

MINUTES OF THE REGULAR MEETING OF THE VESTRY OF SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

January 18, 2012

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church was held January 18, 2012.

Vestry members in attendance were: Tony Briggie, Cindy, Carter, Mike Massad, Cliff Miercort, Stephanie Pearson, Oleta Salyards, Charles Sartain, Van Sheets, Sandra Snyder, Ron Staffieri, Donnell Wiggins, Scott Wilson, Sheryl Wylie, Chancellor, Robert Wilson, and Clerk, Blair Richert. Auxiliary members included Lowell Duncan, Tom Harbison, Kyle Moore, Jeff Rice and Tom Stewart. Guests included Rob Baber, Kimberly Hughes and Matt Waller.

The Rector called the meeting to order at 4:40pm.

MINUTES OF PRIOR MEETING

Upon motion duly made and seconded, the minutes of the December 14, 2011 were unanimously approved.

Music Ministry Report

James Diaz presented the music report (**see attachment**). Mr. Diaz began by highlighting the great works of the following individuals and groups: Brice Beard and Trey Boothe (Candlelight Mass), Pam and Len Musgrove (Discovery Mass), Ashley Westgate (Joy and Celebration Mass and Junior Choir), the 6 Choir Section Leaders, the Music Librarian and Hyeon Jeong, the Associate Director of Music.

In August 2011, the choir had 40 members. Since that time, the choir has experienced 30% growth, adding 12 new members to their volunteer base, bringing their total to 52 volunteers. The ministry is proud of this growth. But they are most proud of the consistency of quality of music which has been offered in the past year. For the first time, the choir was asked to sing at the Church of Incarnation and based on this experience, the choir has been extended another offer to participate in 2012.

There was concern this year when there was going to be a large turnover of Section Leaders (5 of 6 were completing their assignments). However, the search for new Section Leaders was begun earlier than ever before and thus far is producing tremendous results.

Looking ahead to future programming planning, along with Emily Given in Children and Family Ministries, a Children's Choir Project will be implemented September 2012. Offered to Grades 1-5, kids will now have 3 Sunday School "tracks" to choose from – traditional Sunday, School, Catechesis and a Sunday School Music Track. Additionally, after the success of the 9/11 Concert, the music ministry is exploring the idea of forming a Concert Committee to organize and present a concert once per year which would include the participation of other congregations.

Finance Report

Mr. Van Sheets reviewed the operating income statement year-to-date through December 31, 2011. The preliminary close of the fiscal year indicated a \$21,054 net loss. The clergy and staff did a phenomenal job with their budgets. Ministry was \$68,054 under budget, helped by The Reverend Greg Pickens being hired without relocation expenses. Facilities was under budget by \$48,000 and clergy and staff spent 3% less than budgeted. However, the better than expected performance in these ministries was not enough to offset the shortfall in budgeted revenue. Our revenue was almost \$155,000 below budget due to variances from the assumptions underlying the budgeted pledge revenue, for example in pledge defaults and overpayments (**see attached Income Statement**).

The Rector put forth the suggestion that the Vestry consider the option of providing a weekly financial statement summary to parishioners.

Mr. Van Sheets presented and the Vestry discussed 5 grant requests approved by the Finance Committee to be submitted to the Foundation. For the sake of brevity, and respect for confidentiality, a summary of these requests is listed below. All grant applications are kept in the Vestry notebooks located at the church.

1. The Operations/Administration Department requests the renovations of the men's and ladies' restrooms in the north hallway of the building be funded by the Vestry-controlled Maintenance Fund administered by the Foundation. The extensive renovations cost a total of \$46,014.97. The Finance Committee had approved this grant request and it was seconded and approved unanimously by the Vestry.
2. The Pastoral Care Ministry submitted a request to fund the salary for a part-time Parish Nurse Administrator, and the malpractice insurance for our Parish Nurses. The total request submitted is for \$10,000, and the request is expected to be repeated in 2013 and 2014. The Finance Committee had approved this grant request and it was seconded and approved unanimously by the Vestry.
3. The Communications Department requests a total of \$20,610 to fund the Wayfinding Project which is a professionally developed signage and map system to assist parishioners and visitors to more easily navigate the SMAA Church campus. The Foundation funded the study which led to the signage plan, with a grant in 2010. The Finance Committee had approved this grant request and it was seconded and approved unanimously by the Vestry.
4. The Lay Ministry Engagement challenge is to assist parishioners in discovering their gifts, offering them to the Lord and equipping them for service. This area will partner with staff, clergy and lay leaders to build an equipping culture, implementing the very best practices from other congregations. The grant request for this ministry to meet its goals is for \$52,500 in 2012. The Vestry requests that the Foundation make a successively smaller commitment to this ministry in 2013 and 2014. The Finance Committee had approved this request and it was seconded and approved unanimously by the Vestry.
5. The Communications Department submits a request for a 3 year Digital Relevant and Strategic Plan. Radically new technologies evolve rapidly and greatly impact the way people communicate and live in community. Currently, the state of digital electronic communications has progressed beyond the capabilities and uses of our church's current system. The plan is to implement a special three-year initiative to understand and take

advantage of the new possibilities. The request is for the Foundation to make a 3 year commitment to this ministry and begin with a \$78,550 request for the first year. Concern was expressed and noted that the \$10,000 requested for consulting fees might be too modest, but the Vestry agreed not to delay the grant request for this reason. The Finance Committee approved this request and it was seconded and approved unanimously by the Vestry.

