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# Vergers' Guild of the Episcopal Church

Twenty-third VGEC Fall Board Meeting  
Thursday, September 29, 2011  
9:10 A.M.  
Cleveland Ohio

**Attending:** Scott Smith, Margaret McLarty, Cheryl Cantrall, David Jette, Pat Allen, Bill White, Duke DuTiel, Kate Pendzuk

Call to order 9:10

Morning prayer: Pat Allen

## **President's Report** (Margaret McLarty)

- Thanks to everyone involved in the leadership of the guild – it seems that we are hitting on all pistons
- My new hobby is sending birthday cards to everyone in the guild – the guild wants to support the work that the members do in their parishes
- President's goals for next year are
  1. Membership development – I would like to see membership doubled by the time of the Nashville conference; and
  2. An increase in the guild library with correspondingly increased usage
  3. "How To Start A Chapter" booklets which can be put into the web library
    - i. Scott – we only have one outdated link on the web about chapters
  4. Take an active stance on being able to have someone in every parish to communicate with
  5. General Convention in Indianapolis in 2012
    - i. Margaret will be chief communicator with the convention organizers
    - ii. Margaret will move forward in getting a booth
      1. Duke sending a deposit of \$1400
- Scholarships – gave 7 scholarships this year – 15 were allotted
- Danny Meadors will be in charge of the nominations committee – Pat's position is up and it would not be appropriate for her to lead the committee

## **Vice-President's Report** (Pat Allen)

We got a conference proposal from Cheryl Cantrall which brings up some good questions that people need to know – this is a good start. Conference planning must start two years prior to

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the conference.

- Margaret wants a spreadsheet added to the proposals – we need to know where the money is being spent – what is the \$200 that people are spending going for?
- How much input should the board have in what is going to go on at a conference?
  1. Pat thinks that the final decisions should be up to the host committee.
  2. Cheryl – people who are having a conference need to know what the people attending want to do.
    - i. Components of the conference
    - ii. Get out of the host church and see other things (i.e. other religious institutions)
    - iii. Workshops that are planned
    - iv. Fun things to do in the surrounding community
- Cheryl's proposal looks very good and is quite well done
- Scott – a conference brochure should be sent out in March at the latest
  1. Need conference information on the website including information pertaining to a contact person

We are through 2013 with conferences

- We have an invitation from Burlington Ontario
- Pat would like to push for Alaska in 2014 – we need to go west

### Secretary's Report (Bill White)

Board and General Conference minutes are being uploaded to the website in the "About the Guild" section. There are some years missing and we are continuing to work in this area.

The April 2011 board minutes were approved.

- Continue to include addendums and inclusions in the secretary's report

### Treasurer's Report (Duke DuTiel)

See addendum A

- First three are this year and are updated as of yesterday
  1. There are 40 items that are not reconciled because the paperwork has not been received by the Treasurer
  2. When you send paperwork to me please use an Excel version and not a PDF
- The back two sheets are Walter's old stuff
- Duke will present the first three sheets at the general guild meeting

Margaret is reluctant to show that we made \$3790.94 from a conference

- That is an aberration and fully explainable
  1. Fixed cost were fixed and more people showed up for the conference than were expected
  2. This is the first time we have run conference monies through the Guild Shop
  3. Each conference's budget stands alone and is separate from the guild budget

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The yearbook is under membership because it is a tangible perk of membership

Scott – do we have a board policy pertaining to how much we want to retain in a savings account?

- At this point we have no such policy – because of fluidity issues we should leave this alone

This accounting has a level of detail we have never had – but we do not have comparison numbers from previous years

- Duke is not able to create the past history data because of Quicken transfer problems with Walter's data
- Duke will come up with something for an accounting history. Because of the way Walter grouped numbers it will be hard to them to be regrouped. The board would like to see comparisons.

### **Membership Secretary's Report (Cheryl Cantrall)**

See addendum B

This has taken a long time – Dianne's system was totally different then what Scott has set up on the website.

Memberships are now good for a year from the time the member joins.

Certificates are all in the mail. Of all the certificates mailed only two were returned for wrong addresses.

