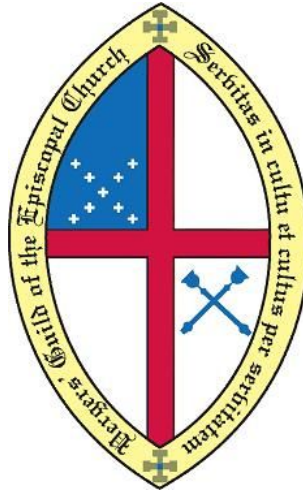


**Approved 10.12.17**



**Vergers Guild of the Episcopal Church**

**Mid Year Board Meeting Minutes**

**Thursday, April 28, 2017**

**Atlanta, GA.**

**Call to Order**

**Scott**

Scott called the meeting to order at 9:00 a.m.

**Board Members Present:** Scott Smith, Cheryl Cantrall, Richard Parker, Duke DuTeil, Darin Herndon, Michael Sanchez, Barry Norris, Vyonne Carter-Johnson, and Terry Hughes. Past President Margaret McLarty, and Assistant Chaplain Rev. Walt Kindergan were also in attendance.

**Host Committee:** The Atlanta Host Committee also joined us. The committee members in attendance were Chuck Dale, Chair, Vice-Chair Phillip Knight, Martha-Sue Blythe, Yolande Collins, John Haeger, Beth King, Bill Monk, and Ruth Anne Tatum.

**Host Committee Presentation**

**Chuck**

Chuck presented the official Host video for the 2017 Annual Conference. Chuck began his report by stating that:

- 126 Vergers have registered to date
- 151 rooms have been reserved at the Marriott downtown
- The Atlanta chapter may have 45 Vergers in attendance

Chuck then reviewed the Conference schedule. He highlighted the Evensong on Thursday, the service projects on Friday, the Annual Business meeting and workshops on Saturday.

He also talked about the Saturday Banquet, and the Sunday worship service. After his presentation, there was general discussion between the Host Committee and the Board. Discussions included:

- Conference Hotel
- Meeting Rooms
- Exhibit Hall & Guild Shop Setup
- Exhibit Hall Vendors
- Communications
- Service Projects
- Morning and Evening Prayer
- Book Signings
- Name Tags
- Transportation (Web Link coming to VGEC website)
- Projectors
- Saturday Reception & Banquet

The conversation continued about the Saturday evening reception. Yolanda said that a harpist would be playing in the background while hors d'oeuvres and champagne were being served. She also said that the Host committee would have a food tasting to make the final selections for the meal on Saturday.

Vergers and their partners will be asked to dress in Hollywood Glam. An article will appear in the Vergers' Voice explaining Hollywood Glam.

Michael then passed out the proof of the "Save the Date" card for the board's review.

The Board suggested that the Host Committee set up a Chapel for anyone who would like to talk with our Chaplains during the conference. The Host committee asked that the Guild Chaplains help out during the Communion services.

Scott thanked the Committee for all their work on the Conference. He encouraged everyone to have fun. Chuck mentioned that he was waiting for materials to come from Spokane. Finally, Martha Sue discussed the bus services for the conference.

After the discussions ended, Beth King showed the Board the Meeting Hall where the BBQ dinner will be held on Thursday night. Beth then led the Board into the main Cathedral where the board discussed the Sunday procession and took photos of the space.

## Board Planning

Scott

The Board agreed on several topics to cover during our Board Meeting. The following list was established:

### Conference

- Planning document
- Exhibit Hall and Guild Shop
- Alternative to Verger 101
- Mailings - to who and when

### Guild Shop

- Finances
- Training Course
- Diocesan Kits

### Communications

- Are we doing the right stuff?
- Do we need Chapters?
- Mid Year meeting 2018
- Nominations Committee
- Membership (cards, renewal letters)

## Approval of Minutes

Richard

Richard presented the minutes from Feb. 9, 2017 to the Board. No corrections or additions were made. **Michael moved to approve the minutes, Barry seconded, all approved.** Richard noted that the 2016 Annual Meeting minutes would be emailed so everybody can review them.

Richard said that he would contact David Barr to reserve rooms for the 2018 Mid Year Meeting in Denver, CO to be held on April 13-14, 2018.

