

Vergers' Guild of the Episcopal Church

Twenty-Third Full Membership Meeting
Saturday, October 1, 2011
9:15 A.M.
Renaissance Hotel – Cleveland, Ohio

Approved

Call to Order

- 9:15

Margaret McLarty

Prayer

The Rev. Matthew Corkern

Introductions

- Individual introduction of each guild member present
- Representatives from U.S., Canada, and Great Britain

Quorum declared

Bill White

President's Appointments and Reports

Membership Secretary	Cheryl Cantrall (All Saints – Lakeland FL)
Training Course Registrar	Kate Pendzuk (Trinity Church – Ossining, NY)
Communications and Technology	Scott Smith (Christ Church Cathedral – Nashville TN)
Chaplain	The Rev. Matthew Corkern (Calvary Church, Summit NJ)

Vice President's Report

Pat Allen

- Future Conferences
 - 2012 conference
All Saints – Lakeland Florida - Cheryl Cantrall
 - 2013 conference – confirmed
Nashville Tennessee
 - Pat is constructing a checklist of items expected for groups wishing or planning future conferences

Secretary's Report

Bill White

- Minutes from the VGEC Conference, Washington D.C. October 2010, were presented and approved with no corrections
- An announcement was made pertaining to where the minutes from past meeting can be found on the web site

Treasurer's Report

Duke DuTeil

- Financial Report – (see attached)
- Our accounts have been switched from Morgan Keagan to Bank of America – a move which has greatly simplified things
- Earmarked funds are held in reserve for:

Membership Business Meeting Minutes

- Training Course
- Graham Fund - scholarships
- Conference registration income – just an in and out action that is not really income
- All purchases are now run through the treasurer
- Treasurer’s report as attached was approved

Membership Secretary’s Report

Cheryl Cantrall

- Special thanks was given to Dianne Betts who did a super job with memberships
- Special thanks was given to Scott Smith for his help in transitioning memberships to the web based system
- 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 1112 membership letters were sent and now memberships are good for one year from the time of renewal
 - When you renew your membership look at the back of the letter and make corrections to your personal information
- See attached report. The full report will also be contained in the yearbook

Technology and Communications

Scott Smith

- Please get your individual photos uploaded to the web site – we also welcome roving photos and videos
- We have spent the last two years (since San Diego) in rebuilding the web site vergers.org
- The questions remains – how much to put on the web and how much to put into print
 - Publications we do
 - Newsletter will come out later in the year so it can get into the hands of every rector and bishop in every parish
 - Brochures and promotion
- This year – “1000 Faces of the Guild”
 - Photo directory of everyone at the conference
 - There is a photographer here to take face shots and you’ll get a link to photos so you can use them anywhere
 - Search the membership tab to search by location and it will get you all kinds of information
- Next years theme – “got vergers?”
 - General Convention is coming up in Indianapolis
 - Question for rectors and bishops nation-wide
- Conference survey on News
 - V-List is still alive – a wealth of information and conversation search-able
- FaceBook presence - facebook.com/vergerguild - all encouraged to LIKE
- Membership directory – Now the VGEC Yearbook
 - The front section is news
 - Photo directory
 - This is a document for us to use and share in our parishes
 - Dianne Betts was phenomenal – she use to do all this by hand

Training Course Report

Kate Pendzuk

Membership Business Meeting Minutes

- Training Course report (see attached)
- Working on updating email addresses
- 300+ training course candidates
- 28 will be getting their certificates and verges tonight
- 208 Guild Fellows to date
- There have been three training course revision to date and we are working on a fourth
- I will be at the general convention in Indianapolis

Guild Shop

Bill Gleason

- The guild shop continues to provide items requested and it has become a non-brick and mortar business
- Special orders usually take 2 to 5 weeks to fill
- We are working on a simple chimere and verge that will be announced on V Happenings

President Emeritus Reports

**David Jette
Bill Gleason**

David – I love technology but I also love to touch things – we are a tangible thing – we bring spirit wherever we are!

- Working on a trip to England for the summer of 2013
 - Beginning in the north (Lindensfaren) and going east to Lincoln concluding in London
 - Working with Matthew Corkern who spent much of his youth (summers) in England
 - Has led 24 pilgrimages to England

Margaret – we are associate members of the English Guild and if you let them know you are there they will show you a good time

- If you're ever in New York City let me know – I would love to spend some time with you

Nomination Committee

Danny Meadors

- Pat Allen nominated by the committee as Vice President
 - Ed Metz nominated from the floor – respectfully declined
 - Scott Smith nominated from the floor – respectfully declined
 - Motion to close nominations moved and passed
- Pat Allen elected Vice President

Report of Chapters Present

Margaret reminded everyone that there is a section on the web site pertaining to chapter development and that chapters have a tremendous impact on the development of the guild

- Trinity Chapter – Kate Pendzuk
 - Main to Virginia
 - Attend installations and festivals
 - Reviewing calendars to meet and attend installations of new vergers
 - Will go anywhere to represent the chapter and the guild
- Mississippi – Margaret McLarty
 - Vergers handle organization of all business meetings for the diocese
 - Of 40 parishes and 35 missions – 30 parishes have vergers

Membership Business Meeting Minutes

- Tennessee – Scott Smith
 - We are in the process of getting organized
- Walter Mace – V. Carter Johnson
 - Diocese of Texas has over 100 vergers and Texas is very large. Our question is how to build community.
 - We are breaking up into two chapters with regional and diocesan meetings

Adjournment

Margaret McLarty

- Charge from Margaret – go home and have people look at the website and recruit vergers
- Meeting stands adjourned – 2:55 P.M.

Treasurer's Report – Duke DuTeil

Banking Summary – YTD 1/1/2011 through 9/29/2011	
Category	1/1/2011-9/29/2011
INCOME	
Conference Income	
2010 Conference	3,790.94
Conference Registration	11,400.00
TOTAL Conference Income	15,190.94
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
TOTAL INCOME	51,219.51
EXPENSES	
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
TOTAL EXPENSES	43,035.80
TRANSFERS	
FROM Morgan Keegan Cash	73,478.98
FROM Morgan Keegan Graham	12,502.31
FROM Morgan Keegan Training	30,008.89
TO Morgan Keegan Gram	-23.05
TO Savings – Cash Account	-73,463.47
TO Savings – Graham Fund	-12,502.31
TO Savings – Training Course	-30,001.35
TOTAL TRANSFERS	0.00
OVERALL TOTAL	8,183.71

Vergers' Guild of the Episcopal Church Financial History					
	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
Total	27424	33393	40772	42318	22481
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
Total	22711	28556	26769	29631	9821

Membership Business Meeting Minutes

Net Income	4713	4837	14003	12687	12660
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Membership Secretary Report – Cheryl Cantrall

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 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.

Membership Business Meeting Minutes

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

Training Course Registrar Report – Kate Pendzuk

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 4th. With the new database, I look forward to communicating more with the training course participants as a group with reminders to deadlines and updates.

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

Kate Pendzuk