Stewardship Report

Mr. Kyle Moore began by reminding the Vestry that the final numbers for stewardship 2011 were 1,318 pledging units for a total of \$4,500,000 in pledge dollars. For stewardship 2012, prior to the Vestry beginning their calls, we had a total of 1,054 pledging units for a total of \$4,037,000 in pledge dollars. As of today, January 18, 2012, there are 1,077 pledging units pledging a total of \$4,135,000. The great news is that the average pledge for 2011 was \$3,439 and the current average pledge for 2012 is \$3,840, a 12% increase. The expectation is that 2012 stewardship year will end looking very similar to 2011. However, the support of the Vestry by making calls and sending emails is critical to the bottom line. The Vestry is currently reaching out to 230 families who have previously pledged who have not yet submitted a pledge this year.

Foundation Report

Jeff Rice presented the Vestry with the names of the parishioners who had been nominated to serve a sec year term on the Foundation as well as the officers for the coming two year term (**see attachment**). Additionally, she noted that the 5 grant requests being submitted to the Foundation exceed the available funding. She encouraged the Vestry to consider prioritizing the grant requests to assist the Foundation.

Building and Grounds Report

Tom Stewart, Chair of Building and Grounds reviewed the building renovations recommended by Todd Howard and Company. The proposed recommendations are for architectural services for the North and South entrances (**see attachment**). Senior Warden, Charlie Sartain recommended building in the time needed at the upcoming Vestry retreat (to be held in 60-90 days) to evaluate the recommendations. The Rector did ask Mr. Stewart and the Building and Grounds Committee to determine recommendations on proceeding with stage one and to present these recommendations at the February Vestry meeting.

Senior Warden's Report

Mr. Charlie Sartain moved to formally set the Annual Meeting date for February 19, 2012. The motion was seconded and unanimously approved. He proposed the record date be set for February 9, 2012.

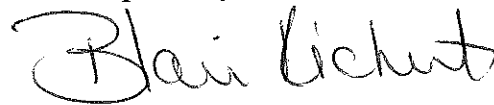
Mr. Sartain then listed the slate for the Vestry class of 2012 proposed by the Vestry Nomination Committee. The slate includes: Christine Ashmore, Grady E. Schleier, Nancy Skochdopole, Tom Stewart and Stewart Thomas. Additionally, the Nomination Committee proposed the following slate of Convention Delegates for 2012: Marla Jacks Briggie, Robert G. Buchanan, Jr., Ralph Cousins, Jack R. Coleman, Blake Hull, Bill Johnson, Judge James W. Kerr, Jr., Tom McConnell, John S. McFarland, William S. McIntyre, Kyle Moore, Liz Oliphant, Jim Riggert, Phil Ritter, Chris Schupp, Chuck Stewart, Paul Talbot, Tim Thompson and Jim Wiley.

Rector's Report

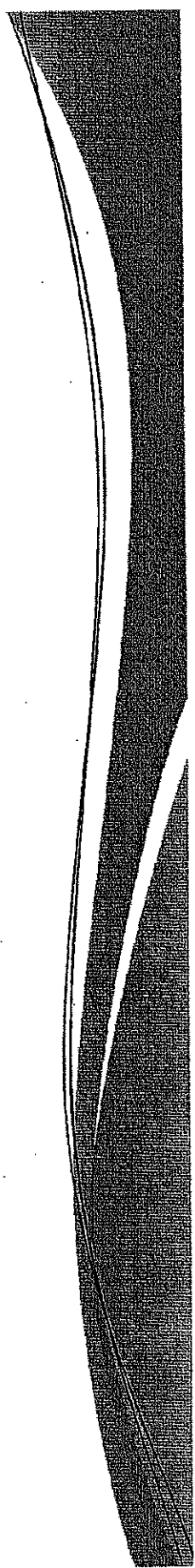
The Rector noted that Brad Heppner was scheduled to present a Compensation Committee Report, but that he was unable to attend the meeting. The Rector will send the report to the Vestry. The Rector announced that Marta Holden, Director of Engagement plans to hold a Gifts and Talents Workshop for the Vestry. Vestry members should plan to attend on February 8, 2012 from 4:30-6:00pm at the church. Immediately following the Church's Annual Meeting on February 19, 2012, the Vestry will hold a meeting at 1:00pm in the Coke Room.

The Rector adjourned the meeting at 7:05pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Blair Richert". The signature is written in a cursive style with a large, prominent initial "B".


