

Vergers' Guild of the Episcopal Church

VGEC Mid-Year Board Meeting

Saturday, April 30, 2011

9:00 A.M.

Cleveland, Ohio

Approved

Attending: Pat Allen, Duke DuTeil, Scott Smith, Cheryl Cantrall, Bill Gleason, and David Jette, Kate Pendzuk

Meeting was called to order at 9:00. Scott Smith led Morning Prayer.

President Margaret McLarty welcomed everyone and asked everyone to share a few minutes each on for "where you are now".

Pat Allen submitted the Minutes of the previous board meeting, which were approved.

Duke Duteil submitted the Treasurer's report which was approved.

Pat reported the following locations for future conferences: 2011-Cleveland, OH; 2012-Lakeland, FL; 2013-Nashville, TN; 2014-Ontario, CA, Chicago, IL, or Alaska.

Duke reported his goal as treasurer is to consolidate, simplify, keep transparent, solve on-line problems, prepare an annual budget, clarify scholarships and general convention expenses.

Cheryl is on-board with the collection of dues, will begin mailing out certificates and directories.

Kate continues to work on the training courses and hopes to recruit and possibly design a program for junior vergers.

Walt feels underutilized and is ready to develop the mentoring program.

Bill reported the Guild Shop is continuing well with on-line upgrades.

Scott is focusing on communications, web-site content, membership directory, newsletter schedule and direction, V-Happenings, Walt and mentoring, hands-on-video, resource library, and out-sourcing.

Margaret is continuing contacts, wants us to project a consistent and clear message to membership and clergy, continuing VTS and Sewanee relationships, chapters, clergy, chaplain and member relations.

David is working on the historic prospective; trip to England and the by-laws.

FINANCIAL REPORT:

Now on Quicken; Guild Shop is on Goggle, membership and training course on Pay Pal. There are still three Morgan-Keegan accounts. Duke has designed a "Debit Card Use Form" on PDF as well as a Financial Transaction Reporting Form. **Duke made the motion, Scott seconded, that the advance for the Cleveland conference be \$2500 and made as soon as possible. Motion carried. Duke made a motion that the three existing Morgan-Keegan accounts be transferred to Savings at the Bank of America. Scott seconded. Motion carried.** \$7500 has been budgeted for General Convention but it may be more, pending research and plans. GC is the single largest national opportunity for getting the message out and is a significant part of the VGEC budget every three years.

NOTE: discussion point - title or suitable use of "excess" funds to be considered in October agenda. Retain level of dues at \$40; need to view outreach opportunities in and outside the Guild. Need to set a policy of back-up for Quicken from Treasurer, President and Communications Director. Training Coordinator will provide CD at meetings. Please use ATM for deposits.

NEW POLICY: Use the Guild Debit Card or have Duke issue a check for expenses. DO NOT use personal cards for Guild business.

MEMBERSHIP:

A letter (approximately 800) to membership regarding dues needs to be sent out. Printing of membership certificates is to be taken under advisement. Membership to the Church of England Vergers' Guild will be transferred to the Guild shop.

COMMUNICATIONS & TECHNOLOGY:

The "1000 Faces of the Guild" promotion is deemed to be successful. The yearbook/directory is close to production. Member certificates, membership directory, and newly designed birthday cards (which will be mailed by the president) are to be printed. The conference letter needs to be sent to every Bishop, rector and member needs to be mailed very soon. Also, Scott needs additional information for the web site.

The V-Happenings will highlight the 1000th member, Board meeting and conference information. The next newsletter should be mailed prior to July. The web page needs more content on the site: chapter information, customaries, lay ministry information. Scott will have a proposed budget at the Fall meeting. Discussion of V-List: Do we want to look into FaceBook, Twitter as opportunities for communications? What is our strategic plan?

Technology: We need to switch from Atiba mail services (free) to Goggle Apps - busieness version of GMail. This move would get us off Scott's corporate servers. Google Apps enables much more than email and costs \$40/uers/year which is very inexpensive.

Eventually we need to move MMS off Atiba's servers as well, but for the time being it can stay there for free. Evaluating Amazon Web Services for a corporate account.

TRAINING:

Nineteen courses have been submitted for evaluation this year. Kate expects to have approximately 25. Kate suggested a change in the final project with a proposal of several options for the verger to select one to complete as part of their course work. There are more than 319 courses out. Kate and Walter will work on a Junior Verger's manual, will look into providing some acolyte information.

They will present a prospectus at the Fall meeting. Margaret will set up a sub-committee to review the training course. Kate and Walter will 1) obtain a critique of the course, 2) review/endorse the concept of "Associate Verger"; no course of training at this point.

MENTORING:

Walt will revise the course letter to reflect the availability to the parish: Training Mentor Coordinator.

GUILD SHOP:

Still working with Ernie Sykes supplier of the Training Course virge but looking for new prospects for a new basic virge to sell in the shop. Wipple's verge is too expensive at about \$300. Almy does not make a verge. Bill would entertain proposals from other professional wood workers. Kent Liddle of Liddle Creative Woodworking has provided some samples of his wood work.

Bill now has the front facing auto decals. He is averaging 1-2 orders per week. Bill reported that we have a balance of about \$3000 in our Wipple account.

DAVID JETTE:

Is interested in the edits of the training courses. Recommends that ALL (every piece) of literature sent on behalf of the Guild must be cleared through Communications.

CONFERENCES:

Pat suggested a change in the current proposed agenda to move the Saturday Business Meeting to the hotel from the Cathedral. She will have Ed check to see if there is a charge for the room, coffee, and pastries; or will this be complimentary with the number

of rooms reserved.

OTHER BUSINESS:

Cheryl requested ideas for the 2012 conference, She, of course, will be provided results of the e-mail survey/evaluation sheet from this conference.

A job description for the Guild Chaplain needs to be written. Please submit three names of possible chaplains to Margaret.

On May 10, Duke has been invited to speak at an open forum at Virginia Theological Seminary.

Scott will continue to work on the standardization of materials for the Guild.

Duke moved and Cheryl seconded that the Guild buy dinner for the Board on Saturday evening. Motion carried.

Suggestion was made to invite chapter chairs to attend Board meetings.

Discussion about scholarships took place.

Motion by Walt: Approve up to \$2500 per year for VGEC Annual Conference scholarships, \$150 per scholarship, \$50 paid by recipient. President to form committee as needed and can adjust amounts \$150/\$50 as needed. Bill second. Motion carried.

Margaret will appoint Nominations Committee for election of Vice President in October.

Meeting adjourned at 4:45 PM