry Liaison for Organization and Leadership**
  - Vestry members will be the liaison between the Vestry and ministries.
    - Pastoral Care: Patricia H.
    - Stewardship: Paul G.
    - Christian Formation: Don S.
    - Fellowship: Maggie C.
    - Men's Group: Aaron S.
    - Finances: Penny D. & Keith J.

- Mission and Service: Cindy K. & Paul W.
- Discovery Day School: Bill H.
- **Policy Committee Reports**
  - Employee Handbook: Patricia Hall moved to accept the Employee Handbook of 2011 and Paul Greene seconded the motion. The Vestry voted and the motion was APPROVED.
  - Building Usage: Discussion was tabled until the January Retreat.
  - Designated Funds:
    - Gift-giving Policy
    - Women's Group ministry name change, because Openings is a new members group.
    - Restricted Designated Fund vs Transitory Designated Fund
    - Gift-Giving Policy
      - Memorial Fund needs person designated to acknowledge a donation; to be sent to donor and to spouse or family of honoree. Spouse or family may suggest how to spend the donation.
      - Second Discretionary Fund is gone. Discussion regarding guidelines for accepting fund gifts was tabled until the January Retreat.
- **November 2010 Vestry Minutes: Voted and Accepted**
  - The minutes were accepted with one spelling correction. Paul Greene moved to accept the November 2010 Vestry Minutes. Patricia Hall seconded the motion. The Vestry voted and the motion was APPROVED.
- **Treasurer's Report**
  - Penny Dear Dellana reminded the Vestry of the needed change of signators for Cattleman's Bank Account. (See *Addendum* at the end of these notes.)
  - There was discussion regarding use of \$2800 from the Rector's Discretionary Fund for a replacement of the church office printer.
- **Next Scheduled Meetings:**
  - Discussion of upcoming Vestry meetings:
    - Vestry dinner in January
    - Vestry retreat in January
    - Finance Meeting in January
    - Congregational Meeting in January

Submitted by:

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Jeanne Payne  
Vestry Clerk  
JAN 23, 2011

**Episcopal Church of the Holy Spirit**

**Addendum  
Vestry Meeting Minutes  
December 12, 2010**

**Attending**

The Rev. Russ Matthews  
Paul Williams  
Rae McCartney  
Maggie Castleman  
Patricia Hall

Cindy Krudop  
Brooks Elliott  
Aaron Smyth  
Don Stephenson  
Rob Schneider

Bill Hall, Chancellor  
Paul Greene  
  
Penny Dear Dellana (Treasurer)  
Keith Jordan (Chairman, Finance  
CMTE)

**Changes to Fund Name and Authorized Signators, Cattleman's Bank Account,  
Dripping Springs, TX**

A motion was made by Paul Williams and seconded by Patricia Hall to make the following changes to the fund name and to authorized signators on our account at Cattleman's Bank:

**Change fund name:** from Vicar's Discretionary Fund to The Episcopal Church of the Holy Spirit Fund

**Account #1501071:**

**Remove Authorized Signator:** Nancy Coon

**Add Authorized Signators:** Lucinda B. Krudop, Allen Russel Matthews, Jr.

**For above account, checks for an amount greater than \$500.00 require two (2) signatures.**

Vestry voted, motion APPROVED.

Submitted by:

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Jeanne Payne  
Vestry Clerk  
DEC 12, 2010

[The above addendum was submitted to Cattleman's Bank on December 20, 2010.]