Blair Richert
Clerk



Music Ministry

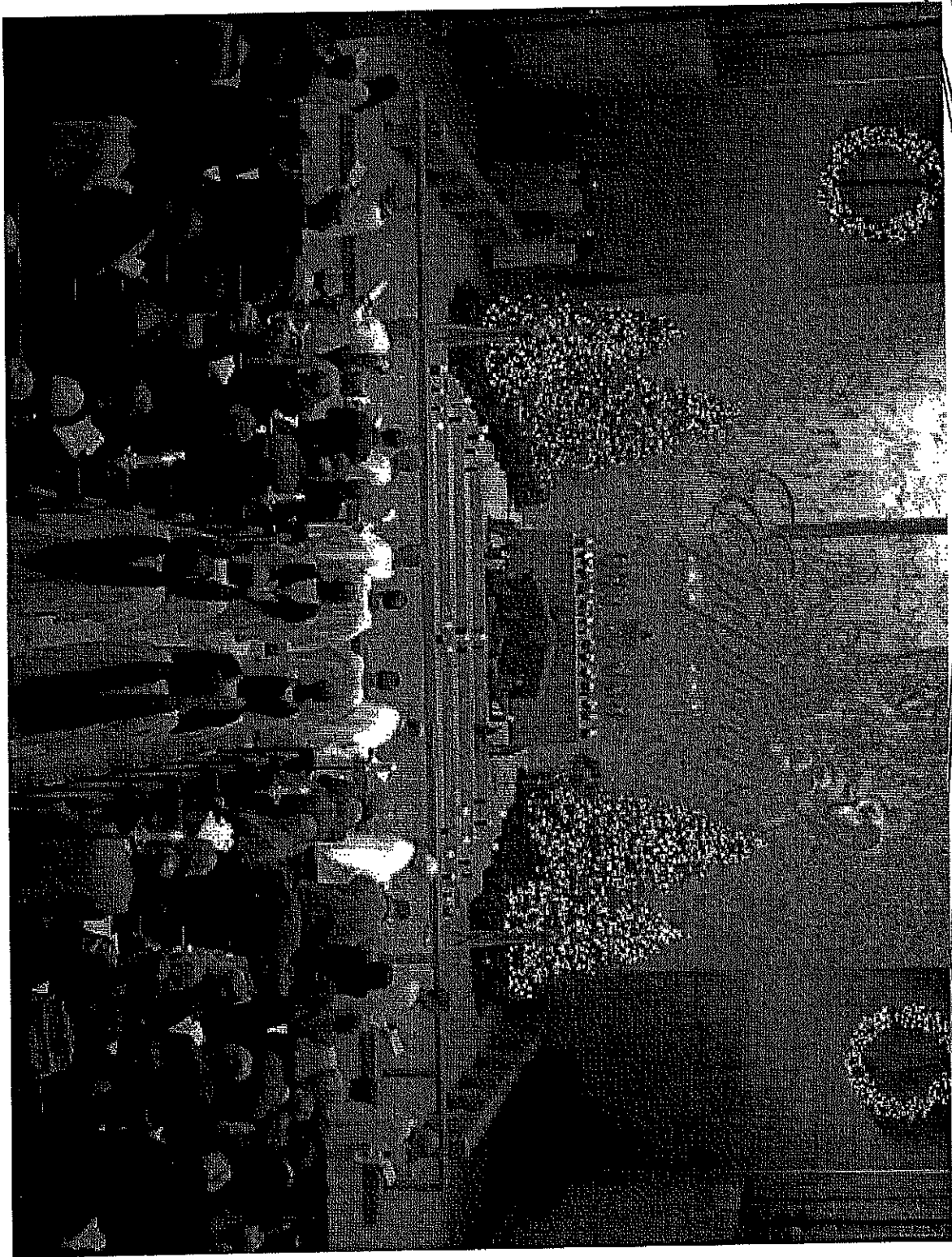
James Diaz, Director of Music

January 18, 2012



My Thanks

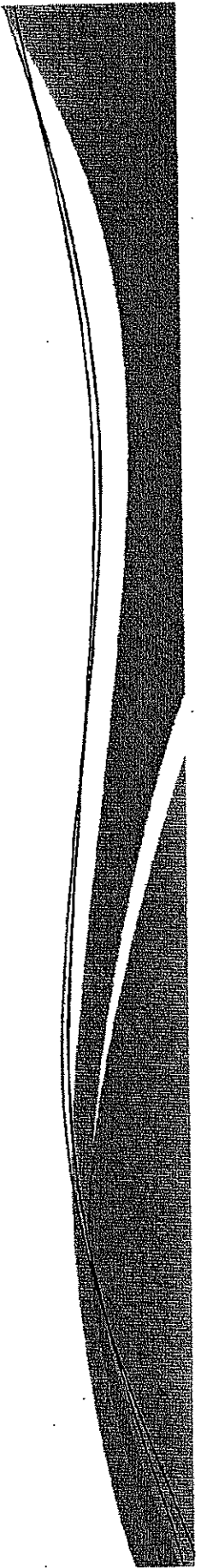
- SMAA's volunteers
- Brice Baird and Trey Boothe (Candlelight Mass)
- Pam and Len Musgrove (Discovery Mass)
- Ashley Westgate (Joy, Celebration, JM Choir)
- Choir Section Leaders, Music Librarian
- Hyeon Jeong, Associate Director of Music