## Finance

Duke

Duke reported that the balance sheet shows \$109,000 in the bank with \$10,000 owed to the Conference Committee. Duke suggested that the Board should review the balance in the Training Course reserves.

Duke then highlighted the Guild Shop income and expenses. He noted that over the last 6 years, the Shop has lost money. He attributes this to the shipping costs from our supplier, Southern Company. Duke said that our supplier only ships by UPS. He suggested that we might find one of our own to help out with shipping the small items.

There was a general discussion about how to cut costs. After several suggestions, Scott summarized our conversations.

The Board agreed that we

- should not sell anything at a loss
- handle small items more efficiently
- bring limited samples of our merchandise to the conference

Scott suggested that the Web site reflect these changes. Barry agreed to work on how to communicate this information to the Guild.

Duke said that he wants non sale items to be taken out of the Guild Shop such as the training course and membership dues. He said that the idea is to separate the Guild Shop sales from other revenue sources. Duke said this will provide better accounting.

Finally, Duke discussed the liability of unclaimed virges. He said the cost of the Fellows Virge was \$140.00. We currently have \$30,000 in reserve for virges that have not been claimed. Duke thinks we should reduce this amount since those who signed up for the course years ago would most likely never finish it.

### **Annual Conference**

### **Terry**

Terry reported that the 2018 Conference in Denver is progressing along well and that they will make a presentation at the 2017 Business meeting in Atlanta. He said that there is no report from the 2019 committee. There is still no viable bid for 2020.

Terry said that the Conference Guideline document is now ready for review by the Board. Scott emailed the document to the Board for further discussion on Saturday.

Scott opened a discussion about the second session for experienced Vergers at the Conference in Atlanta. It will be named Verging in Depth. Some topics for consideration included::

1. Verging in a small church verses a large church
2. Clergy / Verger relations
3. Writing a Vision Statement for the Guild
4. Liturgical Resources (such as)
  - Priest handbook
  - Altar Book
  - Holy Women, Holy Men
  - GCoW
  - LFF
  - BCP
  - Hymnal

After some discussion, the Board decided to name the second session after Michael's suggestion: 'Liturgical Resources'. The other session will be for new Vergers and will keep it established name...'Verger 101'

## **Chapter Development**

**Scott**

Scott lead the discussion about our Chapter strategy in this day and age of social media. He noted that chapters take a lot of work and wondered if they are still relevant. He said that several chapters exist but many don't do anything.

Margaret suggested we continue our structure of affiliation with existing chapters and encourage new chapters to build themselves from their own grassroots efforts.

Duke suggested that the committee name should be changed to Chapter Liaison and serve as a clearinghouse for Chapter questions. He also agreed that some oversight was needed by the Guild. Darin suggested that the Chapters give a short report to the liaison each year. Richard and Scott will continue the conversation about the direction of the Chapters Committee.

## **Communication and Technology**

**Michael / Darin**

Michael discussed the timing of the 'Save the Date' card. He discussed several options and said to finalize the card takes several months. He also said that the card costs several thousand dollars to produce.

Mailing the card to whom and when was the next discussion. The board decided to sent out the cards to all database members and all domestic churches after the first of the year.

Michael then directed our attention to a topic in his Documents folder named "Read first before using the VGEC seal". He said that we should use the new graphic file of our Vergers' seal when printing. He said that the file could be enlarged to any size and not loose any quality. He also included the pantone colors.

Scott said that he is now the news manager of the blog post. He introduced a new tool called Trello which captures blog ideas and organizes them in one place. It is similar to a post-it-note bulletin board. He asked that we become familiar with the program and try to use it when possible.

Scott then reported that MMS v2 is still in development and will hopefully be designed by 2017 with a launch date in 2018. Reworking the VGEC website will be the next big project after MMS v2 is complete.

Scott also said that our new marketing campaign needs to be started but that we probably need someone within or ranks who has a marketing.background.

## **Episcopal Relations**

**Margaret**

Margaret reported that she is in contact with the office of the Presiding Bishop and that she is working to find Vergers in churches who are not members of the Guild.

Scott asked Margaret to work with the Commission on Liturgy to include a commissioning service for Vergers. Duke said that the committee is looking to reduce the number of commissioning services down to one. The officiant would then fill in the blank for the person (s) being commissioned.