- Margaret – we need to figure out how to get some help for Cheryl on addresses and emails.
- Kate is going through bounces from emails and will be sending those to Cheryl

### **Policy questions**

- How long do we carry people who are and have been active on the rolls
  1. There are some who have not paid in two years and they are still included on the membership list.
  2. Should they be archived?
  3. Are we interested in renewing people who have contacted us and said they are

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not financially able to renew.

### **Decision – the Board is allowing the membership secretary to renew a membership by one year because of financial hardship**

- We will renew them for a year and that information is not to be made public.
- Scott – all you have to do is change the renewal date

The memberships that include the Vergers' Guild of England is a huge problem

- This involves fifty (50) people
- Magazine is included
- This should be modified so that there is a line on our website showing people how they can join the English Guild on their own
- **We will complete 2011 and discontinue the process in 2012**
  1. Margaret will send a letter to the Vergers' Guild of England letting them know of our decision

Cheryl was commended for the job she has done.

### **Training Course Report (Kate Pendzuk)**

See addendum C

We all miss Walt in his service to the Guild and encourage him on his endeavor.

- Walt did a very thorough job of amending the course.

Kate will be manning a booth at General Convention (July 2<sup>nd</sup>). Several people have volunteered to help with the booth.

Because of the large number of courses outstanding – there is a \$30,000 reserve – that would not be enough to cover if they all came in at once. Should it be increased to \$42,000?

- \$42,000 is our true liability and we have 2/3s of that in reserve (\$30,000).
- In reality we pay those expenses from current operating cost – there should be no change in the amount kept in reserve.

The course does not go out until the paperwork comes in. We want to make sure that the parish rector is on board.

Walter put together revisions – we do not have a policy to make changes to the training course.

- Factual: administrative changes (i.e. spelling, books, etc.) are sent to the communications committee; academics, clergy, and guild members review content revisions.

### **Motion (Scott, Cheryl 2<sup>nd</sup>) – Training course may be amended by.**

1. **Administrative – submitted by Training Course Chair to communications, David Jette, and Guild President**
2. **Content review committee – appointed by the president for review and**

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### **recommendations to the board for approval - Motion carried**

Mentor questionnaire feedback has been very enlightening. There have been no additions suggested from clergy.

The Board (Margaret) will appoint someone as a mentor coordinator. The chair of the content committee will be a resource for local mentors. This person will be responsible for answering questions. The appointment of a local mentor is left to the rector of the trainee.

Adjourned until 1:00 P.M.

Rejoined 1:10 P.M.

#### **Vergers Guild Shoppe Report (Bill Gleason)**

Bill Gleason and Scott Smith have redesigned the shop on the website. It's easier working with Amazon than with Goggle.

New items

- Static free decal
- Golf shirts (liturgical colors in sets)

In order to address the needs of the new parish vergers, we are getting designs for a chimere and a verge. Almy quick ships a simple black chimere. We are not branding these from the Vergers' Guild.

- Simple nicely designed verge with a brass finale for around \$100

Sales have been going strong since the conversion to Amazon. The shop has become a non-brick and mortar shop. The photographer for the products is a professional who does pictures for the website. Bill can turn an order around in 30 minutes. Someone needs to help Bill with descriptions of the merchandize in the catalog.

#### **Change the name to "Guild Shop"**

- Important for communications (as is changing "regalia")
- Official action of the board (by general consent)
  1. Board was poled with 4 in favor of change to Shop and 4 not to change from Shoppe
  2. The Guild President broke the tie – the name is officially changed to Guild Shop
  3. Done with internal renovation

#### **Communications Committee Report (Scott Smith)**

Objectives for the next few months

- Make things easier to find and standardized

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- Homepage – a bit less text and more pictures
- Standardize printing  
The first 14 pages of the yearbook are the newsletter. It seems more efficient to keep them combined rather than separating them. More energy could then be put into brochures that are easier to update. Having a nice looking newsletter that can sit on a table to be noticed is important.
- Document library - Bill White to manage document library
- Continue V-list – all the content from the past 5 years is searchable
- Seal and colors – the national church has changed their colors and in a very quiet way we have aligned with them – if we are to change the lettering or plungers, that would need to be a more formal change

Overall theme – “1000 faces of the Guild”

Message for 2012 to encourage more parishes to have vergers

- “got vergers?”
- tee shirts, bumper stickers, mugs, etc.