My Thanks

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Music Ministry

Bright Spots



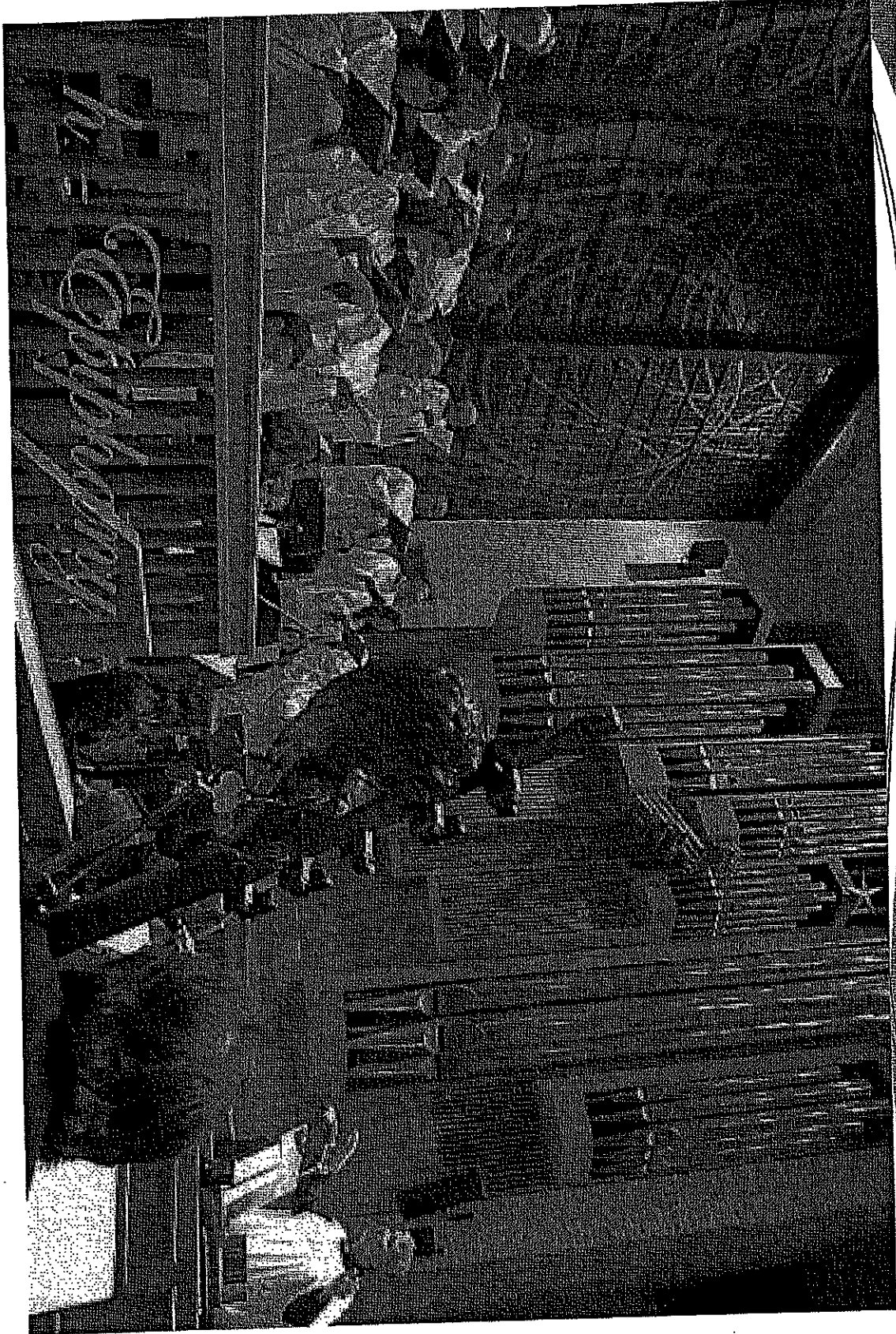
Adult Choir Growth

12 new volunteers since August 2011



Consistency in Quality of Musical Offering Feast Days

- SMAA Day
- All Saints
- Advent Lessons and Carols
- Christmas Eve
- The Feast of Lights



