

ALL SOULS EPISCOPAL CHURCH
VESTRY MEETING MINUTES
Date: December 17, 2023
Location: Conference Room & Via Zoom

Attendance:		Present?	Absent?
Sr. Warden	Embry Howell	x	
Jr. Warden	Daniel Callis	x	
Treasurer	Will Stewart (also vestry member Class of 2025)	x	
Class of 2026	vEnessa Acham	x	
	Kurt Jacobs	x	
	Lisa Watson	x	
Class of 2025	Ryan Burwinkel	x	
	James Lewis	x	
Class of 2024	Cynthia Evans	x	
	John Longstreth	x	
	Art Warren	x	

The meeting was called to order at 12:13 pm and began with prayer.

Items	Discussion	Action
Approval of Minutes for November, 2023 Meeting and amended minutes for July 2, 2023	The draft November minutes were read and reviewed. The July 2, 2023 minutes were also amended to reflect the appointment at that meeting of Kathy Ruffing to the Endowment Board.	The draft and amended minutes were approved unanimously and will be sent in final to Elijah for posting.
Motions to approve the Reverend Sara Palmer's housing allowance and Flexible Spending Account amounts	<p>The following resolutions were presented for discussion and approval.</p> <p><i>Our new Rector Sara Palmer has requested that, as the Vestry of All Souls does not provide her with a rectory as a part of her compensation, which is exclusively for her services as a minister of the gospel, the Vestry designate \$37,000 of her compensation as a housing allowance pursuant to Section 107 of the Internal Revenue Code. It is therefore hereby Resolved: that a designation of \$37,000 of the Rector's</i></p>	The resolutions were adopted by unanimous vote.

Items	Discussion	Action
	<p><i>compensation as a housing allowance shall apply to calendar year 2024 and all future years unless otherwise provided.</i></p> <p><i>Rector Palmer has also requested that the Vestry approve her decision to set aside from her salary a Flexible Savings Account contribution of \$2,300 per year to allow her to pay with pretax dollars medical expenses and any other expenses properly payable from a Flexible Savings Account. The Vestry hereby approves that set aside.</i></p>	
Staff bonuses	The Senior Warden proposed that the Music Director and Parish Administrator each receive bonuses in appreciation of their faithful efforts during and after the pandemic.	The proposal was approved and the Senior Warden authorized to award the bonuses performance reviews.
November Financial Report	Art Warren noted that through careful management and a reduction in ministry costs due to the absence of a full time priest for much of the year, the 2023 budget deficit would be modest. Ministry expenses will be higher with a full time priest in 2024 and the deficit will increase substantially.	The report was received with thanks for Art's good work.
Endowment Board Report	The endowment and rectory funds performed well during a good market year. We will have to access one of these funds to address a projected 2024 budget shortfall. Restrictions on the use of the endowment and quasi-endowment fund were discussed, along with guidelines for prudent use and maintenance of the funds. The rectory fund is the easiest to access and likely the most suitable for this purpose.	No action is necessary at present.
Proposed 2024 Budget	Art Warren and Jim Solomon presented a draft budget, which projects a deficit of \$140,000, reflecting increased expenses for a full time rector, and revenues that have been declining or flat in recent years due to the pandemic and our transitional period in leadership. A motion to adopt the budget was approved and seconded.	The proposed budget was adopted unanimously.

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Stewardship report	Pledges have been coming in steadily, and we are at about 85% of our goal.	Vestry members have each been given parishioners to contact to urge them to pledge.

The meeting adjourned with a concluding prayer at 1:40 PM.

The next regular meeting is scheduled for January 21, 2024.

Respectfully submitted: John Longstreth