Booklet on how to form a chapter on the diocesan level

- There is going to be some territorial conflict on
  1. Who and where they are formed
  2. Why have a chapter – so vergers within a dioceses can work together
  3. What is the mission statement of a chapter?
  4. Needs some parameters – a policy for chapter formation, nation wide
- There is some information in our bylaws on chapters and what they do

### **Verger Trip Report (David Jette)**

Proposed verger trip to England – 2013?

- Matthew Corkern – experienced in organizing trips to Canterbury
- Diversity of places – reasonable geography spread
- Educational component
- Tours conducted by cathedral vergers

Adjourn: 3:15 P.M.

### **Addendum A – Treasurer’s Report**

<b>Banking Summary – YTD 1/1/2011 through 9/29/2011</b>	
Category	1/1/2011-9/29/2011
<b>INCOME</b>	
Conference Income	
2010 Conference	3,790.94
Conference Registration	11,400.00
TOTAL Conference Income	15,190.94

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Dividends	24.74
Interest Income	22.43
Membership Dues Income	24,500.00
Shoppe Sales	3,191.40
Training Course Income	
Registration	8,290.00
TOTAL Training Course Income	8,290.00
<b>TOTAL INCOME</b>	<b>51,219.51</b>
<b>EXPENSES</b>	
Board Expense	578.16
Communications & Technology	1,329.59
Conference Advance	-1,000.00
Conference Expense	12,000.00
Amazon	391.30
Google	80.62
TOTAL Conference Expense	12,471.92
Fees & Charges	
Bank Fee	281.00
PayPal	270.00
TOTAL Fees & Charges	551.00
Membership Dues Expense	
Office Supplies	1,185.62
PayPal	588.91
Postage	905.34
Yearbook Printing	6,675.00
TOTAL Membership Dues Expense	9,354.87
Publication	8,099.40
Shoppe Expenses	
Amazon	24.56
Marketing	1,322.50
Office supplies	1,079.89
Postage	534.31
Purchases	3,890.60
TOTAL Shoppe Expenses	6,851.86
Training Course Expense	
Amazon	8.69
Office Supplies	300.19
PayPal	66.54
Postage	444.08
Printing	280.36
Virges	3,561.01
TOTAL Training Course Expense	4,660.87
Treasurer Expenses	
Postage	30.35
Supplies	107.78
TOTAL Treasurer Expenses	138.13
<b>TOTAL EXPENSES</b>	<b>43,035.80</b>
<b>TRANSFERS</b>	
FROM Morgan Keegan Cash	73,478.98
FROM Morgan Keegan Graham	12,502.31

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FROM Morgan Keegan Training	30,008.89
TO Morgan Keegan Gram	-23.05
TO Savings – Cash Account	-73,463.41
TO Savings – Graham Fund	-12,502.33
TO Savings – Training Course	-30,001.33
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>8,183.71</b>

<b>Vergers' Guild of the Episcopal Church Financial History</b>	2010	2009	2008	2007	2006
	Income				
Sales	6795	5666	6939	4344	3611
Membership	12034	17922	23327	25755	12630
Training	8550	9636	6150	10255	6240
Interest	45	169	2323	1911	0
Other	0	0	2033	53	0
<b>Total</b>	<b>27424</b>	<b>33393</b>	<b>40772</b>	<b>42318</b>	<b>22481</b>
Expenses					
Bank Fees	1061	894	716	638	489
Web Site	898	1600	650	800	280
Conference	3500	10254	1446	0	186
Membership	3416	4136	3905	3677	3310
Sales	4704	3433	9882	9885	3592
Training	1344	4270	3927	7500	699
Vergers Voice	6022	2368	5025	5308	847
Mail/Postage	108	32	0	0	0
Other	1658	1569	1218	1823	418
<b>Total</b>	<b>22711</b>	<b>28556</b>	<b>26769</b>	<b>29631</b>	<b>9821</b>
<b>Net Income</b>	<b>4713</b>	<b>4837</b>	<b>14003</b>	<b>12687</b>	<b>12660</b>