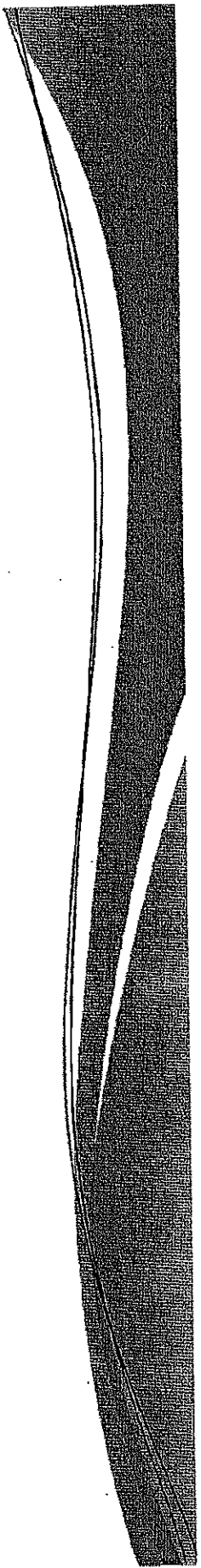




Return Invitation

Evensong
at the
Church of the Incarnation

February 26, 2012 5:30 p.m.

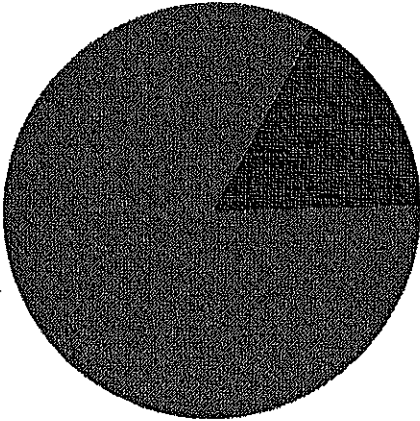


Section Leader Staff

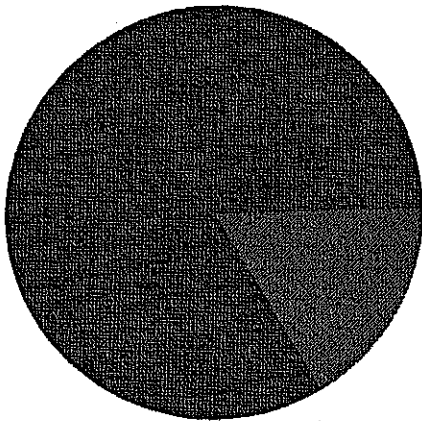
- Music Students from SMU, UNT


Section Leader Turnover Graduating Students

Usual



Spring 2011





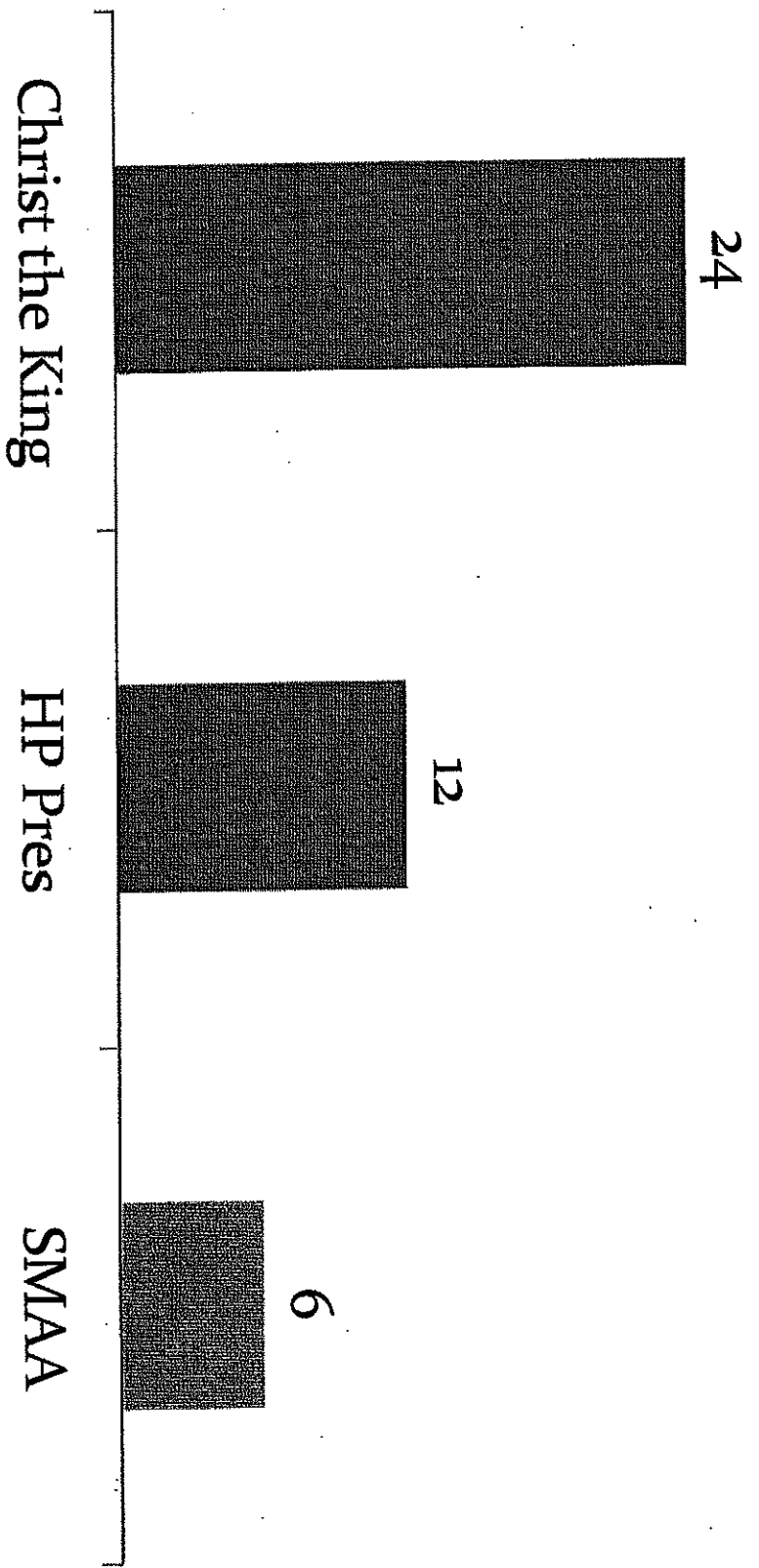
Section Leader Search

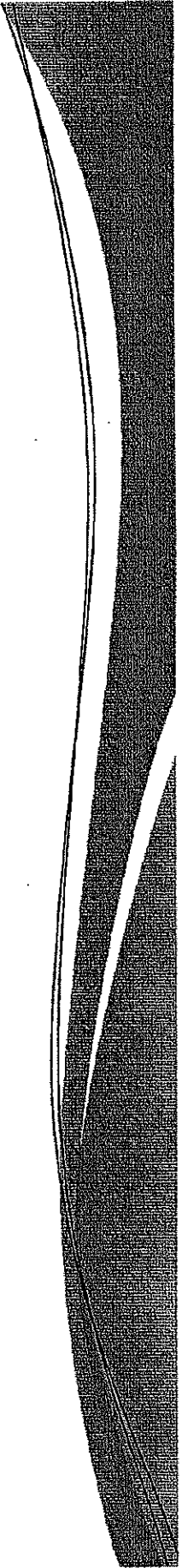
Spring Summer 2011

- Began search two months earlier than usual (standard search in mid-August, when students arrive)
- Handled applications and interviews long-distance (Skype, Dropbox)
- Offers accepted 1½ months before choir season began
- An exceptional quality team in musicianship, professionalism and ministry

Adult Choir: Delivering Value

Section Leader Staff Size





Looking Ahead

- Children's Choir Project (September 2012)
- Concert Series Committee



Thank You

Saint Michael and All Angels Episcopal Church
Income Statement
December 31, 2011

<u>Description</u>	<u>Budget Annual</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>YTD Actual Less Budget</u>
Operating Revenues				
Current Year Pledges	4,510,000	4,510,000	4,299,965	(210,035)
Prior Year Pledges	175,000	175,000	224,681	49,681
Unpledged Contributions	285,000	285,000	291,415	6,415
Plate	100,000	100,000	89,370	(10,630)
Other Income	60,700	60,700	65,946	5,246
Credit Card Fees	(45,000)	(45,000)	(38,325)	6,675
Stock Fees & Adj.	0	0	(2,012)	(2,012)
Total Operating Revenue	5,085,700	5,085,700	4,931,041	(154,659)
