

Finance and Facilities Meeting Minutes 5/14/24

Present: Canon Jim (Zoom), Bob Fuchs, Susan Chase, Al Snell, Bryan Wester, Jim Belvin, Bobbie Fuchs

Bob opened the meeting with a prayer

- April minutes were approved with no additions or corrections
- Don Halbert has resigned as both chair of the Finance and Facilities board and as a member of the Compensation committee. He has served for several years and done an amazing job. The committee expressed their appreciation for his leadership and guidance. Bob will serve as the interim chair until a replacement is found. He asked if anyone has suggestions for possible candidates.

April financials continue to show revenues ahead of expenses. Pledge collections are doing well. The 2024 budget planned accordingly for the coming months in which expenses will probably exceed revenues.

St. Philip's audit has been completed. Finance and Facilities has accepted the results. The report will be forwarded to the diocese after Vestry approval.

- Investments: Another CD was purchased for \$100,000. Interest rate 4.9% for 3 years.
- Stewardship: Pledge campaign kickoff is Sept. 15th. In addition, a Ministry Fair will be held that day following the 8AM and 10AM services. Boards have been notified. Planning meeting for the 2025 Campaign theme along with the letter to congregation will be completed by the end of August and sent out second week of Sept. Susan will tell the Vestry strategy teams to include budget recommendations for 2025 for all new expenses relating to their strategy.

- Buildings and Grounds:

Backflow valve testing looks good.

The fire sprinkler backflow valves for Chapel of the Cross are rusted and need to be cleaned and painted by BFPE.

Town of Southport notified St. Philip's that our irrigation was running non-stop for three days. It was determined that bugs were clogging up the works. The problem has been taken care of and Bryan will apply bug spray to prevent future issues.

For safety purposes, the balcony railing in the Sanctuary added a third rail and is now 42" high. The top balcony step was removed from between the left and right balcony pews. The elevator video camera and text screen are currently not working and are scheduled to be checked this week.

The venting in the kitchen still needs to be addressed.

The idea of diagonal parking was submitted to the City of Southport which would provide additional parking on Moore St. by the church. They informed us that the street was not wide enough to do both sides. A second proposal will be made for diagonal parking on one side and parallel parking on the other.

Bryan stated that St. Philip's was not notified by the city of Southport that they were removing a tree on the corner of Moore and Dry St.

Bryan Wester has notified that he is in the process of turning over the leadership of Buildings and Grounds to Paul Bailey. He has served for the past five years and will help with the transition. Appreciation was expressed by all for his dedication and hard work.

- Endowment- Jim Belvin has requested a budget of \$1,000/year for this committee to take prospective donors to lunch. Expenses have been out of pocket up until this point. Bob questioned how can you know if the investment provides successful results? Jim has said that commitments have already been submitted confidentially. A budget of \$500 was approved for 2024. Bob made the motion to cover the expense with the additional 2024 pledges received over the budgeted amount, Susan seconded. Requests for reimbursement will go to the F&F board chair.
- Columbarium/Memorial Garden- The Memorial Garden committee will join the Columbarium committee as a joint committee. The company selected, Columbarium Planners, has been working with St. Philip's and drawing up plans. A request has been made to the town of Southport for a variance of 7" in height for the columbarium. A plan for funding the columbarium must be developed. Plans will be submitted to the Vestry for approval once all the information is collected. F&F needs to approve any fundraising plans for this going forward.

Other business:

- 1.- F&F unanimously approved Debbie Evan's request to allow one or two people to paint on St. Philip's covered portico during the annual artist festival held in Southport on May 2-4 in the event of rain.
- 2.- F&F unanimously approved Liz Halbert's request for Day4Hope to hold a meeting in the Parish Hall on Wed July 10th.
- 3.- The commercial dishwasher committee comprised of Bob Fuchs, Bill Bittenbender, Paul Bailey, Mike Bearden and Clark Sizemore sent an RFP to vendors for their proposals for a commercial dishwasher.
- 4.- The Compensation committee will report to the Executive committee going forward.
- 5.- The competitive bid policy approved in 2014 which was set at \$2,000 has now been increased to \$5,000.
- 6.- Belize- Canon Jim spoke with Liz regarding the future of this ministry. Donations and supplies can be sent as from the diocese of East Carolina to the diocese of Belize. Liability insurance must be provided for parishioners traveling to Belize and safe church training for each person is mandatory. All requests to raise funds must be approved by the F&F Board in advance.

Next F&F meeting, June 11th, 10AM, Room 202