## **Addendum B – Membership Secretary’s Report**

### REPORT OF THE MEMBERSHIP SECRETARY – SEPTEMBER 2011

Cheryl Cantrall

It has certainly been a year! I had some important shoes to fill and I jumped in at the 2010 VGEC Annual Conference wholeheartedly as the new Membership Secretary of the Vergers’ Guild of the Episcopal Church.

Dianne Betts truly has done a wonderful job over these past years as Membership Secretary. No one would realize the enormity of keeping up with 1717 member records until they were asked to actually do it. Dianne gets a couple of extra stars in her crown when she gets to heaven. She was very helpful getting me on board and the transition has gone well.

Scott Smith has been a blessing as he is the “guru” of our Membership Management System (MMS). He has patiently worked with me to learn all aspects of MMS and we have a wonderful system. Entering data is easy and checking on membership records is quick.

For members who wish to renew online with a credit card, it is quick and easy. Online members are also able to update their personal information such as email address, phone numbers, and can upload a photo for the new 2011 VGEC Yearbook. With all online transactions, an automatic notice showing updated information is generated. For those who wish to send a check, the information is personally updated and a notice is sent out.

Now for some facts and figures: As of September 24, 2011 we have 1717 member records on file. This includes all records entered in MMS from the beginning with much of the information dating back to the Guild’s founding in 1989.

We currently have 1082 active members. 82 persons have joined the Guild since January of this year. So far 658 have renewed their membership and we continue to get additional renewals every day. 412 members have actually logged into MMS to renew or join or just to look at their VGEC records. 337 members have submitted photos for the 2011 VGEC Yearbook. 346 members are in the Training Course while 208 members have completed the course and are Fellows of the Vergers’ Guild. In Memoriam are 97. In our Active Memberships we have 593 Regular members, 367 in Parish memberships, 16 Life Members, 83 Retired, 11 Student and 8 International.

In June, I mailed out 1120 membership renewal letters. As of this writing, I received 180 back with “no forwarding address or addressee unknown”. When the letters were printed, we had 53 records with invalid addresses.

I also monitor the membership emails and we have over 300 people with bad email addresses. Somewhere on the horizon we will need to attempt to call all of these

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members and see if we can reach them and update our records!  
Some changes in membership this year are the Membership Certificates and Lifetime Certificates were redesigned and we began mailing them out late this summer. The certificates are also available when members login to their online account.

The “Membership Directory” has been updated to the “VGEC Annual Yearbook” and each member has been asked to upload a photo for inclusion in the Yearbook.

We also have changed when membership is due. When one pays their membership it will be good for one year from the paid date. In the past it was for January – December. An email notice or hard copy notice will now go out 30 days before your membership is due.

As you can see we still have a long way to go, but we have made great progress thanks to a number of dedicated individuals, past and present.

Best Regards,  
Cheryl Cantrall  
Membership Secretary  
The Vergers’ Guild of the Episcopal Church

**Addendum C – Training Coordinator’s Report**

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## VGEC TC Report 2011

Good Morning, my name is Kate Pendzuk for anyone I have not met yet. I was appointed the Training Course Coordinator in Burlington VT. Since December 2008, to date I have sent out 143 new course manuals, received 65 completed courses and I have found out there are approximately 346 uncompleted courses at this time. There maybe more but this is what had been acknowledge and recorded from my research. This year there were 28 completed courses for this conference and I have already received (1) and (2) coming shortly to be acknowledged at Lakeland, FL next year. To date there have been 208 Vergers that completed courses. We have had (3) revisions and are finalizing the 4<sup>th</sup>. With the new database, I look forward to communicating more with the training course participants as a group with reminders to deadlines and updates.

If okay to mention:

I plan on attending General Convention in Indianapolis in July 2012 to help promote the Guild.

Kate Pendzuk