Outreach				
Diocese Assessment	(571,761)	(571,761)	(571,761)	0
ECUSA	(100,899)	(100,899)	(100,899)	0
ESD Subsidy	0	0	0	0
Seminary Contributions	(7,000)	(7,000)	(6,750)	250
Outreach Grants	(145,000)	(145,000)	(145,000)	0
Total Outreach	(824,660)	(824,660)	(824,410)	250
Total Revenue Available	4,261,040	4,261,040	4,106,631	(154,409)

<u>Description</u>	<u>Budget Annual</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>YTD Actual Less Budget</u>
Operating Expenses				
Administration	(1,138,496)	(1,138,496)	(1,128,639)	9,858
Adult Education	(297,184)	(297,184)	(300,164)	(2,980)
Bookshop	7,547	7,547	10,635	3,088
Children & Family Ministry	(214,965)	(214,965)	(200,362)	14,603
Communications	(91,368)	(91,368)	(100,283)	(8,915)
Congregational Care	(8,120)	(8,120)	(8,684)	(564)
Discipleship & Engagement	(8,885)	(8,885)	(8,333)	552
Early Childhood Ministry	(450,813)	(450,813)	(425,841)	24,972
Graduate & Professional	(6,500)	(6,500)	(4,977)	1,523
Liturgy & Worship	(25,000)	(25,000)	(26,266)	(1,266)
Ministry	(773,356)	(773,356)	(715,074)	58,282
Music	(253,464)	(253,464)	(252,768)	696
Operations	(696,858)	(696,858)	(650,521)	46,338
Outreach	(26,000)	(26,000)	(29,665)	(3,665)
Parish Life	(22,731)	(22,731)	(24,155)	(1,424)
Pastoral Care	(21,905)	(21,905)	(15,535)	6,370
Stewardship	(29,308)	(29,308)	(21,605)	7,703
Youth Ministry	(202,743)	(202,743)	(224,557)	(21,814)
Total Operating Expense	(4,260,151)	(4,260,151)	(4,126,795)	133,355
Revenue Over/(Under) Expense	889	889	(20,165)	(21,054)