Margaret asked if there is any recent correspondence from CEGV. Scott and Duke said that the English Vergers don't use technology as much as we do.

### **General Convention**

**Duke**

Duke reported that he would send a check for the Vergers' booth as soon as they asked for it. The next General Convention will be in 2018 in Texas.

### **Goverance**

**Vyonne**

Vyonne reported is working to get the financial audits done. She is checking the archives to see if the minutes are up to date and the governance documents. She is also working on the committee structure and updating them. Duke said that he would get the financial audits ready by the mid year Board meeting for the previous year.

### **Guild Shop**

**Barry**

Barry reported that the Guild Shop was running fairly well and that he had some new members on his committee. Barry said that he is trying to account for all revenue and expenses. The following motion was introduced.

Motion: ~~Due to the need for accurate accounting of revenue and expense in the Guild Shop All merchandise distributed/shipped from or through the Guild Shop will be purchased. When there is a request for Guild Shop merchandise to be purchased for the good of the Guild at Guild expense, the request will be sent to the Guild Shop Manager for an estimate of the expense and shipping of such item(s); the proposal will then be sent with expense documentation to the officers of the Guild. When authorized by agreement of a majority of the officers of the board, such purchases will be made using the Treasurer's guild credit card. (Moved: Duke, 2nd: Barry)~~

The Proposed Motion as Amended:

Motion: All merchandise distributed/shipped from or through the Guild Shop will be purchased. When there is a request for Guild Shop merchandise to be purchased for the good of the Guild at Guild expense, the proposal will be sent with expense documentation to the officers of the Guild. When authorized by agreement of a majority of the officers of the board, such purchases will be made using the Treasurer's guild credit card. (Moved: Duke, 2nd: Barry) Passed unanimously.

Scott then started a discussion about the Diocesan kits. Duke suggested that a kit could include several small items which could be shipped along with the travelling banner for a nominal fee to Vergers. Scott suggested that Duke, Barry, Richard, and Michael work together to make the kits available by the Annual Conference.

Duke noted that the current brochures on the website are out of date.

### **Membership**

**Cheryl**

Cheryl updated the Board about the Membership Cards. She discussed various options from the vendor. She said that each time a member renews, a new card will be issued. The Board had several questions and suggestions concerning the cards. Michael agreed to design the card and send a proof to the Board Members.

She said that the annual membership letter would be delivered soon. Cheryl then said that Betty Moore was working on auditing parish memberships and updating information. Cheryl finally said that she felt that the membership was growing.

### **Nomination**

**Scott**

Scott reviewed the bylaws concerning the Nominations procedure. The Nomination Committee Chair put forth the following names to serve on the 2017 committee.

- ❖ Darin Herndon
- ❖ Duke DuTeil
- ❖ Marsha Luzon
- ❖ Kent Wingerson
- ❖ Margaret Gordon

### **Training**

**Duke**

Duke reported that he was making some changes to the Training course. He is emphasizing that while the Senior Verger makes a good training reference, the Clergy will be the Mentor for the Verger in training.

### **Exhibit Hall**

**Barry**

Barry said that the Guild Shop would be in the Exhibit Hall with the other vendors. There was a general discussion about contributions from the vendors who want to sell items in the Exhibit Hall. Chuck noted that the Exhibit Hall would be free for us to use.

The Board agreed that vendors fall into two categories:

- Corporate Sponsors
- Vendors

Terry agreed to rewrite the Conference Guidelines to include the following definitions:

1. Corporate Sponsors will negotiate a monetary or merchandise contribution with the Annual Conference Committee and the Host Committee.
2. Vendors are expected to make a donation as percentage of their sales to the Host Committee.

Chuck said that a Security Manager from the host committee would open and close the Exhibit Hall, the Registration desk, and the Chapel. During the Board discussions, the Annual Conference Guide was revised.

**Final Discussions****Scott**

Scott asked each committee chair to write a short summary of the Mid Year Meeting for a blog post after the meeting. Scott then discussed committee members and the committee email addresses. .

Darin asked that we discuss voting eligibility at our next meeting. A motion to adjourn the meeting was seconded and voted on unanimously. The next meeting is on July 20, 2017 at 8:00 pm Eastern time.

Respectively Submitted,

Richard Parker, Secretary to the Board