**Report for Vestry Meeting
Wednesday January 18, 2012
Saint Michael Foundation
Jeff Rice, President**

The nominating committee has met and nominated the following parishioners to serve six year terms on the Foundation:

**Missy Boone
Bill Felder
Jay Grogan
Tricia Barnett
Karen Pardoe**

The nominating committee nominated the following officers for the coming two year term:

**President – Giffen Weinmann
Vice President – Bob Wilbur
Treasurer – John Solana
Secretary – Beth Puckett**



December 6, 2011

Charlie Sartain
Sr. Warden
8011 Douglas Avenue
Dallas, Texas 75225

VIA EMAIL

Re: Proposal for A/E Services
St. Michael and All Angels Episcopal Church - Dallas, Texas
Lanai and North Entry Renovations

Mr. Sartain:

t. howard + associates architects (THA) is pleased to have the opportunity to submit a proposal for architectural services for the Lanai and North Entry Renovations at St. Michael and All Angels Episcopal Church at 8011 Douglas Avenue, Dallas, Texas 75225. This proposal is based on the terms and conditions of services outlined in the Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope, AIA Document B104-2007.

I. Project Description

As we understand it, the project consists of the renovation of an existing Lanai and Library to accommodate a larger Lanai, as well as the renovation of the North Entry to allow for a larger lobby and reception area.

II. Project Scope

1. The scope will include the following basic services:

- A. Schematic Design Phase - We will provide basic field verification upon release to observe construction as compared to existing drawings provided to us by the Owner. Extensive field verification is not included in this proposal. During this phase, we will attend three (3) design meetings (inclusive of a kick-off meeting) with the client to understand the program, room-by-room requirements, and other associated information in order to develop a finalized floor plan. During this phase we will introduce outside consultants to discuss the approach to the existing building systems. The deliverable at the completion of this phase will include a schematic floor plan, interior elevation(s), and Building Code Analysis for the project.
- B. Design Development Phase - The primary goal for this phase is to further develop the floor plan, interior elevations, finishes, and to coordinate with the

t. howard + associates architects, inc.

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T 214.522.1100 / F 214.522.5623

Mechanical, Electrical, and Plumbing (MEP) systems, as applicable. Deliverables for this phase will be final "design" plans and finish selections. Approval of this package will provide a basis for the preparation of construction documents.

- C. **Construction Documents** – This phase includes the production of a collection of documents that define the agreement between the owner and the contractor, including, but not limited to, the contract and the drawings. The documents produced set forth the detailed requirements for the construction of the project. Due to the relatively small size and complexity of the project, "book" specifications are not included in this proposal. Basic specifications of the scope of work will be indicated on the drawings. At the completion of this phase, THA will provide the Owner with all documentation required for permitting with the local building department. THA will register and submit documents to the TDLR for handicapped accessibility review and inspection as required by law.
 - D. **Bidding and Negotiation** – During this phase we will answer the necessary questions from the bidding contractors, as well as assist the Owner in evaluating the bids in order to arrive at favorable terms for the Owner.
 - E. **Construction Administration** – During this phase, we will provide four (4) site visits to review the work for conformity with the construction drawings and standards, one (1) site visit to review the contractor's punch list, and one (1) final site visit for project close-out. Included in this phase of work are the review of limited submittals and shop drawings, and monthly reviews of payment applications by the contractor. Our fee for this service is based on a maximum of a four (4) month construction schedule.
2. **Consultant Services** - Civil Engineering, Structural Engineering, Landscape Design, and Food Service consulting and design are not included in this proposal. MEP designs included in the fees indicated below; they assume that the existing mechanical units are in good condition and are able to be incorporated into the design. Incorporating the design of additional rooftop mechanical units, as well as any structural modifications due to such are not included and can be provided at an additional fee. In addition, design services related to life protection, fire alarm, security, signage, and data are not included in this proposal.
 3. Upon the completion of a kick-off design meeting and existing building observation, if it is determined that the anticipated scope of work requires modification, THA and its consultants will reevaluate the fee as necessary.

III. **Additional Services**

If any of the following circumstances affect THA's services for the Project, or are requested of THA to perform, THA shall be entitled to an appropriate adjustment in THA's schedule and compensation:

- due diligence of site conditions, ordinances, parking requirements, landscape ordinances, right-to-use status, Floor Area Ratio (FAR) requirements, or any other studies for site conditions;
- programming the requirements of the project;
- change in the instructions or approvals given by the Owner that necessitate revisions in Instruments of Service;
- "book" specifications;

t. howard + associates architects, inc.

- enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
- decisions of the Owner not rendered in a timely manner;
- significant change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget, or procurement method;
- failure of performance on the part of the Owner or the Owner's consultants or contractors;
- preparation for and attendance at a public hearing, a dispute resolution proceeding or a legal proceeding except where the Architect is party thereto;
- change in the information contained in the Project Scope section of this proposal.

IV. Compensation

The Basic services included in the Project Scope section of this proposal will be provided based on the breakdown below plus reimbursable expenses.

Schematic Design	\$8,826
Design Development	\$5,884
Construction Documents	\$8,826
Bidding & Negotiation	\$1,471
Construction Administration	\$4,413
Mechanical, Electrical, Plumbing	Included
Total Basic A/E Services:	\$29,420

Any work above and beyond the scope of services will be billed on an hourly basis according to our current hourly fee schedule as will be indicated in our final proposal.

V. Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for THA's services and include expenses incurred by THA and its consultants directly related to the Project as follows:

- transportation in connection with the Project, authorized out-of-town travel and subsistence and electronic communications;
- fees paid for securing approval of authorities having jurisdiction over the Project;
- reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service;
- expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- renderings, models and mock-ups requested by the Owner;
- expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by THA and its consultants;
- other similar direct Project-related expenditures such as filing fees related to permitting and/or TDLR review and inspection.

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These expenses will be billed at 1.1 times the actual cost to THA.

VI. Retainer and Payment of Invoices

An initial payment will not be required for us to begin. Payments for services shall be made monthly, and where applicable, shall be in proportion to services performed on the basis set forth in this proposal. Payments shall be due within 30 days after receipt of THA's monthly invoice.

Exclusions

- Plat fees for Planning and Zoning if required
- Filing fees
- Architectural Renderings
- Texas Accessibility Standards document review and inspection fees
- Geotechnical Investigation
- Surveying
- Materials Testing
- Asbestos survey or abatement
- LEED Commissioning
- Specialty Consultants other than those outlined in this proposal
- International Energy Code Compliance Inspections

VII. Instruments of Service

Drawings, specifications and other documents, including those in electronic form, prepared by THA and its consultants are Instruments of Service for use solely with respect to this Project. THA and its consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

VIII. Limitation of Liability

This project scope requires limited modifications to an existing site. THA is professionally responsible for the work performed, but is not responsible for existing conditions unknown to THA. In recognition of this limited role, it is agreed by the acceptance of this proposal to limit the liability of THA due to design and opinions rendered, such that the total aggregate liability to THA shall not exceed the total fee for the project or \$10,000, whichever is greater, even if the liability arises from the negligent acts or omissions of THA. Further if, as a result of any negligent acts or omissions for any of which THA has legal responsibility, the owner/client incur an accumulation of excess costs over two percent (2%) of the actual project construction cost, THA shall bear the burden of such accumulation of excess costs over the 2%; provided said accumulation of excess costs shall not include any improvement costs or betterment costs. THA shall have no liability for any such excess costs that are less than two percent (2%) of the actual project construction cost, even if such excess costs result from the negligent acts or omissions of THA. As used in the foregoing paragraph, "THA" shall include all employees of THA.

IX. Waiver of Consumer Rights

Owner waives its rights under the Deceptive Trade Practices-Consumer Protection Act, Section 17.41 et seq., Business & Commerce Code, a law that gives consumers special rights and protections. After consultation with an attorney of Owner's own selection, Owner voluntarily consents to this waiver.

Thank you for entrusting THA with this important project. We understand that in doing so you expect the quality, commitment, and expertise that our firm provides on each project. Please call Todd Howard at 214.522.1100 with any questions about this proposal; we look forward to working with you on a successful project.

Sincerely,
t. howard + associates architects, inc.

Todd Howard, AIA, LEED AP
President

CC: Jud Leonard - Director
Karen Thrasher - Director

DRAFT

Authorization

To authorize THA to proceed with preparation of a final agreement reflecting the terms of this proposal for professional services for the following project:

{St. Michael and All Angels Episcopal Church Lanai and North Entry Renovations}
Dallas, Texas

Please sign in the space provided below and return one signed copy of this proposal to us for our files. Upon THA's receipt of an emailed copy or original of this signature page, THA will commence work and will prepare a final agreement for your review. This proposal is not a binding agreement. The rights and obligations of THA and Owner concerning the project are subject to the execution of a definitive final agreement acceptable to both parties.

Authorized by: _____

Company: _____

Name: _____

Address for Invoicing: _____

The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942, (512) 305-9000 has jurisdiction over individuals licensed under the Architects Registration Law, Texas Civil Statutes, Article 249a.